

Republic County Junior Senior High School

Student Handbook



2015-2016

USD 109 is an equal opportunity employer. USD 109 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities.

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RCJSHS VISION STATEMENT

Republic County Junior/Senior High School will strive to be the premier educational center of North Central Kansas. We will develop business and intellectual entrepreneurs, social and business leaders, and responsible employees, as well as promote a balanced, cultured lifestyle and build community ownership through all available resources.

Our school envisions

- students, staff, parents, and community as full partners in the educational setting of every child.
- student fulfillment as they become life-long learners and productive citizens in tomorrow's world.

RCJSHS MISSION STATEMENT

The mission of Republic County Junior/Senior High School is to develop young men and women to become active, responsible caretakers of resources through a safe, challenging instructional environment.

This is accomplished by

- providing and encouraging teacher leadership.
- enhancing knowledge and technology by incorporating resources both internally and externally.
- continual monitoring of student progress using standards set by national, state and local entities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Notification of Rights under FERPA for Elementary and Secondary Schools:

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

DIRECTORY INFORMATION

USD 109 has designated certain directory information that may be disclosed for a legitimate purpose without parent or student consent. The directory information includes the student's name, address, telephone number, picture, parent or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, and the most recent educational agency or school attended by the student.

For complete information please visit our USD 109 district web site. The web address for Republic County USD 109 is as follows: <http://www.usd109.org>

CALENDAR PAGE

BOARD OF EDUCATION

Mr. Clay AurandMember
Mrs. Loisann BrownMember
Mr. Brian McCartney.....Member
Mr. Kevin Milner.....Member
Mr. Chris Pachta.....Member
Mr. Daryl Rieke.....Member
Mr. Clay Siemsen.....Member

ADMINISTRATION

Mr. Michael Couch Superintendent
Mr. Alan Sheets Principal

FACULTY

Ms. Jodi Bachand.....Music
Mr. Kalen Bebermeyer.....Band/Music
Mrs. Dee Brown.....Special Education
Mr. Brad Couture.....Math and Physical Education
Mrs. Joelle Feight.....Physical Science
Ms. Chris Garner.....Physical Education
Mrs. Jann Gieber.....Mathematics
Mrs. Krystle Griem..... Journalism and English and Reading
Mr. Andrew Gwennap.....6th Grade and PE
Mr. Merle Hadachek..... Voc. Agriculture and Science
Mrs. Michelle Hubert..... English and Reading
Mrs. Darla Joy.....Math and Reading
Mr. David Kadavy..... Science
Mrs. Marcia Kadavy.....Social Studies
Miss Debra Krotz.....English and Speech
Mrs. Connie Levendofsky..... Art
Mrs. Kelly Melton.....Special Education
Mr. Clay Mettlen.....Social Studies
Mrs. Stephanie Mettlen..... Computers and FACS
Mrs. Nicolette Parde Business Education
Mrs. Emily Pierson6th Grade
Mr. Conan ShinnSpanish and Reading
Mrs. Jacie Siemsen..... Special Education
Mr. Dan StehlikWelding

STUDENT SERVICES

Mr. Brad CoutureActivities Director
Mr. Chris KlosGuidance Counseling
Mr. Mike Chaput..... Technical Coordinator

SECRETARIAL STAFF

Mrs. Sheri Hoops Receptionist/ Secretary
Mrs. Annalee Novak Receptionist/ Secretary

PARA STAFF

Mr. Bill Bowen.....High School Para
Mrs. Ann Callaway.....Junior High School Para
Mrs. Lois Jacques.....High School Para
Ms. Marcia Junker.....Library
Mrs. Korin Poppe.....Junior High School Para
Mrs. Connie Schou.....High School Para
Mrs. Staci Strnad.....High School Para
.....High School Para
.....Junior High School Para

CUSTODIAL STAFF

Mrs. Shonda Johnson.....Custodian
Mr. George Massella.....Custodian
Mr. Gary McCarty.....Custodian

COACHING STAFF

High School Head Football..... Mr. Andrew Gwennap
Jr. High Head Football.....Mr. Eric Allgood
High School Head Volleyball.....Ms. Marcia Junker
Jr. High Head Volleyball.....Mrs. Mandi Sandberg
Cross Country.....Mr. Terry Skinner
Head Wrestling.....Mr. Adam Polansky
High School Head Boys Basketball.....Mr. Clay Mettlen
High School Head Girls Basketball.....Mr. Alan Sheets
Jr. High Head Girls Basketball.....Mr. Chris Klos
Jr. High Head Boys Basketball.....Mr. Brady Stindt
High School Head Golf.....Mr. Brad Couture
Head Track.....Mr. Terry Skinner
High School Softball.....Mrs. Stephanie Mettlen

SPECIAL EDUCATION INFORMATION AVAILABLE

Sponsoring district USD #333 Concordia and cooperating districts, USD #108 Washington County, USD #109 Republic County, USD #224 Clifton Clyde and USD #426 Pike Valley have adopted and implemented policies, practices and procedures for Child Find, General Education Intervention, Evaluation and Eligibility. Policies conform to state and federal statutes and regulations regarding special education. Procedures conform to KSDE Special Education Process Handbook requirements. Practices describe how policies and procedures are actually applied. This information can be found at:

[http://www.usd333.com/vnews/display.v/SEC/Special %20Education/LCNCK](http://www.usd333.com/vnews/display.v/SEC/Special%20Education/LCNCK)

BOARD POLICY - JHC - R2 ORGANIZATIONS AND SPONSORS

Every school club shall be sponsored by a member of the faculty approved by the building principal. All meeting times and places of the club must have the advanced approval of the faculty sponsor and the building principal, and the sponsor or designated representative must be present at all meetings. Every school club shall have on file in the school office a constitution approved by the student council and the building principal. Each constitution shall contain a list of curriculum related goals and objectives.

Any money left in a high school organization fund one year after the organization is disbanded will be deposited in the RCHS Student Council account.

ORGANIZATION

SPONSORS

Senior Class	Mr. Klos, Miss Krotz
Junior Class	Mrs. Hubert, Ms. Griem
Sophomore Class	Mrs. Levendofsky
Freshman Class	Mr. Mettlen
High School Student Council.....	Mrs. Joy, Mr. Kadavy
Junior High Student Council.....	Mrs. Joy, Mrs. Kadavy
Fellowship of Christian Athletes	Mr. & Mrs. Lonnie Hoops
FFA	Mr. Hadachek, Mr. Stehlik
KAY Club	Mrs. Hubert, Mrs. Feight
FCCLA.....	Mrs. Mettlen
BAG & Forensics & Play	Miss Krotz
Junior High & High School Cheerleading	Mrs. Short
National Honor Society.....	Mr. Kadavy, Mr. Klos
Concessions.....	Mrs. Mettlen
Junior High Concessions.....	Ms. Junker
Future Business Leaders of America	Mrs. Parde
Art Club	Mrs. Levendofsky
Scholars Bowl	Mr. Kadavy, Miss Krotz
Science Club	Mrs. Feight, Mr. Kadavy
Jazz Band	Mr. Bebermeyer
Show Choir & HS Vocal Groups	Ms. Bachand
Pep Band	Mr. Bebermeyer

ORGANIZATION OFFICERS

SENIOR CLASS

Pres –	Lanessa Aurand
V. Pres –	Tucker Allen
Sec –	Tyler Popelka
Treas –	Cameron Wilber
Stuco –	Tess Woolsey, Brett Klima

SCIENCE CLUB

Pres –	Cameron Wilber
V. Pres –	Tyler Popelka
Sec./Treas.	Kendra Scott
Stuco –	Elly Dahl

JUNIOR CLASS

Pres –	Madison Scott
V. Pres –	Sam Ratliff
Sec. –	Kendsey Johnson
Treas. –	Justin Tietjen
Stuco –	Kendra Scott, Trey Kuhlman

NHS

Pres –	Tess Woolsey
V. Pres –	Lanessa Aurand
Sec. –	Lane Shoemaker
Treas –	Tucker Allen
Stuco –	Cameron Wilber

SOPHOMORE CLASS

Pres –	Amanda Baxa
V. Pres –	Benaiah Rundus
Secretary –	Lasondra Aurand
Treasurer –	Lynnae Benyshek
Stuco –	Jaycee Blazek, Carl Brunner

ART CLUB

Pres –	Tess Woolsey
V. Pres –	Kodi Smith
Sec. –	Samantha Ratliff
Tres –	Elly Dahl
Stuco –	Castin Klima

FRESHMEN CLASS

Pres – Jony Dahl
 V. Pres – Autumn Cardi
 Sec. – Anna Pachta
 Treas – Zach Parde
 Stuco – Emily Martin, Grant White

FFA

Pres – Lane Shoemaker
 V. Pres – Tyler Popelka
 Sec. – Cameron Wilber
 Treas – Christian Tipton
 Stuco – Lasandra Aurand
 Sentinel – Madison Scott
 Reporter- Kalli Valek

FBLA

Pres – Lanessa Aurand
 V. Pres – Tucker Allen
 Sec. – Kendra Scott
 Treas. – Audrey Sheets
 Reporter/PR– Madison Scott
 Stuco – Tyler Popelka
 Reporter- Justin Tietjen
 Parliamentarian- Lasandra Aurand

STUCO

Pres – Tucker Allen
 V. Pres – Madison Scott
 Sec. – Tess Woolsey
 Treas. – Cameron Wilber

JR HIGH CHEERLEADERS

Anneliese Goertzen Heather Hansen
 Hayley Piroutek Lexi Ward
 Annabel Wheeler Alicia Zelazny

ACCREDITATION

Republic County High School is ranked as an Accredited Comprehensive High School by the State Department of Education. The high school is accredited through the Quality Performance Accreditation process prescribed by the Kansas State Department of Education.

FCCLA

Pres – Audrey Krohn
 V. Pres – Riley Woodward
 Sec. – Jaycee Blazek
 Treas- Laura Collette
 Stuco – Brittany MacLean

HS CHEERLEADERS

Courtney Anderson
 Dynae Bebermeyer
 Allyson Brunner
 Cody Burnett
 Amber Cherney
 Peyton Hoge
 Grace Rieke

KAY CLUB

Pres. – Courtney Anderson
 Kendsey Johnson
 Stuco – Audrey Sheets
 Sec. – Lynnae Benyshek
 School Serv.– Brett Stindt
 Comm. Serv.– Kendra Scott
 Nation Serv.– Kodi Smith
 World Serv.– Kalli Valek
 Treas. – Madison Scott
 Publicity- Laura Collette

BAG

Pres – Alexis Johnson
 V. Pres – Lanessa Aurand
 Secretary – Grace Rieke
 Treasurer – Lasandra Aurand
 Stuco – Kodi Smith

JH STUCO

Pres- Hunter Hartner
 V. Pres.- Sydney Lewellyn
 Sec/Treas- Gunnar Couture

Commented [DK1]:

REQUIREMENTS FOR GRADUATION

A student shall be eligible for graduation from Republic County High School upon completion of 26 units, plus enough electives to fill the total requirements as listed below:

- I. FIVE (5) units of English/language arts
 - A. Three (3) units of English (a course or unit that includes literature and the study of language, the skills that utilize the process of composition and that include speaking, listening and reading).
 - B. One unit of speech
 - C. One of the following:
 - 1. English IV
 - 2. English Comp I & II
- II. THREE (3) units of social studies
 - A. One (1) unit of American history
 - B. One (1) unit of American government
 - C. One (1) elective of social studies.
- III. THREE (3) units of mathematics
 - A. Refer to Mathematics sequence of studies at Republic County High School, page 11 of handbook
- IV. THREE (3) units of science.
 - A. One (1) unit of physical science
 - B. One (1) unit of Biology
 - B. One (1) unit of elective science
- V. ONE (1) unit of physical education/health
 - A. One-half (1/2) unit of physical education
 - B. One-half (1/2) unit of health
- VI. ONE (1) unit of computers
- VII. ONE (1) unit of fine arts

JUNIOR HIGH PROMOTION AND RETENTION

The policy of the board is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion or retention. Retention will be recommended at lower elementary levels but can be enforced at any level.

