

## **STUDENT AND ATHLETIC HANDBOOK FOR**

SOUTHERN COFFEY COUNTY HIGH SCHOOL  
SOUTHERN COFFEY COUNTY MIDDLE SCHOOL  
SOUTHERN COFFEY COUNTY ELEMENTARY

INTRODUCTION - The following pages contain general information that will aid you as a student in preparing and planning for this school year. While it does not contain all of the detailed directions, it should serve as a general guide. Additional regulations and guidelines are set forth in the Board of Education policy book. All students are under the jurisdiction of these more specific policy regulations. Copies are available in the principal's offices, and each student should also review these regulations. These additional policies will be further explained to individual students when and if they are applicable. It is hoped that you will take pride in your school and make it known. To make a school successful requires a positive attitude of its students and faculty, proper conduct, and the cooperation of all involved in it. This handbook will provide you with some guidelines and suggestions for a successful school year. It is asked that you be yourself at your very best at all times, and then success will follow for you and the school.

GOALS: Students should set personal goals for the school year. Goals should be set high enough to make you work hard but should also be attainable. The main goal of the school district is to have all students succeed in their educational endeavors. We all need to strive to **MEET THE CHALLENGES** that are set for us by the local school district and the State of Kansas. We must be **COMMITTED TO EXCELLENCE** for our schools to be successful. If all students and staff work to their abilities to achieve academic success then all students will be successful. Set your goals high and strive to attain those goals.

### **MEMBERS OF THE BOARD OF EDUCATION**

Nikki Houston  
Jeremy Lind  
Nathan Morray  
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### **ADMINISTRATIVE OFFICES**

Matt Thomsen, Superintendent

Nikki Houston, Clerk and Business Manager

### **ATTENDANCE CENTER DIRECTORY**

## LEROY-GRIDLEY USD 245 STUDENT/ATHLETIC HANDBOOK

Board of Education Office & Supt. Office (LeRoy)	620-964-2212
Southern Coffey Co. High School (Jay Applegate, Principal)	620-964-2217
LeRoy Lunchroom	620-964-2408
LeRoy Gymnasium	620-964-2301
Southern Coffey Co. Jr. High (Jay Applegate, Principal)	620-964-2217
Southern Coffey County Elementary	620-836-2151
ALL USD STAFF EMAIL ADDRESSES	first initial, last name@usd245ks.org
PowerSchool address (Student Information Program)	usd245.powerschool.com
Transportation Offices	
Beyer Motor Company (Gridley)	620-836-3181
Ellis Bus Company (LeRoy)	620-964-2390

### **STUDENT POLICIES**

OUT OF DISTRICT STUDENTS-- USD 245 welcomes any student to be a productive member of our student body. Out of district students are required to apply each year. The application will be reviewed by the superintendent according to the following criteria:

- Students must attend school on a regular basis.
- Students must refrain from behavior that would violate the behavior code as defined in the student handbook.
- Student must maintain a cumulative GPA of 2.0 while attending USD 245.

ASSIGNMENTS – The policy making body of this Unified School District is the Board of Education, whose members are elected by the people. Procedures outlined in this booklet are consistent with policies approved by the Board of Education. The Board employs a Superintendent who has the responsibility of carrying out Board policy. The principals are responsible for the proper operation of the school.

### NONDISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Russell Mildward, superintendent, has been designated to coordinate compliance with the nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section

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504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure. *This procedure can be located in Board of Education policies KN. To obtain this information contact the District Office at 1013 N. Main Street, LeRoy, Kansas or call 620-964-2212.*

*USD #245 follows the requirements as outlined by USDA as it applies to discrimination that is associated with programs regulated by the USDA. Information concerning the filing of a complaint based upon discrimination based on race, color, religion, sex, age, national origin, marital status, sexual orientation, familial status, disability, limited English proficiency, or because all or a part of an individual's income is derived from a public assistance program, in programs that receive Federal financial assistance from USDA can be located at [www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) .*

### SCHOOL SAFETY HOTLINE

The 1999 Kansas Legislature appropriated funds to assist in the establishment of a school safety hotline. This hotline is a toll free number available 24 hours a day, 365 days a year to give students, parents, and community members the opportunity to report any impending school violence. This hotline gives individuals the opportunity to anonymously report any potential violence. The Kansas School Safety Hotline Number is **1-877-626-8203**.

### PUPIL INFORMATION

Each year during enrollment parents and students must submit the following information:

- Name(s), phone number(s), and address of the student's parent(s)/guardian(s);
- Name of individual(s) to contact in case of emergency;
- Name of the student's physician;
- Description of any medical conditions of which the staff needs to be aware

This information is kept on file and made part of the student's record.

**Please notify the school secretary within seven days if a change in telephone number, address or emergency contacts.**

Records – All student records shall be treated as confidential and primarily; for local school use unless otherwise stipulated.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights that include:

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- The right to review and inspect all of your educational records except those that are specifically exempted;
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - We have your written consent for disclosure;
  - The information is considered directory information and you have not objected to the release of such information;
  - Disclosure without consent is permitted by law.