PROMOTION

Promotion (skipping a grade level) of students, other than students in special education, during the school term will be recommended in writing, by the teacher, to the appropriate building principal. A conference involving the parent, teacher and principal will be held to discuss a recommended program for the student. The building principal must agree with all decisions. All parties must be informed that if the advanced promotion or placement is unsuccessful, the student will be returned to the original grade or retained in the present grade for another year. All decisions must be confirmed through the superintendent. Students in special education will be promoted in accordance with the student's Individual Educational Plan (IEP).

RETENTION

Students, other than students in special education, who are having difficulty with academic skills, shall be retained in the lower elementary grades. When a child is retained in his early school years, he may be more likely to succeed at that grade level. Retention can be enforced at any grade level. Retention will be based on the following criteria:

1. Basic Criteria:
 - a. The student's teacher or teachers and the building principal recommend that the child be retained.
 - b. Classroom performance is low or below the expected level.
2. Additional criteria: The scores on achievement and competency tests indicate a need. Students in special education will be retained in accordance with the student's Individual Educational Plan (IEP).

PROGRAM OF STUDIES

The subjects offered in the program of studies at Republic County High School are listed below in curricular areas. () denotes credits offered.

1. MATHEMATICS (7 ½)
 - A. Consumer Math (1)
 - * B. Algebra 1A (1)
 - * C. Algebra 1B (1)
 - * D. Algebra I (1)
 - * E. Algebra II (1)
 - * F. Geometry (1)
 - * G. Trig and Pre Calculus (1)
 - # H. College Algebra (1/2)
2. ENGLISH LANGUAGE ARTS (8 ½)
 - * A. English I (1)
 - * B. English II (1)
 - * C. English III (1)
 - * D. English IV (1)
 - * E. Speech (1)
 - * F. Media Tech./Workplace Exp. (1)
 - # G. Composition I & II (1)
 - # H. College Speech (1/2)
 - I. Corrective Reading (1)
3. SOCIAL STUDIES (8 1/4)
 - * A. American History (1)
 - * B. American Government (1)
 - * C. World History (1)
 - * D. Current Issues (1)
 - * E. Psychology (1)
 - * F. World Geography (1)
 - G. Drivers Education (1/4)
 - # H. College Psychology (1)
 - * I. Econ./Sociology (1)
4. BUSINESS EDUCATION (6)
 - * A. Computer Applications (1)
 - * B. Computer Graphics (1)
 - * C. Accounting I (1)
 - * D. Business On Job Training (1)
 - * E. Internet Marketing (1)
 - * F. Web Page Design (1)

(Drivers Education taken during the summer does not count in student's grade point average)
5. SCIENCE (7)
 - A. General Science (1)
 - * B. Biology (1)
 - * C. Physical Science (1)
 - * D. Botany/Zoology (1)
 - * E. Physiology/Anatomy (1)
 - * F. Physics (1)
 - * G. Chemistry (1)
6. FOREIGN LANGUAGE (6)
 - * A. Spanish I (1)
 - * B. Spanish II (1)
 - * C. Spanish III (1)
 - * D. Spanish IV (1)
 - # E. College Spanish I (1)
 - # F. College Spanish II (1)

Class of 2009 & beyond requires 3 units science

- | | |
|-----------------------------------|---------------------|
| 7. PHYSICAL EDUCATION (3) | 8. FINE ARTS (5) |
| A. Wellness/Phy Ed. & Health (1) | A. Art I (1) |
| B. Strength & Conditioning I (1) | B. Art II (1) |
| C. Strength & Conditioning II (1) | C. Advanced Art (1) |
| | D. Choir (1) |
| | E. Band (1) |

Class of 2009 & beyond requires 1 unit in fine arts

- | | |
|---------------------------------------|-----------------------------------|
| 9. FAMILY & COMMUNITY SERVICES (5) | 10. POWER, STRUCTURAL, & TECH (5) |
| A. Nutrition & Wellness (1) | A. Ag. Welding I (1) |
| B. Human Growth and Development (1) | B. Ag. Welding II (1) |
| C. Consumer & Personal Finance (1) | C. Agriculture Fabrication (1) |
| D. Family Studies (1) | D. Ag. Mechanics (1) |
| E. Career & Community Connections (1) | E. Agriculture Power (1) |
11. AGRICULTURE SCIENCE (4)
- A. Agri Science (1)
 - B. Animal Science (1)
 - C. Plant and Soil Science (1)
 - D. Agri Business (1)

12. HIGH SCHOOL SKILLS (3) **TOTAL CREDITS OFFERED: 68 1/4**

* Meets core course requirements for NCAA eligibility

Available as concurrent credit with Cloud County Community College

The smallest unit of credit given will be ½ credit for a one semester class. Students will receive 1 full credit for classes which are 2 semesters or one full year. Drivers Education will be an exception and will be worth ¼ credit.

Students transferring into Republic County High School during their senior year will be placed on a graduation plan before enrollment.

Consumer math will become the exit level math course. If a student does not meet standards on the Kansas Reading and/or Math Assessments, or reach grade-level equivalency on the ACT/Aspire test, the student may be placed in a study/support class with the recommendation of the SIT team, counselor and/or principal.

All students are required to take physical science and biology. Through the recommendation of the science dept., counselor, and principal a student may substitute a combination of plant and soil and science and animal science as a third science credit.

MATHEMATICS SEQUENCE OF STUDY AT REPUBLIC CO. HIGH SCHOOL

A student entering high school at the freshman level will take Algebra I. Exceptions will be those who have previously taken Algebra I as eighth graders; these students will take geometry. If the team (teachers, counselor, and principal) determines from the eighth grade student's scores on the Kansas Math Assessment, ACT/Aspire scores, classroom grades and/or teacher recommendations that a student should not be placed in Algebra I, the students will be enrolled in Algebra IA. Once a decision has been made in the placement of a student in Algebra I, Algebra IA, or geometry the sequence of courses is the following:

Those taking Algebra IA as freshmen:

Algebra IA (1 credit)

Algebra IB (1 credit)

geometry (1 credit) or consumer math (1 credit)

As a senior, students may take Algebra II, but it is not required.

Those taking Algebra I as freshmen:

Algebra I (1 credit)

Geometry (1 credit)

Algebra II (1 credit)

Consumer math (1 credit)--Through the recommendation of the math dept., a student may substitute this course for Algebra II.

As a senior, the student may take trig/pre-calculus (1 credit) and/or college algebra (1/2 credit). These courses are not required, but Algebra II is a pre-requisite if the student wishes to take them.

Those taking Geometry as freshmen:

Geometry (1 credit)

Algebra II (1 credit)

Trigonometry/Pre-Calculus (1 credit)

As a senior, a student may take college algebra (1/2 credit). This course is not required.

CONCURRENT CLASSES

Republic County High School requires that all students enrolling in concurrent classes must have a 3.0 or higher grade point average (GPA). Also, the student must have earned C's or better in all previous English/speech classes (English I, English II, English III, and speech) or English Composition I/II classes prior to enrollment. The student must also meet Cloud County Community College's requirements for enrollment.

INDEPENDENT STUDY

Students desiring an extended in-depth study of a particular subject offered in the regular school program must first notify the counselor or possible sponsoring instructor of their proposal. The proposed plan must be submitted on an approved independent study form provided by the counselor. All proposed plans should be submitted well in advance of the participation date. The independent study committee will review and act on all proposals at the beginning and end of each school year. Requirements for the independent study program are on file in the office. Interested students should see the counselor for a copy of this document. (Courses offered in the regular curriculum are not considered independent study.)

INTERNET-BASED CLASSES

Any Republic County High School student who takes an online class at Republic County High School will have a pass/fail grade entered on the transcript.

HIGH SCHOOL ENGLISH

English Comp. I, can be taken for college credit only. Students who do not want college credit must enroll in English IV.

HIGH SCHOOL LANGUAGE ARTS

A sophomore student will enroll in corrective reading class if it is determined by the team (teachers, counselor, and principal) that the student would benefit from this class. This determination will be made based upon the student's score on the Kansas Reading Assessment, ACT/Aspire scores, classroom grades, and/or teacher recommendations.

GRADE 7 & 8 LANGUAGE ARTS and MATH

A student in grades 7 or 8 will enroll in the junior high skills class, if it is determined by the team (teachers, counselor, and principal) that the student would benefit from this class. This determination will be made based upon the student's score on the Kansas Reading and/or Math assessment (current or previous), ACT/Aspire scores, classroom grades, and/or teacher recommendations.

SCHOOL HOURS

The first bell rings at 8:11 a.m., and class begins at 8:15 a.m. Once a student arrives on the school grounds before school, he or she is to stay on the school grounds. Upon arrival:

6th and 7th and 8th grade students should enter the building through the cafeteria doors and remain in the cafeteria.

9th - 12th grade students should enter the building and proceed to the commons or north end of RCJSHS.

Dismissal from school is at 3:24 p.m.

STUDENTS/PARENTS UNLOADING ZONE

Students in 6th and 7th and 8th grade should enter the building at the east cafeteria doors of RCJSHS.

STUDENTS STAYING AFTER SCHOOL

If any student is to be detained after the close of the school day, the parents will be contacted by the teacher. The policy is not to detain busses without prior parent notification. If detaining a bus student after school would put a hardship on the parents, then the student should make plans to stay after school the next evening. The student would also need to make arrangements for transportation home.

STUDENT'S BELONGINGS

Each student's belongings, including school supplies, physical education clothes, athletic clothes and towels should be plainly marked with the student's name to avoid loss of materials.

BICYCLES

Bicycles should be parked in the area chosen by the principal. Park bicycles in an orderly fashion and in an upright position in the bicycle rack. Students are not to disturb or ride another student’s bicycle. No student, including the bicycle’s owner, is to loiter in the bicycle parking area. **Bicycles should not be ridden on the sidewalk next to the building.**

SKATEBOARDS

Students may ride skateboards to school as long as they get off the skateboard at the curb and carry it on the sidewalk to the school. The skateboard may be stored in a locker near the office. After school, students should carry the skateboard out of the building and down the sidewalk to the curb near the street.

LUNCH SCHEDULE

To be announced on the first day of school.

REPUBLIC COUNTY JR./SR. HIGH SCHOOL HAS A CLOSED LUNCH PERIOD; THEREFORE, STUDENTS MAY NOT LEAVE THE SCHOOL BUILDING DURING THE LUNCH PERIOD WITHOUT PERMISSION FROM THE OFFICE. ALL STUDENTS, INCLUDING THOSE WITH SACK LUNCHES AND THOSE WHO CHOOSE NOT TO EAT LUNCH, WILL GO TO THE CAFETERIA DURING THEIR DESIGNATED LUNCH PERIOD.

LUNCH PRICES

Grades 6 – 12	\$2.70
Adults	\$3.50

BREAKFAST PRICES

Grades 6 – 12	\$1.50
Adult	\$1.95

EXTRA MILK .35

SCHOOL BREAKFAST/LUNCH PROGRAM

Breakfast for USD #109 students is served at East Elementary and the jr./sr. high school. Any amount of money can be deposited in the breakfast/lunch fund before or after school in the office. Single meals may be purchased in the lunch line. The breakfast count will be taken by the teacher the previous morning. A lunch count will be taken during the first period of the day.

Students may charge no more than \$20.00, after which they will need to bring a sack lunch rather than eat the school’s lunch until their bill has been paid.

LUNCH ROOM RULES

1. All students bringing lunch or food into the school will eat in the cafeteria. (*This includes juice purchased from the machines in the cafeteria.*)
2. Use servers provided instead of hands when taking items from the salad bar.
3. Help prevent waste of food by eating what you take from the salad bar. Help keep the price of lunches low.
4. Pass or hand food items to others instead of tossing or throwing them.
5. Adults or students wishing to have a salad or PBJ must purchase it in the office before 10:00 a.m.
6. Behave in the appropriate manner as you would in a public restaurant.
7. Clean off tables and pick items off the floor after eating. Return trays, utensils, napkins, straws, milk cartons, etc., and place them in the receptacles provided. Place instead of toss trays in the dish return window.
8. No food or drink shall be taken from the cafeteria.
9. Sit at assigned tables and follow the above rules.
10. Students may pay cash for lunch in the line. However, in order that no identification of a free or reduced student may occur, all students who pay cash will be expected to pay the full price of the meal in the lunch line. In the event a student qualifies for free lunches, the student may go to the office prior to 1:00 p.m. of the same day and receive a refund. After the books for the lunch program are closed at 1:00 p.m., there will be no refund for free lunches.
11. If a student doesn't have their lunch ticket or the cash to pay for their meal, the student will be asked to sign a "charge slip" for their meal. After three charges the student will have an assigned seat.
12. To make the lunch line move faster and give students longer to eat lunch, any student paying cash will be required to be at the end of the lunch line.

SENIOR PORTRAITS

Seniors are encouraged to schedule senior portraits outside of the school day.
Seniors choosing to have their portraits in color need to have wallet sized pictures submitted to the yearbook advisor not later than the second Friday in December. Seniors also need to submit two wallet sized photos to the office by the second Friday in December. One picture is for the graduate edition of the *Telescope*; the other is for the composite in the school's hallway.

ENROLLMENT

- **Textbooks:**

The textbook rental price is figured according to the cost of the books and estimated amount for repairs, prorated for the adoption period. Workbooks are covered under the rental program and are the property of the students making the purchase.

The textbook rental fee for the 2014-2015 school year is \$30.00 for students in grades 6-12.

Students entering school after the start of school and those leaving before the end of the year will pay or be refunded an adjusted rate according to the percentage of time spent in school and as outlined in Board Policy. (JS-R)

	Leaving	Entering
During the first week of school	100%	100%
Remainder of the first nine weeks	75%	100%
During the second nine weeks	50%	75%
During the third nine weeks	25%	50%
During the fourth nine weeks	no refund	25%

Lost or damaged books must be paid for by the students to whom the text is issued. The cost will be determined by the number of years the text has been in use and the condition of the book at the time it was checked out to the student.

- **Lab Fees:**

The following lab fees were approved for the current school year by the Board of Education for courses offered at Republic County Jr/Sr High School.

<u>Course</u>	Fees
Art I through Advanced Art	\$25.00
6 th , 7 th and 8 th grade Art	\$10.00
8 th Grade Intro to AG	\$5.00
Band (Uniform cleaning)	\$20.00
Band (Instrument rental only)	\$50.00 to \$75.00 (<i>Depending on instrument</i>)
Family & Consumer Science	\$20.00
Ag Mechanics/Power	\$20.00
Agriculture	\$20.00
Welding and Metals	\$25.00
High School Science Courses	\$10.00
7 th and 8 th Grade Science	\$ 5.00
District Technology Fee	\$10.00

These fees are due at the time of enrollment, along with your textbook fee. Any student or parent financially unable to pay the above fee schedule may appeal to the building principal.

LIBRARY

The library serves as the hub of the school providing a collection of books, magazines, pamphlets, clippings, and audiovisual materials; the librarian also circulates materials and equipment through an orderly procedure, provides reference and other services to students and faculty, and maintains an atmosphere conducive to research and study.

To provide these services, it is necessary to have the following regulations.

1. No material should be taken from the library unless it is properly checked out.
2. All materials, except reference books and current periodicals, may be checked out for three weeks and may be renewed.
3. Reference books and audiovisual materials must be checked out with special permission from the librarian and only for overnight
4. Current periodicals may be checked out from one school day to the next school day.
5. A fine of five cents per school day will be levied on all overdue materials.
6. The replacement cost or repair cost of an item will be levied on all lost or damaged items.
7. Students may not check out materials if they have an overdue book or fine.
8. Help keep the library quiet, neat and clean.

HONOR ROLL

Republic County Jr./Sr. High School has two levels of honor roll. High Honors lists those students having earned all A's in their classes, and with no incompletes. Honors lists those with at least three A's, with no grade lower than B-, with no incompletes. A list of honor students will be compiled two weeks after the end of each quarter.

NATIONAL HONOR SOCIETY

The principal selects five faculty members to serve on the selection committee. This committee evaluates all sophomores, juniors, and seniors who have a grade point average of 3.55 or above and have filled out the application completely. The entire high school faculty is surveyed to determine how they rate each student on the following attributes:

Leadership
Service
Character

The selection committee studies this all-faculty survey and a list of the activities and achievements for each student before making the selection. This selection procedure is in accordance with the national standards for NHS in an attempt to recognize those students who exhibit the criteria of scholarship, service, leadership, and character.

CHANGING COURSES & SCHEDULE CONFLICTS

Students may change a course on their class schedule during the first five (5) days of either semester with the permission of the guidance counselor.

Students changing a class after the first five (5) days must have special permission from the principal.

All class changes must be on an approved form from the counselor's office. Dropping a course after the five (5) day period or prior to its completion may constitute loss of credit and recording the loss on the permanent record.

PERSONAL APPEARANCE CODE

The personal appearance of each student is the responsibility of the parent and the student. Students are expected to present themselves neatly and cleanly groomed. The personal appearance of students shall become the responsibility of the school when the mode of dress or personal grooming habits is inappropriate for school as determined by the principal.

Students should appear in school in a manner which will allow them to function at the best level possible without interfering with the learning process of their classmates. We know that the style of dress affects the behavior patterns of students; therefore, a minimum standard is desirable if it is to be possible for each individual student to develop to his/her fullest possible extent.

Students are not to wear gym clothes outside of gym class. Walking shorts and jama's are allowed. The following items of clothing are not allowed: tights or short shorts.

(If a student continues to wear shorts that are inappropriate after being warned by the principal or his designee, they will lose the privilege of wearing shorts for the rest of the school year.) – Lycra bicycle pants or shorts, cut-offs, midriffs, half-shirts, halters, tube tops, garments without shoulder straps, no “spaghetti” straps or backless shirts; this includes men’s underwear tank top T-shirts, (At no time should undergarment straps be visible.) Fishnet shirts (without shirt underneath), and garments with obscene, abusive, crude, or profane language, (includes Big Johnson and Coed Naked shirts which have sexual implications). Garments designed to be worn as underclothing shall not be worn as outer clothing. No hats, caps, hoods or headbands shall be worn in the building during the school day. Hats will be left in lockers during school time. No clothing advocating the use of illegal drugs or alcohol will be worn. Students must wear proper footwear. Sunglasses are not to be worn in the building unless a licensed physician has approved them.

Sponsors of extra-curricular activities have the right to establish reasonable guidelines for dress and appearance more stringent than those above.

Students who are not in compliance with the dress guidelines will be sent to the office. In most instances, students will be asked to change or will be sent home to change. Time missed from classes will be unexcused. Second and third time offenders will be assigned detention time as well. Additional violations may involve suspension.

ATTENDANCE

The Mission Statement of RCJSHS reads:

“Students will learn to be productive citizens of a world community where lifelong learning is paramount.”

In order to be productive citizens of a world, the Board of Education encourages regular attendance by the students of our school district. As required by Kansas Statute K.S.A. 72-1113c.3., the building principal is responsible for determining the acceptability and validity of offered excuses for absence from school. While the responsibility for regular attendance rests with the parents of the students, the determination of whether an absence should be excused must, by law, rest with the school district.

In order to determine whether an absence is excused or unexcused, any student who is absent from school shall be expected to provide notification of the absence as well as the reasons for the absence to the building principal so that a determination as to whether the absence is excused or unexcused may be made.

ABSENCES AND EXCUSES

Absences from school will be classified as excused or unexcused.

EXCUSED ABSENCES

1. Absence caused by illness or injury of the student.
Such absences include medical or dental appointments, which cannot be scheduled outside of the school day. **STUDENTS WITH MORE THAN FIVE (5) ABSENCES IN A SEMESTER OR SEVEN (7) IN A YEAR, WILL BE REQUIRED TO PROVIDE A PHYSICIAN'S SIGNATURE ON A FORM PROVIDED BY THE SCHOOL IN ORDER FOR THE ABSENCE TO BE EXCUSED. (EXCEPTIONS TO THE ABOVE ARE SERIOUS ILLNESS REQUIRING EXTENDED ABSENCES OR CONFIRMED DOCTOR OR DENTAL APPOINTMENTS).**
2. Absence required by serious illness or death in the student's immediate family
3. Other reasons for which the absence is unavoidable or which is in the best interest of the student as determined by the building principal

Students who have an excused absence will be expected to make up all class work missed. In the event that the student is enrolled in a laboratory class or activity class, extra time may be required of the student to complete course expectations which may not be completed outside of school. Failure to make up course work within the specified period of time will result in loss of credit for the work missed.

UNEXCUSED ABSENCES

Unexcused absences are those absences from school which do not meet the qualifications for excused absences. Students who are absent from school without an acceptable excuse may be disciplined for their absence. The discipline of an unexcused absence will be as follows:

1. The student will make up time on a period for period basis.
2. Sessions for an unexcused absence will be determined by each individual teacher (with first period teacher having first priority.) Make up time will be 30 minutes before or after school. Teachers will give one day advanced notice to students so they can inform their parents ahead of time that they have to arrive early or stay late. Failure to make up the absence may result in the student serving in-school or out-of school suspension.

ABSENCE PROCEDURES

1. Unless the absence of a student is attributable to illness, injury, serious illness of a family member, death in the family, or other reason, which requires the immediate absence of a student, advanced notification may be required for student absences.
2. For those absences which require advance notification, such notice shall occur as early as practicable so that the student will have the opportunity to complete assignments prior to the absence. If sufficient advanced notification is not possible, the building principal may determine an appropriate amount of time following the absence during which the student will be allowed to complete work missed. Such time limits will generally be equivalent to two days of make-up time for each day of work missed. Failure to complete the work within the time limits established will result in loss of credit for that work.

3. Parent notification of the absence shall be by written note, personal contact in the building office, or by telephone call. Reasons as to the nature of the absence will be required so that the building principal may comply with Kansas's statutory requirements, which require him to determine whether the absence is excused or unexcused. **FAILURE TO PROVIDE ADVANCED NOTICE AND/OR REASON FOR THE ABSENCE MAY RESULT IN THE ABSENCE BEING TREATED AS AN UNEXCUSED ABSENCE.**
4. A pre-admit slip will be issued by the office for advanced notification to enable the student to complete assignments in advance of leaving if possible. Once a student has arrived at school, he/she must obtain a "Permit to Leave Building" slip issued by the office in order for the absence to be excused.
5. **Student assignments may be obtained by calling the office before 8:30 a.m. the day the assignments are to be picked up. (Assignments should be picked up before the office closes at 3:45 p.m.)**

AT THE JR./SR. HIGH SCHOOL LEVEL A STUDENT WILL NOT BE ADMITTED TO A CLASS OR CLASSES FROM WHICH HE/SHE HAS BEEN ABSENT WITHOUT A STUDENT ADMIT SLIP FROM THE OFFICE. This slip is to be presented to the teacher for the make-up assignment and teacher's signature upon completion of the assignment. The slip should be returned to the office by the teacher when the assignments are completed.