You have the right to request your educational records be amended if you believe the records are misleading, inaccurate or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

You have the right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe U.S.D. 245 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW., MES Room 4074, Washington, D.C. 20202

You have the right to obtain a copy of USD 245 policies for complying with FERPA. A copy may be obtained from the USD office or by calling 620-964-2212.

**Directory Information** – For purposes of FERPA, USD 245 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent.

Directory information categories we have designated are: student's name, address, telephone number, picture, parent or guardian, date and place of birth, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance, grade placement, honors and awards received, and the most recent school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 245 at the school office by the first Tuesday of September. If refusal is not filed, USD 245 assumes there is no objection to the release of the directory information designated.

### ARRIVAL AND DEPARTURE

School hours are from 8:00 a.m. to 4:00 p.m. The building will be opened at 7:00 a.m. Students not eating breakfast are encouraged to arrive no earlier than 7:30 a.m. Should a student need to be in the school before 7:00 a.m. arrangements must be made with the

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supervising teacher. School will be dismissed at 4:00 p.m. and students are asked to leave the building as soon as possible. Those remaining must be under the supervision of a teacher or coach. Students are not to be in the building unless under the direct supervision of a school employee.

STUDENT CONDUCT – It is assumed that students approaching adulthood are capable of determining for themselves what constitutes proper conduct. The reason for such an approach is to permit the individual to develop that quality essential to a democracy - self discipline. Waiting your turn in line, orderly movement in hallways, neat and attractive dress are typical applications of this principle. Good students have little respect for those who show no concern for their opportunities to learn or for those who reveal no respect for others. Students should always act like ladies and gentlemen.

STUDENT CODE OF CONDUCT – All students attending USD 245 must keep in mind that the school exists only for the purpose of providing a well-rounded, meaningful, educational experience for every school age youngster in the district.

The cooperation of every individual is necessary to attain that end. Students who refuse to do their part in maintaining a proper atmosphere for learning may be punished, suspended, or expelled.

The vast majority of young people are willing to follow the rules of proper conduct that are known and understood by most individuals: for those who have trouble remembering, we prescribe the following code of conduct. Students may be punished, suspended, or expelled if found guilty of one or more of the following charges.

1. Immoral Conduct: Since immorality is a vague issue, the “act” must be considered according to how it is viewed by this particular community. Acts which this community feels are immoral and disruptive of proper learning atmospheres include profane or abusive language, use of certain accepted gestures, wearing of clothing which exhibits patches, slogans, advertisements, and other which is considered to be in poor taste. Students should not publically display affection.
2. Insubordination – Repeatedly disobeying known policies, rules, and regulations. Refusing to comply with reasonable requests of teachers, administrators, or other adult school personnel.
3. Conduct unbecoming a student – Starting rumors, misuse of school property, lying, stealing, cheating, to name a few.
4. Negligence – Completely abandoning studies, failure to try to do routine work, failure to care for school equipment for which you are responsible.
5. Unsportsmanlike conduct – Action at activity contests and meetings, whether a spectator or a participant, that places you or your school in a poor light.
6. Involvement with the law - Being charged with, convicted of, or otherwise involved with felonious and misdemeanor activities that disturb classroom performance.

7. Wanton disruption of school – Any act or acts by a student that causes or results in any willful disruption of the operation of the school.

### SUSPENSION AND EXPULSION PROCEDURES

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent or principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certified employees of the school in which the pupil is enrolled, or a hearing officer appointed by the board. Expulsion hearings for weapons possession shall be conducted by the superintendent or designee.

Handicapped students identified under Section 504 of the Rehabilitation Act of 1973 or special education students with an IEP may be subject to other regulations when long term suspension or expulsion is considered.

#### Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct, which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation.

#### **Short Term Suspension**

Except in an emergency, a short term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing held. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short term suspension.

Written notice of any short term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of:

- The charges;
- The basis for the accusation; and
- The right to make statements in his/her defense

### **Long Term Suspension or Expulsion**

Before a student is subject to long term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent / principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and: The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.

- The notice shall include copies of the suspension / expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardian according to Kansas law. Written notice of the results of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

### Suspension and Expulsion Procedures

Rules which apply in all cases when a student may be suspended or expelled.

- Refusal or failure of the student and / or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than five school days or expelled from school shall be provided with information concerning services or programs offered by public or private agencies, which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student may return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.

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During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building without the permission of the principal;
- Attend any school activity as a spectator, participant, or observer.