Students will not be eligible to participate in school functions unless they are in attendance by 12 noon on the same day the function is scheduled unless special permission from the principal has been received. School functions include interscholastic competition, performances of activity groups and activity practice.

EXCUSED STUDENT ABSENCE FOR TRIP WITHOUT PARENTS SUCH AS COLLEGE VISITATIONS, FIELD TRIPS, ETC.

The following criteria need to exist in order for a student's absence to be excused for a trip without parents:

- 1) It must be arranged well enough in advance to allow ample time for the student to complete all assignments prior to the absence.
- 2) The student must exhibit good attendance; allowances may be made by the principal.
- 3) The student must be in good disciplinary standing with the school – free of probation due to improper conduct.
- 4) The student must have the approval of the principal.

COLLEGE VISITATIONS

Sophomores will be excused for one college visit per year.

Juniors will be excused for two college visits per year.

Seniors will be excused for three college visits per year.

SCHOOL SPONSORED ACTIVITIES

When a student is absent due to a school sponsored activity, he/she is not to be counted absent and does not need a Student Admit slip from the office. The sponsor will issue a School Activity Slip to all students attending activities which are not scheduled on the

calendar. This slip is to be presented to each teacher and initialed when the work has been completed or arrangements made with the teacher to make up the work at a later date. These slips must be returned to the sponsor with each teacher's approval before the student will be excused for the activity.

TARDIES

A STUDENT WILL BE CONSIDERED TARDY WHEN HE/SHE IS NOT IN HIS/HER ROOM AND IN HIS/HER SEAT AT THE SOUND OF THE BELL WHICH STARTS THE REGULAR CLASS PERIOD.

Tardies may be excused or unexcused. Excused tardies may occur when another teacher, the office, etc. have detained a student for a just reason. If another teacher or the office detains a student, a tardy slip will be provided to the student, which will excuse the tardy. Unless a teacher or the office excuses the tardy, the tardy will be considered unexcused. Two (2) unexcused tardies in the same class period in a nine-week grading period will be counted as one unexcused absence and the disciplinary action attached hereto. Unexcused tardies must be made up within a week of accumulating two tardies. Failure to make up the tardies may result in the student's serving in-school or out-of school suspension.

BOARD POLICY – JBE-TRUANCY

The building principal, counselor or superintendent shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age) a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

STUDENT HEALTH

If a student becomes ill or is injured while at school, the school will make every effort to notify the parent or the person to be contacted in case of emergency. No child will be sent home unless such contact has been made. In an emergency, your child will be taken to your family physician if you cannot be contacted. If your child is on medication and it becomes necessary that he/she take medication at school, a form must be signed by the parent or guardian before this can be done.

(Examples of the school's medication forms follow on the next two pages.)

(The Permission for Medication form is to be completed by the parent.)

REPUBLIC COUNTY USD 109

Permission for Medication

Name of Student _____

Building _____ Grade _____

Medication _____ Dosage _____

Date Started _____

Time of day medication is to be given _____

I hereby give my permission for _____ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

DATE

Signature of Parent/Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.

HUMAN SEXUALITY/AIDS EDUCATION CURRICULUM

In September 1988, the Kansas State Board of Education mandated that all school districts provide comprehensive instruction in human sexuality, sexually transmitted diseases and, especially, acquired immune deficiencies syndrome (AIDS)

While the human sexuality/AIDS curriculum was developed upon the premise that education in human sexuality is best provided within the family and supported by the values of parents and the community, the school district has complied with the state mandate and offers a comprehensive curriculum in human sexuality with a special focus upon AIDS education. While the philosophy of the human sexuality program is to enhance the self-esteem of students, provide accurate knowledge about the biological, sociological and ethical aspects of sexuality and promote wise decision-making, the district further recognizes that the concept of human sexuality has occasionally been a controversial subject.

In full compliance with the State Board of Education mandate, parents are notified that the goals and objectives for the human sexuality/AIDS curriculum are available for examination by contacting your child's building principal. While we believe that the grade level objectives in this program have been designed to promote healthy development of attitudes toward sexuality, parents who have concerns over this curricular area are invited to make an appointment with their child's principal to review specific grade level objectives included in the program.

A parent or guardian (or student 18 years of age or older) may use the district opt-out provision to remove their child from some portion or all of human sexuality and AIDS classes that are included in the district's required curriculum.

Following appropriate review of the curriculum goals on file at the Board of Education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

CELL PHONES AND ELECTRONIC DEVICES

Students may use their cell phone when they are in the school building before school starts, during lunch period, and in-between classes. Each teacher will post their cell phone policy; cell phone use in a classroom is **at the discretion of the teacher**. A student's phone needs to be put away or on silent once the bell rings. Students may make phone calls before the 8:11 bell, but need to ask permission at lunch to make calls. The school is not responsible for the loss or damage of cell phones in the building. **If you disobey the policy: 1st Offense-** The teacher turns the phone into the office and you may pick up the phone yourself after school, **2nd and 3rd Offense-** The teacher turns the phone into the office and the office will call your parent and ask their permission to send the phone with you after school. **Further Offenses-** The teacher turns the phone into the office and the office calls your parent; your parent **MUST** then come and retrieve your phone.

ALL PHONES MUST BE ON SILENT AT ALL TIMES. The use of electronic devices such as iPods can and will be restricted. Such devices may be used **at the discretion of the teacher** during class time. **There will be NO use of electronic devices during ISS; a computer may be required by a teacher or principal.**

LEAVING THE SCHOOL GROUNDS

After arrival at school, no student will leave the school grounds without a "Permit to Leave Building" slip issued by the office. This is necessary even though the student might have already received a pre-admit slip from the office.

KSHSAA ELIGIBILITY REQUIREMENTS

To be eligible to participate in interscholastic activities a student must be certified by the school principal or activities director as meeting all eligibility standards as set by the school and the KSHSAA requirements. The following two pages list those requirements set out by KSHSAA, the governing body of all activities in Kansas, and the Republic County Jr./Sr. High School's eligibility standards which **EXCEED** KSHSAA requirements. Students may be eligible to represent their school in interscholastic activities and other activities if they meet both the KSHSAA and Republic County Junior Senior High School requirements:

1. They are bona fide, undergraduate students in good standing, with regular attendance, free of tobacco, alcohol, illegal drugs and anabolic steroids.
2. They are not presently under suspension from school (in or out of school suspension).
3. Their conduct and standards of sportsmanship are satisfactory and do not bring discredit to them or their school.
4. They are not 19 years of age (16, 15, 14 for junior high students) on or before September 1 of the school year in which they compete.
5. They have not completed eight semesters of high school attendance (includes total attendance beginning with the ninth grade) Their last two semesters of possible eligibility must be consecutive.
6. They have not had eight semesters of competition or more than four seasons in one sport (includes grades 9 through 12).
7. They have passed in five subjects of unit weight or the equivalent during their last semester in attendance.
8. They do not engage in outside competition in the same sport during a season in which they are representing their school. Athletes should consult the coach or principal before allowing them to participate individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.
9. They have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.
10. They have passed an adequate physical examination given by a physician and have the written consent of their parents or legal guardian.
11. They have met the requirements of the Transfer Rule if they are transfer students. Contact the principal concerning this regulation.
12. They are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. They have not competed under a false name or for money or merchandise of intrinsic value and have observed all other provisions of the Amateur Rule.
14. They are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they participate.
15. They are attending school the day the activity is scheduled, or they have special permission from the principal.
16. They have completed and returned an athletic checklist to the activities director or main office and received a clearance card to present to their coach.

RCJSHS BI-WEEKLY ELIGIBILITY POLICY

ALL students of RCJSHS must meet both KSHSAA and the Republic County Junior Senior High School eligibility policies.

A report will be generated on Thursday, every week, excluding WEEK 1 of each nine weeks. This list will be created by the counselor's office, through POWERSCHOOL.

No student will ever immediately fall onto the INELIGIBLE LIST. Each student is afforded a one-week probation on failing grades.

To be ELIGIBLE a student must be passing six classes.

At this point, the student would then become INELIGIBLE starting the next Monday. The student could become eligible the following Monday, but no sooner.

This policy would apply to all "Out of School" activities as listed.

Cheerleading	Boys Cross Country	Girls Cross Country
Boys Basketball	Girls Basketball	Wrestling
Football	Volleyball	Boys Track
Girls Track	Softball	Golf
Forensics	Show Choir	Jazz Band
Pep Band	Singers	Play
Art Show	Homecoming Candidate	Sweetheart Candidate
Scholars Bowl	FFA activities/trips	FBLA activities/trips
FCCLA activities/trips	Science Club activities/trips	Art Club activities/ trips
National Honor Society	KAYS activities/trips	Stuco activities/trips
Pep Club	Dances	

ACTIVITES NOT COVERED UNDER THIS ELIGIBILITY CONTRACT

Concert Band	Marching Band	Concert Choir
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OTHER ELIGIBILITY

A student who is not in good standing with the school will lose the privilege of running for or holding any school office (class and/or organization) for the remainder of the school year. In addition, the student will not have his or her name on the ballot as a candidate for homecoming or sweetheart. In the event that his or her name is already on the ballot, the student will lose his or her privilege to be a part of the ceremony. "Good standing" means the student has not violated the behavior code as set forth in the student handbook. "Good standing" will also include Board of Education policy JDDA-R, Drug Free Schools.

PARTIES

All classes and organizations are to be limited to one party per semester. Weekday parties shall close by 10:30 p.m. Friday night parties shall close by 12:00 a.m. unless an extension is granted. All parties are restricted to students of this attendance center except by special permission of the principal.

1. Parties are to be approved and put on the calendar.
2. At least one staff member must be present to supervise.
3. It is the responsibility of each organization to “clean up” and to return borrowed articles.
4. No transportation will be provided for out-of-town parties.
5. When students leave a party or dance they will not be readmitted.
6. Appropriate dress will be worn to parties as established by the organization in charge.

In the event that students in grades 7 or 8 host an evening party or dance, the hours will be determined by the principal.

(Also, see Dance Rules.)

BEHAVIOR CODE

Acts of behavior that interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other students WILL NOT be tolerated. Both boys and girls are expected to act like ladies and gentlemen at all times. Overt acts of affection such as hugging, kissing, petting, etc. are not permitted on school grounds. This is neither the time nor the place for these acts while students are in school. Specific acts of behavior applicable to students or pupils in respect to school activities or on school property which are deemed grounds for suspension or expulsion are:

1. Breaking of school rules repeatedly
2. Extortion
3. Willful disobedience
4. Fighting
5. Intimidation (includes hazing and initiating)
6. Obscenity
7. Open defiance
8. Possession or use of lethal weapons
9. Profanity
10. Possession or use of smoking and chewing tobacco
11. Stealing
12. Excessive tardies
13. Temper tantrums
14. Threats by word or deed
15. Truancy
16. Conduct that disrupts school
17. Vandalism
18. Possession of any object that can reasonably be considered a weapon (see Board policy JCDBB Weapons)
19. Sexual harassment (See Board policy JGEC & JGEC-R)
20. Possession of lighters, matches or strikers

BOARD POLICY --- JDDC Bullying (See EBC, GAAB, GAAE, JCE, JDD, JGEC and JGECA) JDDC

The Board of Education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation – 06/07; 06/08; 06/09

BULLYING POLICY

Bullying is any repeated, intentional act by a person who perceives himself or herself as more powerful, which causes embarrassment, pain or discomfort.

Bullying on school property, in a school vehicle or at a school-sponsored activity or event is not acceptable. Bullying hurts everyone, not just the bully and his/her victim but also the bystanders who witness the violence, intimidation and/or the distress of the victim. Everybody has the right to be treated with respect. Training for staff and students on bullying prevention will be arranged as needed by the school administration.

	First Offense	Second Offense	Third Offense	Fourth Offense
VERBAL: Teasing, exclusion, put downs, sarcasm, jokes, taunting, gestures, written notes, graffiti	Warning, parents notified. Time before or after school. Reduced privileges	Parents notified. In school suspension, Saturday school. Removal from extra curricular activities	Out of school suspension	Develop an individual bullying plan which may include expulsion
PHYSICAL: Hitting, kicking, pushing, pinching, vandalizing, or stealing property	Warning, parents notified. Time before or after school. Reduced privileges	Parents notified. In school suspension, Saturday school. Removal from extra curricular activities	Out of school suspension	Develop an individual bullying plan which may include expulsion
SEVERE PHYSICAL: Severe hitting, threats of violence, or severe harassment.	Parents notified. In school suspension, Saturday school. Remove from extra curricular activities	Out of school suspension	Develop an individual bullying plan which may include expulsion	
ELECTRONIC: Cell phones, computers, cameras; embarrassing photos taken or displayed at school; inappropriate emailing or text messaging or viewing inappropriate websites	Warning, parents notified. Time before or after school. Reduced privileges	Parents notified. In school suspension, Saturday school. Removal from extra curricular activities	Out of school suspension	Develop an individual bullying plan which may include expulsion

Some bullying situations may be significant or severe enough to move to a higher offense level at the discretion of the school administration. Cases of bullying not explained above will be dealt with on an individual basis.

BOARD POLICY - JCDBB WEAPONS

A student shall not knowingly possess, handle or transfer/transport any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency(ies).

As used in this policy, the term “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in the policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other device similar to any of these devices.

BOARD POLICY - JGEC SEXUAL HARRASSMENT

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school is strictly prohibited. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual’s education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; (3) such conduct has the purpose or effect of interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to, verbal harassment or abuse; pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student’s grades, participation in extra-curricular activities, etc. When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

**BOARD POLICY - JGEC-2
SEXUAL HARRASSMENT**

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. (See KN) The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

USE OF DRUGS

Area law enforcement has school board permission to conduct random unannounced searches of school facilities including student lockers for illegal drugs and controlled substances (alcohol and tobacco). Students with illegal or controlled substances in their lockers will be turned over to law enforcement authorities.

**BOARD POLICY – JCAB-R
USE of TRAINED DOGS TO SEARCH -**

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

BREATHALYZERS

Alcohol use by a student is illegal and poses a serious threat not only to the student's own safety and well-being, but also to the safety and well-being of the entire school community. Therefore, alcohol use by students will not be tolerated during school hours, on school property, or at any school-sponsored event or activity during or after school hours. When determining whether or not alcohol has been used or consumed by a student at a school-related function, or whether he or she is intoxicated, the safety of the student involved and the safety of other students, school staff and members of the general public, are the school district's primary concerns.

If a supervising administrator believes that a student has used alcohol based on the observation of behavior, lack of coordination, or smelling alcohol on the student's breath, he or she may take action to confirm the suspicion. An assessment of a student's possible or suspected alcohol use may be aided by utilizing breath alcohol testing devices, such as breathalyzers, which indicate the presence or absence of alcohol in a person's system. The intended purpose of having breath alcohol testing available is to prevent alcohol use by students. Law enforcement officers from the Republic County Sheriff's office will administer the alcohol breathalyzer tests pursuant to manufacturer's instructions. Any student who is determined to be under the influence of alcohol will be dealt with by the sheriff's office, according to the law. That includes the possible issuance of a criminal citation, transportation to the Republic County Jail for processing, and later court appearances, as well as other possible consequences.

A student's participation in any extracurricular activity, including but not limited to sports and dances, is a privilege not a right; therefore, students who wish to take part in extracurricular activities, and their parents, guardians or other responsible persons, will be required to sign a form acknowledging that they have read and understand the alcohol screening policy.

Included in the Student Handbook is the alcohol and drug policy. Students and their guests will be randomly screened by alcohol breathalyzers at school dances and may be screened at other school activities. The screening process is as follows: If a student draws one blue marble out of a container of colored marbles, the student will be taken with the principal to a designated location where law enforcement personnel will administer the breathalyzer. If a student blows positive, the student will be retested after fifteen (15) minutes. If the student should blow positive a second time, law enforcement procedures will take effect and parents will be contacted. Any student who wishes to bring a guest to a school dance must provide the principal with a breathalyzer test submission form, signed by the guest and the guest's parent(s), prior to attending the dance. As a condition of admission to a school-sponsored activity, a signed copy of the Alcohol Screening Acknowledgment must be on file at the school.

Every student attending school or school-related events or activities (whether within or outside the school district) is expected to follow the Student Handbook.

Alcohol Screening Acknowledgement

Extracurricular activities are an important part of the overall educational program at Republic County High School. A well-rounded education is not only academically oriented but also includes physical, social, and emotional development. We at Republic County High School believe that students will be productive, responsible citizens of the society in which they live.

As a condition of admission to school-sponsored dances, a signed copy of this form must be on file at the school to acknowledge that I have received, read, and understand the USD 109 Alcohol Screening policy on page 33 of the Student Handbook.

Student/Guest Signature

Date

Parent Signature

Date

Drug Free Schools JDDA-R

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity. Any student violating or suspected of violating the terms of this policy will be reported to the appropriate law enforcement officials. If a student is in violation of this policy's student conduct, he/she shall be subject to the following sanctions: This policy is required by the 1989 Amendments to the Drug Free Schools and Communities Act, P.L. 102.226, 103 St.1928 and compliance with it is mandatory.

1. First Offense. A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including short-term suspension;
 - b. Suspension from participation and attendance at all USD 109 student activities for a period of 30 days.
 - c. Before reinstatement, the student and parent/guardian must complete a substance abuse counseling session provided by the district.
2. Second Offense. A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension;
 - b. Suspension from participation and attendance at all USD 109 student activities for a period of 120 days or not less than one semester.
 - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)
 - d. Additional penalties may be imposed at the discretion of a coach/sponsor.
3. Third and Subsequent Offenses. A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year.
 - b. Suspension from participation and attendance at all USD 109 school activities for a period of 365 days.
 - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.
 - d. Additional penalties may be imposed at the discretion of a coach/sponsor.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S. A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents/guardians. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents/guardians or students should contact the directors of the programs to determine the cost and length of the program. A copy of this policy will be provided to all students, and the parents/guardians of students. Parents/guardians of all students will be notified that compliance with this policy is mandatory.

Standardized Policy for Extra-Curricular Activities

Republic County Schools believe that school activities are a positive influence for students and the community. The expectation for all of our students is to be lawful in the conduct of their daily lives. All students are required to abide by Policy JDDA-R Drug Free Schools which outlines student conduct and the condition of student enrollment in the district. Students who represent Republic County Jr./Sr. High School in various activities are held to a high standard of conduct. The following guidelines reinforce the expectations of good conduct and positive representation of USD 109 by students who participate in athletic and extra-curricular programs.

Participation in extra-curricular activities is a privilege. This privilege is available to a student for as long as the student complies with district policies, KSHSAA policies and coach/sponsor rules. This policy is considered base line for participation in extra-curricular activities.

Furthermore, if a student is found to be a participant of or a party to any illegal activity detrimental to the high standard of conduct required, the student shall expect some form of discipline which may be consistent with this policy, depending on the severity of the illegal activity.

Enforcement of this policy shall not be circumvented by a diversion from the law. Diversion from the law or act will not be considered in the administration of this policy. Diversions are often granted after admission of guilt or failure to contest. Diversion may be beneficial to the long-term welfare of the student, but it has minimal benefit to the short-term participation in athletic and extra-curricular programs. Republic County USD 109's primary objective is to educate students.

Policy Statement:

Students must not: use, possess, sell or transfer any tobacco, alcohol product or controlled substance as defined by law while representing Republic County Jr./Sr. High School. Representing Republic County Jr./Sr. High School begins once a student enrolls for the school year and henceforth includes weekends, nights, school holidays and breaks during the school year. Any student suspected of an offense shall be notified and afforded an opportunity to present his/her version of the situation. Verification of drug and alcohol infractions will come in one of the following:

- a. Self admitted involvement by the student or his/her parent/guardian
- b. Witness student involvement by the sponsor, coach or staff member
- c. Verification by an official law enforcement report
- d. Investigation by school official, coaches or sponsors
- e. *Positive result of a certified drug test (pending the adoption of a random drug testing policy)*

If a source other than those listed above reports about a student's violation of this policy, validity of the allegation will be investigated and substantiated *by procedures of (a), (b) and or (c) above*. If the information proves to be accurately reported, the appropriate action within policy guidelines will be taken.

1. **First offense:** The student will be suspended for the next three consecutive competitions or extra-curricular activities' participation dates. The student must continue to practice to remain a participant in any affected activity. If there are less than three competitions or participation dates remaining in the student's current activity school year, the suspension will carry over to the next activity year of competition or participation. When the violation occurs while the student is not currently involved in an activity, the consequence will be imposed at the beginning of the student's next season of completed competition or participation, where the student finished in good standing. Further, the student and parent/guardian must agree to complete a substance abuse counseling session provided by the district before returning to any KSHSAA or extra-curricular activity. Failure to complete a substance abuse counseling session within 30 days of the initial suspension may result in additional days of suspension from participating in extra-curricular activities. Additional penalties may be imposed at the discretion of the coach/sponsor.
2. **Second offense:** The student will be suspended for the remainder of the current activities' season; however, the student will forfeit no less than 50% of the total competition or participation (quarter, innings, acts or days) of the current season. The suspension will carry over by the remaining fraction or percent to the next activity season of competition. The student must continue to practice to remain a participant in the activity. If the student is participating in more than one activity simultaneously during the same season, the consequences will be imposed in each activity. Further, the student is required to complete a substance abuse intervention program, at the parents/guardian's expense, before returning to any KSHSAA or extra-curricular activity. Additional penalties up to and including dismissal from the extra-curricular activity may be imposed at the discretion of the coach/sponsor.
3. **Third offense:** The student will forfeit one calendar year (365 days) of competition or participation. Further, the student is required to complete a substance abuse intervention program, at the parents/guardian's expense, before returning to any KSHSAA or extra-curricular activity.
4. **Fourth offense:** The student will forfeit all remaining extra-curricular activities' eligibility at Republic County Jr./Sr. High School.
5. **Diversion for first offense:** If any student is found to be in violation of these policy infractions through the verification process and apologetically admits self involvement, the student shall be afforded the opportunity to continue

participation in extra-curricular activities. Prior to reinstatement in any or all the extra-curricular activities from which the student is suspended, the student shall complete all steps of the extra-curricular activities' diversion process. However, through the verification process, if any student is found not to be in violation of this policy and by further investigation and during a later verification process was found to be in violation of the initial infraction, the student will not be afforded the right to a diversion from the first offense and the consequences of policy violation will be administered as the second offense.

Extra-Curricular Diversion Process

Prior to reinstatement in any extra-curricular activity stated in the first offense:

1. The student shall meet with all team members or body of students involved in each extra-curricular activity currently in season and consequently affected by the student's involvement. The appropriate coach, staff member or sponsor shall be present. The student shall admit involvement in the prohibited activity and share no less than two learning experiences or consequences derived from the infraction.
2. The student shall admit involvement and apologize in writing to the coach/sponsor/staff member.
3. The student shall admit involvement and apologize in writing to the athletic director. The letter will be filed in the student's file.
4. The student and parent/guardian must agree to complete a substance abuse counseling session provided by the district before returning to any KSHSAA or extra-curricular activity. Failure to complete a substance abuse counseling session within 30 days of the initial suspension may result in additional days of suspension from participation in extra-curricular activities.