Students who are suspended for more than five days or expelled from school may appeal to the board within ten calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

### Students Rights During a Long Term Suspension / Expulsion Hearing

The student shall have the right:

- To counsel of his / her own choice.
- To have a parent or guardian present;
- To hear or read a full report of testimony of witnesses; to confront and cross-examine witnesses who appear in person at the hearing;
- To present on his own behalf and to give reasons for his or her conduct;
- To an orderly hearing; and
- To a fair and impartial decision based on substantial evidence.

### Appeal to the Board

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within ten calendar days of the hearing;
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days;
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least five calendar days before the hearing;
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings;
- The board shall provide a certified court reporter to transcribe the hearing;
- The board shall render a final decision within five calendar days after the conclusion of the appeal hearing.

### Reporting to Department of Motor Vehicles

#### Drivers Licenses



Whenever a pupil 13 years or older has been expelled from school or suspended for an extended term (more than 10 days) the principal / superintendent shall give written notice of the expulsion or suspension and shall include the pupil's name, address, date of birth, driver's license number (if available) and an explanation of the reason for the expulsion / suspension to the division of vehicles of the department of revenues if the expulsion or extended term suspension was imposed upon the pupil for:

- Possession of a weapon at school, on school property, or at a school activity; or
- Possession, use, sale or distribution of an illegal drug or controlled substance at school, on school property, or at a school activity; or
- Behavior at school, on school property, or at a school activity which resulted in or was substantially likely to have resulted in serious bodily injury to others.

### PHYSICAL OR THREATENED ACTS OF VIOLENCE

USD 245 is dedicated to provide a safe and orderly environment so that all students can learn without fear of violence. Appropriate student behavior is mandatory to maintaining a positive school environment, which will foster motivation for positive mental, social, and physical growth. In order to assist students in their pursuit of a quality education we have established general guidelines for student behavior. The following are examples of inappropriate behavior:

#### Categories of Offenses:

##### Category I

- Inappropriate display of affection
- Spitting
- Littering
- Use of foul/profane language (physical language)
- Talking back to teachers, aides, substitute, or student teachers
- Violation of classroom rules/ building rules/playground rules
- Classroom disruption (not minding teachers, loudness, refusal to do assigned work, bothering other students, defiance)
- Threats (other than death)
- Other inappropriate conduct

##### Category II

- Fighting (minimum of one day in school suspension)
- Destruction of school property
- Biting
- Leaving class / campus grounds without permission
- Theft
- Bullying / harassment / intimidation – written, verbal, and / or physical abuse toward another student (name calling, profanity, physical assault, death threats)
- Sexual harassment / racial harassment

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- Failure to cooperate with consequences

### Category III

- Arson
- Substance abuse
- Striking faculty / staff
- Vulgarity / profanity directed at faculty / staff
- Weapons
- Vandalism

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Discipline Categories

Category I	Category II	Category III	Minimum Consequence
1 <sup>st</sup> Offense -----			Office Referral Verbal Warning Parent Conference
2 <sup>nd</sup> Offense -----			Office Referral Counseling Session Parent Conference
3 <sup>rd</sup> Offense -----	1 <sup>st</sup> Offense -----		Office Referral Parent Conference Counseling Session After School Detention (30 Min.)
4 <sup>th</sup> Offense -----	2 <sup>nd</sup> Offense -----		Office Referral Counseling Session Parent Conference In School Suspension
5 <sup>th</sup> Offense -----	3 <sup>rd</sup> Offense -----		Office Referral In School Suspension Counseling Session Parent Conference
6 <sup>th</sup> Offense -----	4 <sup>th</sup> Offense -----	1 <sup>st</sup> Offense ----	Office Referral 2 Day In School Suspension Parent Conference
7 <sup>th</sup> Offense -----	5 <sup>th</sup> Offense --	2 <sup>nd</sup> Offense -----	Office Referral Student removal from School pending conf- erence with parents, counseling and development of behavior plan

## BULLYING POLICY

Bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and school's ability to educate its students in a safe environment. Demonstrations of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

Bullying is any repetitive or continuous gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant [pda], or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered bullying whether it takes place on or off school property, at any school sponsored function, or in a school vehicle.

Bullying is conduct that meets the following criteria:

- Is directed at one or more pupils;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and
- Is based on a pupil's actual or distinguishing characteristics (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The LeRoy-Gridley board of education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The LeRoy-Gridley board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community; members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The LeRoy-Gridley board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline.

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Since bystander's support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The LeRoy-Gridley board of education requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequence and remedial measures for each act of harassment or bullying.

### FACTORS FOR DETERMING CONSEQUENCES

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

### FACTORS FOR DETERMINING REMEDIAL MEASURES

#### **Personal**

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

#### **Environmental**

- School culture
- School Climate
- Student-staff relationships and staff behavior toward student
- General staff management of classrooms or other educational environments

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- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social – emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behavior and performance, and must be consistent with the board of education's approved code of conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the target (victim) of the act. Effective discipline should employ a school wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to the examples below.