Due Process

The student, parents/guardians, coach/sponsor, activities director and principal will have a disciplinary conference. The violation will be recorded by the activities director with appropriate action addressed at the conference.

Procedure of Enforcement

1. Notification of the violation.
2. Meet with student concerning the violation. If permissible by law, the parent/guardian shall be immediately informed of the meeting results.
3. Verification of policy infraction
4. Disciplinary Conference - Explain consequences of action and subsequent violations.
5. Administer appropriate action.
6. Record conference and violation. File in activity director's office.

ACTIVITIES COVERED UNDER THIS POLICY

HIGH SCHOOL

<u>Sports</u>	<u>Activities</u>	<u>Organizations</u>
Cheerleading	Show Choir	FFA
Boys Cross Country	Jazz Band	FBLA
Girls Cross Country	Pep Band	FCCLA
Boys Basketball	Forensics	Science Club
Girls Basketball	Play	Art Club
Wrestling	Art Shows	National Honor Society
Football	Homecoming	KAYS
Volleyball	Candidates	STUCO
Boys Track	Sweetheart	
Girls Track	Candidates	
Golf	Scholars Bowl	
Softball	Yearbook Competition	
	Dances	

JR. HIGH

<u>Sports</u>	<u>Activities</u>
Cheerleading	Singers
Boys Cross Country	Jazz Band
Girls Cross Country	Dances
Boys Basketball	
Girls Basketball	
Wrestling	
Football	
Volleyball	
Boys Track	
Girls Track	

(An example of the activities contract follows on the next page.)

As a participant in an activity, and especially athletics, you are assuming the risk of possible injury. The school district insurance does not cover medical costs resulting from an injury or accident as part of an activity except in cases of district liability. Therefore, you should make sure you have adequate medical insurance. Low cost insurance is available and information is available during enrollment or at any school office.

ACTIVITIES CONTRACT
Student and Parent/Guardian:

I have read and understand the Standardized Policy for Extra-Curricular Activities.

Participation in all activities is held to a high standard of conduct. You may be required to accept the risk of possible injury. You, as a participant, can uphold the standard and help to make the activity safer by not intentionally using substances which are illegal.

As a participant in an activity, and especially athletics, you are assuming the risk of possible injury. The school district insurance does not cover medical costs resulting from an injury or accident as part of an activity except in cases of district liability. Therefore, you should make sure you have adequate medical insurance. Low cost insurance is available and information is available during enrollment or at any school office.

As a member of an activity representing USD 109, I agree to conduct myself at all times in accordance with the provisions set forth in the Standardized Policy for Extra-Curricular Activities.

Signed: _____
 (Student)

Signed: _____
 (Parent / Guardian)

Date: _____

This contract must be on file in the Activity Director's office before a student may participate in a contest/performance.

ACTIVITIES COVERED UNDER THIS CONTRACT

HIGH SCHOOL

<u>Sports</u>	<u>Activities</u>	<u>Organizations</u>
Cheerleading	Show Choir	FFA
Boys/Girls Cross Country	Jazz Band	FBLA
Boys/Girls Basketball	Pep Band	FCCLA
Wrestling	Forensics	Science Club
Football	Play	Art Club
Volleyball	Art Shows	National Honor Society
Boys/Girls Track	Homecoming	KAYS
Softball	Candidates	STUCO
Golf	Sweetheart	
	Candidates	
	Yearbook Competition	
	Scholars Bowl	
	Dances	

JR. HIGH

<u>Sports</u>	<u>Activities</u>
Cheerleading	Singers
Boys/Girls Cross Country	Jazz Band
Boys/Girls Basketball	Dances
Wrestling	
Football	
Volleyball	
Boys/Girls Track	

BOARD POLICY - JDDB

Reporting Crimes to Law Enforcement

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

- In possession of a weapon
- Any student violating or suspected of violating the policy of unlawfully manufacturing, distributing, dispensing, possessing, using or under the influence of illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity
- To have engaged in behavior at school which has resulted in, or is likely to have resulted in, serious bodily injury to others

The principal shall report such act(s) to the appropriate law enforcement agency if any of the behaviors noted above occur.

DISCIPLINARY ACTION

Possible discipline actions may include before/after school detention, Saturday school, in/out-of-school suspension or expulsion. The severity of discipline will be determined by the principal based upon the severity of the offense.

DISCIPLINE RECORD

In the office of the principal, a discipline record will be kept for every student who is sent to the office for a discipline problem. A copy of this record will be sent to the parents notifying them of the nature of the problem and the action taken to correct it. (This record will not be included in the student's permanent records – all files will be destroyed when the student withdraws from school.) Whenever a student's record is on file, he is considered on probation for at least one year. If a student is on probation and becomes a habitual offender of rules and regulations involving misconduct and interferes with the learning process, he or she will be suspended. (Severe infractions may bring about immediate suspension prior to probation.) If suspension occurs, the parents or guardian will be notified immediately by phone and/or certified mail that the student was suspended and the reason for the suspension.

For misconduct of a serious nature or a habitual offender, a student will be placed on in-school suspension or required to attend Saturday school. If after suspension the situation is not corrected, the student will be subject to expulsion (which means he/she can no longer attend Republic County Jr./Sr. High School.)

DANCE RULES FOR HIGH SCHOOL STUDENTS

1. When students (including outside dates) leave the party or dance, they will not be readmitted.
2. If a student brings an outside date and leaves the dance, the outside date is to leave with the student who brought him or her.
3. When entering a dance or party, all beverages, coats and hats must be left at the door.
4. Appropriate dress will be worn to parties and dances as established by the sponsoring organization.
5. Anyone bringing an outside date must sign both names on a list in the office by 3:40 p.m. of the school day prior to the event and must accompany that individual to that event and be present at that event. Anyone with an outside date is responsible for his or her behavior. (Violations of rules by your guest will be disciplined the same as if you were the one in violation.)
6. Anyone exhibiting conduct relative to the conduct rules listed in the STUDENT HANDBOOK will be dealt with accordingly.
7. Rules must be posted at all dances.

(Established and approved by the RCJSHS Student Council, 2010)

DANCE RULES for JUNIOR HIGH STUDENTS

1. Grades 7/8 student dances/parties will be limited to those students enrolled in grades 7/8 at Republic County Jr./Sr. High School.
2. Grades 7/8 students will NOT be permitted to attend high school parties or dances. NO 6th graders will be allowed to attend the junior high dances.
3. When a student leaves a party or dance he or she will NOT be readmitted.
4. When entering a dance or party, all beverages and coats must be left at the door.
5. Appropriate dress will be worn to parties and dances as established by the sponsoring organization.
6. Any picture taken must include the person who owns the camera/camera phone and have permission of others in the photo.
7. Anyone exhibiting conduct relative to the conduct rules listed in the STUDENT HANDBOOK will be dealt with accordingly.
8. Rules must be posted at all dances.

(Established and approved by the RCJH Student Council, February 25, 2010)

USE OF CARS

Once a car arrives at school, it will stay until school is dismissed. Students will not enter parked cars during the school day unless they have permission from the office.

The student parking lot is located east of the school and on the west side of the street in front of the building. All student cars will be parked in the properly marked areas. Various parking spaces are reserved for faculty and visitors. Students should be especially careful not to park in the bus loading zones east of the cafeteria entrance. Park inside the lines.

LASER POINTERS

Students are not permitted to have laser pointers in school or at school activities; they can cause permanent damage to the retina. Laser pointers will be confiscated.

KANSAS Pre-K – 12 Wellness Policy Guidelines

On May 12, 2010 the Kansas State Board of Education adopted a policy requiring all accredited K-12 schools in the State of Kansas to implement Advanced level of the Kansas School Wellness Policy Model Guidelines for foods and beverages sold in vending machines by August 1, 2010, and the Exemplary level by August 1, 2011. Republic County Jr./Sr. High School follows the Exemplary level, which states, the sale of foods of minimal nutritional value is not allowed on school property in areas accessible to students, or in secondary schools until after the end of the school day.

VENDING MACHINES

The vending machines that will be vending soda and snacks which do not meet the Kansas School Wellness Policy Guidelines will not be available during the school day (7:45 a.m. to 3:54 p.m.). The soda and snack machine will be available before, during, and after school, as long as they meet Kansas School Wellness Policy Guidelines. The vending machine in the cafeteria, providing vitamin water and water meeting the Kansas School Wellness Policy Guidelines, will be available during the entire day. If the rules concerning the use of the machines or rules concerning the product are abused, the machines will be turned off.

LOCKS & LOCKERS

The office will assign hall lockers. Athletic and hall lockers are the property of the school and subject to search by administration at any time. Random searches will be conducted. Your teacher/sponsor will issue all combination locks and athletic lockers. They will keep an accurate record of lock serial numbers and locker numbers. At the end of each sport's season, athletes not out for another sport will check-in the combination lock issued to them, or they will be billed the replacement cost of the lock. This also applies to all physical education students.

GUIDANCE AND COUNSELING SERVICE

The goal of guidance and counseling is to help you better understand yourself, others, and the options so that you will be able to make sound decisions about your life.

Your counselor is there to help you with your personal, family, or school problems and related concerns, as well as to help you decide and plan for your future after high school. Visit with your counselor if you have a question, concern, or just want to talk to someone.

INCOMPLETE GRADES

No incomplete grades will be given at the end of a grading period other than those resulting from an excused absence. Incomplete work at the end of a semester will automatically be recorded as an "F" after 13 calendar days, unless appealed to the principal for a prolonged illness or other extenuating circumstances. This policy change is being necessitated by eligibility rules and deadlines set by the KSHSAA and lack of responsibility on the part of students to complete work on time.

ACADEMIC LETTERS

Academic letters will be awarded to qualifying seniors in the spring at awards night and qualifying underclassmen on the first day of the next school term. The criteria for the academic letter is a yearly grade point average of 3.70 and a minimum number of units in the core curriculum (math, science, social sciences, English, foreign language and computers.) The required number of units is as follows: freshman 3, sophomores, 6, juniors 9, and seniors 12.

GRADE CHANGES

Any changes made in a student's grade once submitted to the counselor's office, by a teacher, must occur within 120 calendar days. The teacher submitting the grade is the only person who can authorize the change.

STUDENT COMPLAINTS

Any student may file a complaint with the principal against any school employee, or any school rule and regulation. Said complaint must be in writing, and it must be filed within 20 days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to the *who*, *what*, *where*, and *when* of the complaint. Any complaint not filed within said 20-day period shall be deemed to have been waived. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal. Any complaint fulfilling the requirements of this rule shall be acted upon by the appropriate administrator whose decision shall be final. Complaints or grievances concerning a board policy, rule, or regulation may be filed at any time and shall be filed with the clerk of the board.

ANIMALS AND PLANTS IN SCHOOL

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrae, invertebrates, and the toxic plants, such as poison ivy or sumac, may be brought into the classroom for educational purposes.

Under no circumstances are animals to be transported on school busses. Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals.

Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom. Teachers must be aware of federal and state laws regulating the handling of animals. (Cf. K.S.A. 21-4310) If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety. All experiments using live animals must have prior approval of the principal.

If an animal has bitten a staff member or student, the supervising teacher must report the incident immediately to the school office. Principals are to assume responsibility to notify public authorities to have the animal impounded for observation. The principal will attempt to notify the parents.

ASBESTOS IN OUR SCHOOL

The Asbestos Hazard Emergency Response Act (AHERA) requires that parents and students be notified yearly concerning the school district's asbestos plan. Asbestos is an issue which we have been addressing for many years. The AHERA Act was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos. The problems concerning asbestos center around the potential risk caused by exposure to airborne asbestos fibers. These fibers may become airborne by release from asbestos containing building materials, which were commonly used in buildings prior to 1978. Materials, which may be crumbled or pulverized by hand pressure are referred to as friable materials and contain the most risk for release of asbestos fibers. During the summer of 1989 all friable asbestos was removed from R.C.H.S. Non-friable asbestos, that is asbestos, which is impregnated into materials, which are not crumbled or pulverized, still exists in some building components throughout the types of floor tile. Although this material may contain asbestos, the asbestos fibers are bonded into the composition of the floor tile and are not able to be released. Since the fibers are not released, floor tile and other non-friable materials do not represent a risk to students and/or employees.

An accredited inspector has inspected each district facility and inspection reports are available in the district administration office as well as in each building. Individuals who are interested in reviewing the asbestos information of the school district may do so by contacting the building principal or administration.

BUS ARRIVAL INFORMATION (ACTIVITY)

As a convenience to parents wishing information about the arrival time of activity busses from activities, they can call 527-2487 to learn bus arrival time.

Board Policy JGG – R

RULES FOR STUDENTS ON DISTRICT SCHOOL BUSES

1. Passengers are to remain in their seats until the destination has been reached and the bus is stopped.
2. If the driver assigns seats, the assigned seat must be occupied until permission is given to make changes.
3. Passengers are to remain facing forward at all times while the bus is in motion.
4. Students are not to have distracting conversations with the driver while the bus is in motion.
5. Talking is permitted in a low conversational voice to those in the same seat, but loud talking or calling to people in other sections of the bus is forbidden.
6. Paper is to be kept off the floor. The cooperation is expected of all students.
7. Students are not permitted to have hands, heads, or any body parts out of the windows at any time.
8. Students will not be permitted to carry animals or live specimens of any kind on the bus.

Classroom conduct is to be observed at all times and the following are deemed grounds for removal from the bus:

- Breaking of bus rules repeatedly
- Extortion
- Willful disobedience/open defiance

- Fighting
- Intimidation (includes hazing and initiating)
- Obscenity/profanity
- Sexual harassment
- Stealing
- Threats by words or deeds
- Conduct that disturbs bus
- Vandalism
- Possession or use of smoking or chewing tobacco
- Possession or use of any object that can reasonably be considered a weapon

The following administrative procedures will be followed in the event of student violations of the adopted rules and regulations concerning school bus conduct:

1. The school bus driver will talk to the student privately concerning the violation. (First warning – oral)
2. If the violation persists, the driver will report the incidents to the appropriate building principal in writing or on a form provided for such purposes.
3. The building principal will attempt to correct the violations and send a copy of the Bus Conduct Report to the parents. (Second Warning – written – parents informed.)
4. If the violation continues, the principal will request the superintendent to remove the student from the bus. It will be the parents' responsibility to provide transportation to and from school as long as the suspension is in effect.
5. The driver will immediately report violations, which could endanger the safety of the passengers or the driver, by radio communication. The principal or the superintendent may suspend the student immediately.
6. If a student is suspended from bus transportation for any reason; a letter, a telephone call, or a personal visit by the building principal will notify the parent or guardian.
7. In the event of a student suspension for improper bus conduct, it will be necessary for the student and parents to meet with the building principal before the student may resume bus transportation.

SPECIAL USE OF SCHOOL BUS & RIDERS

Due to insurance reasons and for the safety of all passengers riding in a school bus, only students of USD 109 are allowed to ride in a district owned school bus. (Exceptions see board policy EDDA-3). Only USD 109 students and other participants in cooperative agreement activities or shared field trips with other districts and sponsors for these activities may ride the bus. Exceptions require permission of the superintendent on the Vehicle Rider Permission Form

STUDENT TRANSPORTATION TO ACTIVITIES

Transportation of students to and from school activities in the back of a pickup or truck is strictly prohibited. It is illegal and unsafe and should never be allowed regardless of the distance to and from the activity.

On occasion a student may be allowed to drive, ride with or be accompanied by a parent, another student or recognized adult to a school activity. This allowance shall be subject to the discretion of a building administrator and shall be restricted to those times

when no school transportation is provided or when special supplemental transportation is required for transporting student projects.

Permission for allowing a student to drive or ride with another person shall be granted only when the following conditions are met:

1. School transportation is not provided or special transportation is required.
2. Written parental permission is received. Such permission shall indicate whether the student is driving or riding and who else, if anyone, will be accompanying the student.
3. No other persons other than those mentioned shall accompany the student to an activity or home from such an event.
4. During the time the student is at the activity, the vehicle shall remain parked.
5. A building administrator may, at his/her discretion, allow a student to drive his/her vehicle to a point representing a shortened distance to the student's home and allow the student to embark and disembark school-provided transportation at that point.
6. Transportation of students to and from school activities in the back of a pickup is strictly prohibited. It is illegal and unsafe and should never be allowed regardless of the instance to and from an activity.

STUDENT TRANSPORTATION RETURNING FROM ACTIVITIES

Students may be released to return home by other than school provided transportation, subject to the discretion of the activity sponsor in charge. Parental permission shall be required and such practice shall be limited to release to parents or other recognized adults when prior parental permission has been received.

TITLE IX

Republic County Jr./Sr. High School complies with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in federally assisted educational programs. Specifically, Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educating program or activity receiving federal financial assistance....”

This means there shall be no sex discrimination in regard to programs, facilities, curricular materials and employment practices at Republic County Jr./Sr. High School.

NOTICE ON PRIVACY RIGHTS

Parent(s), Guardian, and/or *Eligible Students

This notice informs parents and eligible students (those 18 and older) of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the content of education records, and provisions for filing a complaint with HEW. These rights are spelled out in Public Law 93-568, and in regulations published by the Department of Health, Education, and Welfare in the June 17, 1976, Federal Register.

The law and regulations published by the Department of Health, Education and Welfare, require educational institutions to:

- Provide parents and eligible students the opportunity to inspect student education records. This can be done by contacting the school principal.

- Provide parents opportunities for a hearing to challenge the content of the student’s education record when they believe it contains information that is inaccurate, misleading, or in violation of the student’s right to privacy. (Grades are NOT subject to challenge).
 - Limit disclosure of information from the student’s record to those who have the consent of the parent or eligible student, or to officials specifically permitted within the law such as local school officials; those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes, local, state, and federal officials.
1. Parents of dependent students will have access to the educational record. This agency will assume that the student is dependent on their parent(s) (claim as tax exemption) until we are otherwise notified.
 2. This agency will publish directory information, collective, or individually, unless a parent/eligible student within ten days after this notice notifies the privacy officer in writing that any or all of the categories listed below (be nominated directory information) should not be released with prior written consent.

DIRECTORY INFORMATION

- | | |
|--|---|
| 1. Name | 7. Sports-Weight & Height of Athletic Team Members |
| 2. Address | 8. Date of Attendance |
| 3. Telephone Listing | 9. Degrees |
| 4. Date and Place of Birth | 10. Awards Received |
| 5. Major Field of Study | 11. Most Recent Previous Educational Institution Attended |
| 6. Participation of Officially Recognized Activities | |

3. Policy Available. --- copies of district policy and implementation procedures are available upon request from the superintendent.
4. Parents or eligible students may file a complaint with HEW if they believe their rights under this law have been violated and efforts to resolve the situation through MCPS appeal channels have not proved satisfactory. Complaints would be addressed to: F.E.R.P.A. HEW, Room 514E, 200 Independence Avenue, S.W. Washington, DC 20201.
 - An eligible student means a student who has attained 18 years of age or is attending an institution of postsecondary education.

ACTIVITY PERIOD

The activity period will begin at 7:50 a.m. and end at 8:11 a.m. each day. All regular activity period meetings will be scheduled by the principal with one each month (more active organizations may have two per month). No special meetings will be held during the activity period unless approved and scheduled by the principal. All meetings will be read in the daily announcements or announced via the intercom. Any time a meeting is canceled, the principal should be notified in writing as soon as possible to allow other organizations a chance to use that day. Meetings and open dates will be posted outside the office.

BOARD POLICY – JGCB—INOCULATIONS

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the provisions and applicable state law shall be distributed to students or their parents each fall and as otherwise required by statute. The superintendent shall issue a news release each August explaining the required inoculations and booster shots.

The superintendent may exclude students who fail to provide the documentation required by law from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

SEE BOARD POLICY – JGC—STUDENT HEALTH ASSESSMENTS

A copy of this policy shall be distributed to all students new to the district at the beginning of the school year or at the time of first enrollment. The superintendent shall issue a news release each year prior to enrollment regarding the health assessment requirements of current state law.

Students who fail to provide documentation that they have completed a health assessment as required by law may be excluded from school by the superintendent until legal requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Parents/guardians shall also be given notice that they may request a hearing on the issue.

COOPERATION WITH OTHER AGENCIES

Every building principal shall cooperate with local, county and state health agencies in disseminating materials designed to encourage parents to maintain a healthy environment and good health standards for their children.

The district nurse shall be responsible for the general conduct of those health programs approved by the board and required by current law.

SPORTSMANSHIP CODE

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports as a concept and as a pragmatic training ground for good citizenship and high behavioral standards.

Republic County Jr./Sr. High School is a first rate school with high academic standards; in other words, it is a "Class Act". The following "sportsmanship code" exemplifies "class"; therefore every member of the student body is expected to follow this code and demonstrate that they attend a school with "class". This sportsmanship code complies with KSHSAA Rule 52.

1. Be courteous to opponents, fans and cheerleaders.
2. Cheer for your team and not against opponents. All cheers and yells from fans should be positive in nature and geared toward your team, and fans-cheers should never be directed to the opposing team or its member(s) or fans. The following actions are considered rude, discourteous, and unsportsmanlike, and are, therefore, prohibited:

- a) waving of arms, hands, and jeering while an opponent is at the free throw line in an attempt to distract the player's concentration.
 - b) Pointing a finger at an opposing player whenever they commit a foul and chanting in unison "you...you...you."
 - c) Chanting of "air ball... air ball" when an opposing player does not draw iron on an attempted shot.
3. Exercise self control at all times – never chant obscene yells, boo or heckle an official, coach, cheerleader, or player. Respect and abide by the official's decision.
 4. Maintain personal integrity, and conduct yourself at all times in such a manner as to display character in every action and be a credit to yourself and your school.
 5. All banners and signs should be in good taste and not personal, negative or vulgar or unsportsmanlike.
 6. Respect the host school's property and the public property of other communities. (Fans and cheerleaders should refrain from stomping and kicking bleachers).
 7. Learn to win with character and lose with dignity – never chant or yell "warm up the bus" or other yells that antagonize your opponents when you feel you have won the game.
 8. Treat all your opponents as you would like to be treated and expect to be better than other schools.

INSURANCE COVERAGE

LIABILITY INSURANCE

USD 109 maintains general liability insurance coverage for the district. This insurance will cover the school district for incidents which occur which are judged to be the responsibility of the school. The determination of responsibility is made by the insurance company and is related to whether the action of the school was the cause of the incident.

The school district also does not maintain insurance for students, employees or visitors for incidents, which are not judged to be the district's liability. Medical payments for injuries suffered as a result of an accident, which is not the school's direct responsibility, is not covered by our insurance.

USD #109 will NOT cover individual accidents beyond that which KSHSAA will cover. Parents are responsible for providing insurance for their child, in the event of an accident where USD #109 is not liable. It is recommended that parents purchase their own insurance for their child. Low cost options are available. Please call the school office if you are interested.

PERSONAL PROPERTY

The school district does not insure the personal property of students, employees or visitors. Students who bring valuables to school do so at their own risk. Individuals who wish to insure personal items brought to school should contact their homeowners or renters insurance agent for information on how to do so.

STUDENT ACTIVITIES

Students who participate in interscholastic activities are covered under policies purchased by the school district from a private carrier and the Kansas State High School Activities Association. These policies are secondary policies and will cover some medical expenses not covered by the student's insurance carrier, for specified causes of loss, up to certain limits contained in the coverage.