### EXAMPLES OF CONSEQUENCES

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out of school suspension
- Legal action
- Expulsion or termination

### EXAMPLES OF REMEDIAL MEASURES

- Framing the aggressive behavior as a failed attempt to solve a real problem or reaching a goal. The adult assists the misbehaving student to find a better way to solve the problem.
- Restitution and restoration
- Transformative conferencing / restorative justice
- Peer support group
- Corrective instruction or other relevant learning or service experiences
- Supportive discipline to increase accountability for the bullying offense

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- Supportive interventions, including participation of an intervention and referral Service team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to: a referral to a Child study team as appropriate.

The LeRoy-Gridley board of education requires the principal and / or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the principal and / or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after the report or complaint is made.

The LeRoy-Gridley board of education prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator, after consideration of the nature, severity, and circumstances of the act.

The LeRoy-Gridley board of education prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies, procedures, and agreements.

The LeRoy-Gridley board of education requires school officials to annually disseminate this policy to all school, staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

**VANDALISM** – Vandalism is the intentional, malicious acts resulting in damage to property. Theft is the intentional removal of items without consent. If anyone is caught, he or she shall have a conference with the building principal of the school and is subject to immediate suspension and the responsibility of making restitution. This includes entering and taking food from the school lunchroom without authorization. Students are not to be in the building unless authorized to do so.

Breakage due to horseplay will be the responsibility of the student.

### **SECURITY CAMERAS**

School buses and other areas deemed necessary by the Board of Education and/or administration are protected and video recordings will be taken daily for the purpose of

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recording school rule violations and/or criminal acts. Access to video footage is restricted to school administrators or other designated school personnel and law enforcement,

### HAZING AND INITIATIONS

Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Individuals may also be referred to law enforcement officials.

### SEXUAL HARASSMENT

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 district 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; or (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 implications; 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.

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.



The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individuals' status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure as far as possible.

### **HARASSMENT POLICY**

Racial, sexual, or disability harassment or intimidation toward any member of the LeRoy/Gridley school community based on such person's race, gender or disability will not be tolerated. Anyone who believes he or she has been harassed because of his or her status should report the situation to an administrator or counselor where a formal complaint may be filed.

### **BULLYING**

The board of education prohibits bullying in any form on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of BOE 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 school resource officer.

For this purpose bullying includes, but is not limited to, the following behaviors: Any intentional gesture or written, verbal or physical or computerized or other electronically transmitted act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive education environment for a student or staff member that a reasonable person under the same or similar circumstances knows or should know, will have the effect of:

- Physically or mentally harming the student or staff member;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm;
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- Cyberbullying; or
- Any other form of intimidation or harassment prohibited in policies adopted by the board of education.

### **ATTENDANCE**

1. Student attendance at school is an obligation of the student and parent. While a parent may decide that their student will be absent from school, the determination as to whether or not the absence will be excused or unexcused rests with the building principal. While in most cases parental contact is all that is required to verify absence, the principal may choose to verify absence requiring additional information to determine if the absence is excused or unexcused.
2. A student is absent when he/she is not present. This applies to the school day as well as to any individual class period. The exception to this policy is as follows: "A student is considered present when

- he/she is not in attendance due to being a participant in a school sponsored activity.”
3. **A parent, legal guardian, or other parentally delegated responsible adult must inform the school of an absence prior to or by noon on the day of the absence. If contact with the office is not made by the parent, the student’s absence will be classified as unexcused.** If a student has a pre-determined need to be absent, the parents or legal guardian must notify the school with written or oral notice prior to the absence. Parents are requested to provide such notice in ample time for the school to prepare requested assignments, make up work, etc. A pre-absence form signed by all of his/her teachers is required for receiving, completing, and obtaining credit for make up work.
  4. When a student accumulates 5 excused absences (not school related) in a semester an attendance letter will be sent to the parents. When a student accumulates 10 excused absences (not school related) an attendance review will be performed by the school administrator. A meeting will be held with the student and parents to discuss the reasons for absence.
  5. At this time the student may be placed on attendance probation. The parent and the student will be notified of this decision both verbally and in writing. Once placed on attendance probation, any future absences must be excused by a doctor’s note or an administrator. Failure to have the absence excused by one of the methods will result in the student receiving an unexcused absence.
  6. Students must have prior written or oral permission from a parent or legal guardian, and school official before leaving the building. In addition, the student is required to sign out in the office upon his/her departure. Failure to follow this procedure will result in unexcused absences for all classes missed the remainder of the day.
  7. Students who arrive to class more than ten (10) minutes late will be classified as absent for the hour. The absence will be classified as excused or unexcused by the building principal. Time lost for these unexcused absences will be made up at the convenience of the individual classroom teacher.
  8. Students not in attendance due to illness three hours prior to departure will not be eligible to participate in extra curricular activities scheduled for that evening. This policy is to ensure the safety and well being of the ill student. Neither written doctor’s notice nor parental notification will override this policy.
  9. Students who must be absent on the day of a school activity must return prior to the final three hours of the school day or make arrangements with the principal prior to the absence to be allowed to participate.

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10. AVOIDING WAIVER PROCEDURES – Any student who has been hospitalized or has other extenuating circumstances for excessive absences during any one semester may meet with the principal and receive an automatic waiver and not be required to adhere to penalties for unexcused absences for the particular time period in question. Extenuating circumstances could include but not be limited to: hospitalization, death in the family, or injuries that require the student to be homebound for a short period of time

### ACCEPTABLE REASONS FOR CLASSIFICATION OF ABSENCES AS EXCUSED

1. Personal illness
2. Serious illness of a member of the family
3. Deaths or tragedy, which may cause emotional stress
4. Emergencies requiring the student's services or presence
5. Obligatory religious observances
6. Other reasons which in the judgment of the building principal justify the student's absence.

### EXCESSIVE UNEXCUSED ABSENCES

KS Statute 72-113 states Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

Students who have excessive unexcused absences will be reported as being truant and will be reported to the Office of the Coffey County Attorney.

### TARDINESS

Anyone tardy to 5 classes during a semester will serve a half hour detention before or after school (within 7 days). For tardies 5 and 6 students will receive a 30 minute detention. For tardies 7-9 students will receive a 1 hour detention. For tardies 10 and beyond students will receive a one day in school suspension.

### COLLEGE VISITATION DAY

Seniors and juniors will be allowed one day to visit a college of their choice. This absence, when cleared through the principal will be excused. A pre-absence form must be completed by the student, parent/guardian, and principal or counselor prior to the scheduled visitation day. If a senior or junior student requests to use a second day to visit a college, they must be in good academic standing, complete a pre-absence form, and

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complete and return the college visit report form to the counselor within two school days following the visit.

### ACADEMIC DISHONESTY

Academic dishonesty – as in cheating or plagiarism – is not acceptable. Cheating includes copying another student’s work – such as homework, class work, or test answers – and claiming it as one’s own. Allowing others to copy your work is also a form of cheating and will not be tolerated. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

### EXTRA-CREDIT WORK

Students often ask a classroom teacher for an extra credit assignment. The school has adopted the philosophy that extra credit means work above and beyond the normal assigned work, therefore if students elect to not do an assignment they will not be allowed to do extra credit work to raise their grade. If a student has completed all assignments and has not mastered the concepts they may ask the instructor for extra credit assignments. Students must be cautioned that if they do not turn in assignments they will not be allowed to utilize extra credit as a means of raising their grades.

CLASSIFICATION OF STUDENTS –For the purpose of classification of students, the following regulations will apply:

Freshman – graduating from eight grade

Sophomore – earned five units of credit

Junior – earned eleven units of credit

Senior – earned seventeen units of credit

Graduate – earned twenty-four units of credit

Students will be classified at enrollment at the beginning of the school year and will retain that classification for the duration of that year.

### GRADING SYSTEM

The following grading system will be used in USD 245:

#### GRADING SCALE

Percent	Letter Grade
90– 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

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Because of the diversity among curriculum and grade level requirements, in both subjective and objective evaluations, it is the teacher’s responsibility to determine the weight that should be assigned based on time and effort for each daily assignment, special assignment, theme or report, special project, chapter test, unit test, quarterly test, semester test, etc.

DUAL CREDIT

Dual Credit for Colleges/University is available at Southern Coffey County High School. Dual credit for these courses will be at the following rate:

<u>High School Credit</u>	<u>College Hours</u>
1.0	5
.75	4
.50	3
.25	2

Each student must be enrolled full time and carry at least six subjects. Basic subject requirements for graduation include:

- Four units of English
- Four Units of Social Studies,
- One Unit of Computer Science
- One unit of Foreign Language
- Three units of Mathematics
- Three units of Science
- One unit of Physical Education / Health
- One unit of Fine Arts

The remaining units will be made up with electives to total twenty-four (24) units for graduation. Southern Coffey County does NOT count an eighth grade course as a high school credit.

BOARD OF REGENTS QUALIFIED ADMISSIONS PRE-COLLEGE CURRICULUM

Under the provisions of House Bill No. 2668 a graduate of an accredited Kansas High School is entitled to admission to a State Board of Regents’ Institution (Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, the University of Kansas, and Wichita State University) if the student has met one of the following entrance requirements:

- Completed the pre-college curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale. Take notice that the pre-college curriculum consists of:

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- Four units of English          One unit taken each year of high school  
  ½ unit may be Speech
- Three units of Mathematics with a 22 on ACT  
    Or Four Units if below 22 on ACT  
    Math units must come from Algebra I, Algebra II, Geometry, Any course  
    with Algebra II as a prerequisite
- Three units of Social Studies (U.S. History, U.S. Government, Geography)
- Three units of Natural Sciences with one being either Chemistry or Physics
- Three elective units from the areas of: English, math, natural science, social  
    science, fine arts, computer/information systems, foreign language,  
    personal finance, speech, journalism, career technical education

- Attain a score of 21 or higher on the ACT, OR
- Rank in the upper one third of the High School graduating class.

Courses completed in middle school do NOT fulfill the requirement.

Each Regents institution shall establish a policy permitting not more than 10% of admissions as exceptions. The 10% exceptions shall only apply to bona fide residents of Kansas.

### KANSAS SCHOLARS CURRICULUM

This is a different curriculum than the Board of Regents curriculum. If a student wants to apply for the Kansas Scholars Scholarship (s) he must take the ACT between April of the sophomore year and December of the senior year, be a Kansas resident, have their curriculum and meet the following requirements:

- English – 4 years; one unit to be taken each year.
- Mathematics – 4 years approved units – Algebra I and II, Geometry and one unit of advanced mathematics Algebra taken in 8<sup>th</sup> grade is accepted.
- Science - 3 years: One year each of Biology, Chemistry and Physics (A fourth Year of science is recommended)
- Social Studies – 3 years: U.S. History, U.S. Government and other selected classes
- Foreign Language – 2 approved units of one foreign language

Other provisions of the Standards Act allow the admission of community college transfers and students who receive a minimum score on the GED or attain the age of 21.

### NCAA/NAIA ELIGIBILITY

NCAA eligibility for student athletes and registration can be found at <http://www.ncaaeligibilitycenter.org>.

NAIA can be found at <http://www.playnaia.org>.

Other divisions and other eligibility questions can be answered by the compliance officers at the college where the student-athlete plans to attend.

GRADUATION HONORS

Honors – Students who graduate from high school with a final GPA (through the last Friday of April in their senior year) of 3.5 or above, who have completed a minimum of 28 total units will graduate with HONORS (PURPLE)

Cum Laude - Students who graduate from high school with a final GPA (through the last Friday of April in their senior year) of 3.5 or above, who have completed a minimum of 28 total units AND have completed the curriculum listed below will graduate CUM LAUDE (GREEN).

- Language Arts – Four or more units of English
- Mathematics – Three or more units
- Science – Three units (two of which must be lab science courses)
- Foreign Language – One unit
- Social Science – Three units
- Computer Science – One unit
- Physical Education / Health – One unit

Magna Cum Laude – Students who graduate from high school with a final GPA (through the last Friday of April in their senior year) of 3.6 or above, who have completed a minimum of 28 total units AND who have completed the Kansas Regents Qualified Admission Curriculum will graduate MAGNA CUM LAUDE (ORANGE)

Summa Cum Laude - Students who graduate from high school with a final GPA (through the last Friday of April in their senior year) of 3.8 or above, who have completed a minimum of 28 total units AND who have completed the Kansas Regents Qualified Admission Curriculum will graduate SUMMA CUM LAUDE (RED)

VALEDICTORIAN/SALUTATORIAN

The Valedictorian will be the student with the highest cumulative grade point average of the graduating class with at least 28 credits. The Salutatorian will be the student with the next highest cumulative grade point average with at least 28 credits. The Valedictorian and Salutatorian must have completed all Southern Coffey County graduating requirements, and they must have attended as a full-time student all four years of high school. No one may be Valedictorian or Salutatorian if they receive any major discipline in senior year that results in two or more days of out of school suspension.

Valedictorian and Salutatorian recipients will be notified pending grades pulled the last Friday in April.

Valedictorian and Salutatorian will speak at graduation for 2-3 minutes per student. All speeches will be approved by the counselor and principal prior to the time of the speech.

Starting in 2017, in order to be considered for Valedictorian or Salutatorian honors, a student must have completed the Kansas Scholars Curriculum and the following specific

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classes as a minimum. Cumulative weighted GPA and class rank after 8 full semesters will be used to decide which students receive these honors.

English: 4 years

Science: Biology, Chemistry and Physics

Math: Algebra 1 (can be taken in 8<sup>th</sup> grade), Geometry, Algebra II, Pre-Cal/Trig

Social Studies: 3 years

Foreign Languages: 2 years of foreign language in the same language

SCHOLARSHIPS – Information concerning scholarships will be furnished by the office of the principal or counselor upon student or parent request.

### GRADUATION EXERCISES

Students who have met the qualifications of the State of Kansas and USD 245 LeRoy-Gridley school district may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons as determined by the principal. Graduation exercises shall be under the control and direction of the building principal. **Students who have not met the requirements to graduate will not be allowed to participate in commencement exercises. Students who have had excessive absences (more than ten during the current semester) must have had an attendance hearing and made up time, if assigned, prior to being allowed to participate in commencement exercises.**

### HONORS CLASSES

Certain classes at the Southern Coffey County High School may be designated as Honors Classes, and when the student's grade point is figured these classes have an added point added to the calculation. When figuring GPA most classes earn points as follows:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

For Honors Classes the GPA is figured as follows:

A = 5 points

B = 4 points

C = 3 points

D = 2 points

F = 1 point

Honors classes are designated on the class schedule.

As of August 2017, Honors Physics will no longer be designated as an Honors class.

### HONOR ROLL

All grades and attendance reports for these awards will be pulled from the last Friday in April.



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“A” Honor Roll – The student must obtain all A’s for the semester.

“B” Honor Roll – The student must obtain B’s or better for the semester

Superintendent’s Academic Achievement Award – This award will be presented by the Superintendent. To receive this honor, the student must have made the A Honor Roll in each of the first three quarters of the school year.

Principal’s Academic Achievement Award – This award will be presented by the Principal. To receive this honor, the student must have made either the A or B Honor Roll each of the first three quarters of the school year.

If a student receives a “C” in any of the classes in which he or she is enrolled, that student does not qualify for any of the honor rolls.

Perfect Attendance Award—As of the 2015-2016 school year, “Perfect Attendance” means that a student is at school **all day**, every day, for the entire school year. A student cannot have any tardies, early sign-outs, or full or partial absences (excused or otherwise) for that school year. While LeRoy/Gridley schools understand that children get sick, family emergencies (i.e. funerals) occur, and some appointments cannot be made outside of school hours, these are no exceptions to the Perfect Attendance qualifications.

### CHANGE IN CREDITS

All class credits will be granted on a semester basis. Students must remain in any class enrolled in for the entire semester. Any student needing to retake a class must retake the class for an entire semester.

All students will have three days from the beginning of the grading period to change classes, thereafter no class change will be allowed.

### SENIOR OPPORTUNITY FOR ACCELERATED RELEASE (SOAR)

The SOAR release program is only an option to senior students during the second semester of their senior year. This allows students to attend Southern Coffey County High School only for the courses they need to fulfill graduation requirements and/or State of Kansas Scholarship Curriculum requirements. The remainder of their day could be spent working or attending college or vocational classes.

1. The senior must NOT be short of graduation credits
2. A student may SOAR up to 3 consecutive hours
3. Student must pass their required senior courses during the first semester. If they do not pass, they will be required to remain at SCCHS all hours necessary to complete graduation requirements.
4. The principal has the ability to withdraw the SOAR agreement upon a student’s failure to maintain a 65% in all classes.
5. A student who SOARS is ineligible to be Valedictorian or Salutatorian.
6. All obligations to SCCHS must be fulfilled prior to graduation,
7. Parental permission to attend fewer hours is required.

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8. Valedictorian and Salutatorian Honors are based on a minimum of 28 credits earned during four years of high school. Graduation honor for honor cords are based on 28 credits total.
9. The student is responsible for getting any necessary information from the high school regarding graduation details.
10. All attendance policies will be enforced in regards to this policy. If a student missed the mandated limit of classes, he/she may lose credits and jeopardize graduation.
11. If an athletic student, the student must follow all rules and regulations in sports requirements even when a SOAR student.
12. Any requests to SOAR must be provided to the counselor prior to Christmas break.
13. All requirements are subject to review by the high school principal, counselor and the Board pending any student concerns.

### COURSE TEST OUT PROCEDURE

1. To be eligible to participate in the testing out program a student must meet the following criteria:
  - a. Be identified as gifted and / or academically talented; and
  - b. Have a G.P.A. of 3.5 or above accumulative; and
  - c. Teacher, counselor, school psychologist, and parent recommendations and principal approval are required before test out may be granted.
2. Students must be able to demonstrate superior ability in the subject area with a score of 90% or above on a departmental examination that is based on course exit outcomes. The department will develop alternate exams based upon the same course objectives and exit outcomes.
3. The exam shall be developed by a department representative working in conjunction with counselors, school psychologists, principal and others. The examination will be kept on file in the principal's office or the office of his / her designee and administered by the principal or his / her designee.
4. The student must file a request to test out with the principal at least ten days before the scheduled offering of the class or with special permission of the principal.
5. Prior to the test date, the student will meet with the building administrator, psychologist, counselor or his / her designee to receive goals, instructional materials and test date.
6. Students must receive credit with a minimum score of 90%. All credit will be recorded on the transcript of the grade level at which the student is enrolled. The transcript will reflect the name of the course, amount of credit and test out designation. If the student does not pass the test, no entry will be made on the official transcript.
7. Students who attempt test out but who do not meet the minimum criteria as established must complete the required course work as part of the regular or summer schedule. No second attempt will be approved for failure to meet the 90% criteria for test out of any one class.

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8. Students will be limited to testing out of one unit of credit per term. This may be one full year course or two half year courses. Exceptions to this limit may be approved by the principal.

### HOMEBOUND STUDENTS

USD 245 believes that the best education can be provided for students in the school setting and that each student capable of attending classes should be required to do so. We realize, however, that this may not always be possible. It is for this reason that the following criterion for the homebound student is established.

An alternative educational plan will be provided by the building principal and / or superintendent after approval of application that a student's schedule could be adjusted, according to the nature of the ailment, to allow for attendance at school on a shortened class schedule be given. If this is not possible, a teacher will be selected to act as a tutor and a communications link between the student, the teachers, the guidance counselor and the building principal. The homebound student's progress will be evaluated by the tutor and building principal once every three weeks. The student shall re-submit application ten days prior to the beginning of each nine week grading period. On the basis of the evaluation of the student's progress and the physician's suggestions, the building principal may terminate a student's homebound status and require the student to return to regular class attendance.

### FIRE, TORNADO AND SAFETY DRILLS

Fire, tornado, and safety drills will be held as per state fire marshal guidelines. Students are expected to follow the directions set forth by staff. The district will conduct a variety of drills to train students and staff of appropriate reactions to a crisis situation.

CARS, TRAFFIC AND PARKING With parents' consent students have the privilege of driving their cars to school as long as they do the following:

1. Arrive at school on time
2. Park in the designated areas
3. Stay out of their car during the school day
4. Drive carefully about the school grounds before and after school.
5. Students are not allowed to leave campus in their cars with or without parental consent unless a unique situation is approved by administration.

Parking of vehicles will be limited to the following locations

Seniors are allowed to park in any of the allowed student parking areas

Parking areas are designated as follows:

1. East lot by high school limited to staff
2. Lot East of the gymnasium – staff and students as designated by the principal.
3. Lot West of the gymnasium – any students
4. Road South of Elementary School – Staff Only (North side only)
5. Road South of High School – NO PARKING

### WEATHER EMERGENCIES

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over the following media outlets and/or modes of communication:

- o Radio Station AM 580 WIBW / 94.4 Country in Topeka
- o Television Station WIBW Channel 13 in Topeka

If an emergency occurs, the district may keep all students under school authority and supervision until released to parents. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

### SCHOOL TRANSPORTATION – REGULAR AND ACTIVITY

Eligible bus pupils shall be those students residing outside the city limits of the cities of the school district.

Pupils shall conduct themselves in an orderly manner at all times when riding the bus, or they may be denied this privilege. The driver shall be the person responsible for the conduct and behavior of the students aboard the bus, except when a teacher is aboard.

Students riding buses to activities must also ride home from the activity on the bus unless he / she is released from returning on the activity bus by parents being present to take the student from the activity. Students will not be allowed to leave with anyone other than a parent unless prior arrangements have been made and approved by the principal well in advance of the activity bus leaving the school.

The following rules will be followed and enforced for all students who have the privilege of riding a school bus on their regular bus routes or on activity trips:

1. Seats may be assigned by the driver or sponsor. All school rules apply;
2. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled road. Students should wait in an orderly manner;
3. Outside of ordinary conversation, classroom conduct is to be observed;
4. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times;
5. Pupils must not try to get on or off the bus or move about within the bus while it is in motion;
6. Students may not at any time have hands, heads, etc. out of windows;
7. Any damage to the bus is to be reported at once to the driver;

Violations of these rules shall be reported to the principal by the drivers. Administration may deny any pupil the privilege of riding the bus.

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Students who do not make good choices in their conduct on the bus will face an incremental punishment system with the administrator in the appropriate building.

- First offense – A conference with the bus driver/supervisor
- Second offense – A conference with the building principal
- Third offense - A Conference with the building principal, superintendent, and parents
- Fourth offense – Off the bus for five days
- Fifth offense – Off the bus for ten days
- Sixth offense – Off the bus for the remainder of the semester unless it is less than ten days before the end of the semester, then the punishment will be off the bus for the remainder of the semester plus ten days
- Seventh offense – Off the bus for the remainder of the school year unless it is less than twenty days before the end of the school term, then the punishment will be off the bus for the remainder of the school year plus the first semester of the next school year.
- **Consequences listed above are guidelines for administration. Administration may deem it appropriate to give more severe consequences; as needed.**

### ABSENCES FOR SCHOOL SPONSORED ACTIVITIES

Students who will be absent for a school sponsored activity such as an athletic event, music event, etc. must make arrangements with their teacher before leaving for the assignment they will miss because of their absence from school. These plans should be made several days before the scheduled activity with the school office informed before departure if at all possible.

The chief responsibility for making up work missed rests with the student. It is impossible to allow credit for makeup work which is handed in after the date which the instructor has set as the deadline.

### ELIGIBILITY GUIDELINES

If the student is failing in one subject or has two or more D's, the student will be determined ineligible for at least one week and be ineligible for the following week as determined by a weekly grade report

The student will become eligible at the next grade check (last day of the week) as the student meets eligibility standards on a weekly basis, unless in conflict with state requirements.

Eligibility will be determined on the last day of the school week and will affect the following week beginning on Monday. The principal will check grades no earlier than 1