INTERNET

USD 109, in conjunction with Republic County, will work to provide access to the internet for our students. The internet is an international computer network, originally designed for the government, which shares a number of private sector resources as well as numerous resources for education.

Given the wide-open nature of the internet, it is possible that inappropriate material may be present. By way of example, it may be considered like an electronic bookstore. Even though you can easily find the section of the store that has the books you wish to read, you can also find books in the store that you may find inappropriate or offensive. While we will work to ensure that students who use the internet do so appropriately, both parents and students must realize that in order to continue their internet privileges, students will be expected to comply with network etiquette. Finally, since internet access is changing rapidly, it may become necessary to revise our rules for use as the year progresses.

The expectations for use of the internet are as follows:

1. Realize that use of the internet is a privilege – not a right. If students abuse the privilege, it will be forfeited. Students found accessing inappropriate or obscene information will lose their internet privileges.
2. Be polite. Do not write or send abusive messages to others.
3. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
4. Do NOT reveal your personal address or phone numbers or that of other students or acquaintances.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. All communications and information accessible via the internet should be assumed to be private property, which is subject to copyright laws.
7. Do not place unlawful information on the system.
8. Be aware of server space limitations. Do not download large files which affect network operation or save large files on the local network.
9. Do not use the internet for private business advertising.
10. Students may not check e-mail or be on e-mail during school time (8:15 a.m. to 3:24 p.m.), unless required by the classroom teacher.

While we are excited about the vast information/resources available to our students on the internet, our school district is not able to make any warranties, express or implied for the service it is providing. We will not be held responsible for any damages you suffer and will not be responsible for loss of data or ensuring the accuracy or quality of information obtained through the internet. As a system with millions of users and millions of uses, there are unlimited opportunities to enhance educational resources. While we focus on the positive uses of the internet, there are also disreputable individuals and material on the internet. In order for the system to be used effectively, parents, students and the school district will need to work cooperatively as we develop use guidelines for the system. Prior to accessing the internet, students and parents will be asked to sign an acceptable use policy.

PARENTAL INTERNET ACCESS

Parents have the ability to access student's grades over the internet at any time during the school year. The password is given to the parents or guardians.

(An example of the internet policy for students' use of technology and internet, as well as the permission form, follows on the next two pages.)

**Republic County Schools USD-109
Acceptable Use Policy
For Student Use of Technology and the Internet**

Our goal as educators in providing internet access is to offer vast, diverse, and unique resources to students. The primary purpose for the use of technology is to facilitate teaching, learning, and personal growth in technology, information gathering skills, and communication skills. Use of technology and the internet is a privilege, not a right. Violation of any of the expectations and guidelines may result in the cancellation of the privilege.

With the vast numbers of people and computers available on the internet, it is impossible to predict the accuracy and age-appropriateness of materials that students might access. It is possible that a student might access adult content and/or other objectionable materials. While we will take reasonable measures to prevent such access, it is not possible to guarantee that students will not accidentally or intentionally find inappropriate material. Technology resources are to be used in a reasonable, efficient, ethical, and legal manner in accordance with the policies of Republic County Schools USD-109.

Expectations and Guidelines

1. Students must have parent/guardian permission in order to access the internet at school.
2. Students, school personnel, and any visitors are expected to follow the expectations and guidelines for use of technology and the internet.
3. Users will use technology resources for their intended purposes as established by USD-109.
4. All information accessible on the internet should be assumed to be private property. All copyright issues regarding software, information, and attributions of authorship must be respected.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users or misrepresent other users on the network. This is considered to be theft of computer services and may be a violation of law.
6. Users will be given storage space on the network for saving files. Users shall not save files except in designated network areas.

Restrictions

1. Creating or accessing inappropriate material.
2. Accessing or downloading games, shareware, or restricted sites. Some examples include, but are not limited to: file sharing, peer-to-peer communication, executables of any kind, proxy bypass servers.
3. Deleting or modifying installed programs without the permission of the Technology Coordinator.
4. Violating copyright law.
5. Destruction, theft, and/or vandalism of computer hardware and furniture.
6. Accessing a User ID, network directory, or data file other than your own, or those to which you have been assigned network permission.
7. Changing any setup options on any program or service.
8. Introducing a computer virus onto a district-owned computer.
9. Accessing any of the following services during school hours: email, text message, chat, message board, or any type of communication service.
10. Using or accessing any social networking sites, such as My Space, Facebook, et al, which are prohibited at all times or any site normally blocked by the district firewall.
11. Using or accessing proxy bypass servers or performing any action which circumvents the district firewall.

Consequences

- 1st Offense: Loss of network privileges for two weeks
2nd Offense: Loss of network privileges for remainder of the school year.

**Republic County Schools USD-109
Acceptable Use Policy
For Student Use of Technology and the Internet**

Permission to Use the Internet

Please complete both sections and return to the school office

Parent/Guardian decision on Internet use by their child

I, _____, the legal parent/guardian of _____,
(parent/guardian name) (student name)

GIVE MY PERMISSION or DO NOT GIVE MY PERMISSION

(please circle your decision)

for my child to access the Internet for educational use during the school year. I have read the **USD-109 Acceptable Use Policy for Student Use of Technology and the Internet**. I understand that internet access is designed for educational purposes and that USD-109 has taken reasonable precautions to control the use of controversial material on the internet. However, I recognize it is impossible for USD-109 to restrict access to all controversial materials, and I will not hold USD-109 responsible for materials acquired from the internet.

Date

Parent/Guardian Signature

* * * * *

Student Acknowledgement of Parent/Guardian decision for Internet Use

I, _____, have read and will follow the **USD-109 Acceptable Use Policy for Student Use of Technology and the Internet**. I have discussed with my parent/guardian their decision for me to use the Internet at school. I understand their decision to:

GIVE ME PERMISSION or NOT GIVE ME PERMISSION

(please circle appropriate decision)

to use the Internet. It is my responsibility to abide by their decision and I will only use the internet if permission is granted by my parent/guardian.

Date

Student Signature

FIRE DRILL

Once each month there will be a fire drill. Each teacher will instruct the class as to proper procedure for evacuation of the building. Everyone will leave the building by classes, march clear of the building and assemble by classes. Teachers will take their grade books for roll call. Do not rush or crowd. Students should take nothing with them. The regular class bell will signal return to the building.

Leave the building in the following manner:

	<u>Regular Route</u>	<u>Alternate Route</u>
Room 100.....	South Exit.....	Short Hallway Exit
Room 101.....	”.....	”
Room 102.....	”.....	”
Room 103.....	”.....	”
Counselor’s office.....	”.....	”
Room 104.....	”.....	”
DLN Room.....	Short Hallway Exit.....	Lunchroom Exit
Room 105.....	Front Exit.....	Short Hallway Exit
Main Office.....	”.....	Rear Gym Exit
Room 106.....	”.....	”
Room 107.....	”.....	Short Hallway Exit
Room 108.....	”.....	Rear Gym Exit
Room 109.....	North Exit.....	Front Exit
Greenhouse.....	Front Exit.....	South Greenhouse Exit
Room 110.....	”.....	Rear Gym Exit
Room 111.....	North Exit.....	Front Exit
Room 112.....	”.....	”
Room 113.....	”.....	”
Room 114.....	”.....	”
Room 115.....	”.....	”
Room 116.....	”.....	”
Room 117.....	”.....	”
Library.....	Rear Gym Exit.....	Lunchroom Exit
Cafeteria.....	Lunchroom Exit.....	Short hallway Exit
Kitchen.....	Rear Kitchen Exit.....	Lunchroom Exit
Gym.....	Rear Gym Exit.....	Front Exit
Weight Room.....	Weight Room Exit.....	Rear Gym Exit
Band & Choir Rooms.....	Vocal Room Exit.....	”
Vocational Bldg.....	Closest Exit.....	Next Closest Exit

Each individual teacher should assure that handicapped or disabled students exit the building with the class or make other arrangements to exit the building safely and are accounted for along with other students.

The vocational, industrial and art building will conduct their own drills at least once a month.

FIRE DRILL PROCEDURES FOR OCCUPANTS WITH DISABILITIES

Notice to all faculty and staff members at Republic County Jr./Sr. High School, located in Belleville, Kansas: This statement is being communicated to you to explain the fire drill or other emergency procedures for individuals with disabilities who are occupants of Republic County Jr./Sr. High School on a permanent or temporary basis. The guidelines that must be followed include anyone disabled, either permanently or temporarily, to the extent that such disability could interfere with speedy evacuation in an emergency; examples include: mobility, vision, or hearing impairment as well as an impaired cognitive functioning level.

In the event of an emergency, a practice fire drill or practice tornado drill, the classroom teacher, resource room teacher or paraprofessional who is working with an individual who meets any of the disability areas previously described is in charge of assisting the individual to get to safety. The individual should exit with his or her class when possible. If it is not appropriate to exit with the class, the nearest exit should be used. In a tornado situation, the individual should be escorted to the nearest locker room in the gym under the bleachers. The designated assemble location for a fire emergency will be with the student's classroom group outside the building in their designated location. The teacher is in charge of accounting for his or her group of students to insure their safety.

TORNADO DIRLL

There will be a tornado drill three times during each school term. Each teacher will instruct their class as to proper procedure for reaching the shelter areas under the bleachers in the gymnasium. Everyone will march to the proper shelter area, by classes, and with their teacher leading. Each teacher will take his/her grade book with him/her for roll call. The signal for a tornado will be over the intercom. The class bell will signal the return to rooms. All students will move into the locker rooms in the gymnasium in the proper manner.

SOUTH HALLWAY CLASSES AND VOCATIONAL, ART, INDUSTRIAL BUILDING

Move to the south locker room via the short hallway between the cafeteria and the gymnasium and enter the locker room through the east door or via the gymnasium and enter the locker room through the west door.

NORTH HALLWAY CLASSES AND VOCAL INSTRUMENTAL ROOMS

Move to the north locker room in the gymnasium. The north hallway classes will proceed through the west and east doors. The vocal and instrumental room will proceed through the east door. Each individual teacher should assure that handicapped students reach the shelter safely. Provisions for the handicapped should be predetermined.

ESI-Emergency Safety Intervention

GAAF Emergency Safety Interventions (See JRB, JQ, JQA, and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. 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.

Definitions (See K.A.R. 91-42-1)

- “Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- “Seclusion” requires all three of the following conditions to be 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 the student will be prevented from leaving, the enclosed area.
- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement.
- “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.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

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 by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - ✓ Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - ✓ Any device used by law enforcement officers to carry out law enforcement duties; or
 - ✓ Seatbelts and other safety equipment used to secure students during transportation.

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 the use of emergency safety interventions. 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 classified 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 documentation regarding the training that was provided and a list of participants.

Documentation

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, 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 intervention
- Type of intervention
- Length of time the intervention was used
- School personnel who participated in or supervised the intervention

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent 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.

Local Dispute Resolution Process

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. 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.

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 and recommended action 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 a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to

Student of the Month

A student of the month will be selected each month starting in August through the month of April for both the junior and senior high. A faculty committee chooses from a list of nominations submitted by the faculty. The student of the month will receive gift cards, a meal with the principal, an article in the *Belleville Telescope*, and will be listed on the local television access channel.

PBI-Positive Behavior Intervention

The RCJSHS faculty has recognized the need for ‘Character Education’ as part of the curriculum needs of our students. Once a month the students are presented part of the Character Education curriculum developed by the faculty and the use of ‘*Character Counts*’ videos. The videos emphasize trustworthiness, respect, responsibility, fairness, caring, citizenship, honesty, courage, diligence, and integrity.

USD #109 is an Equal Opportunity Employer.

USD #109 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities.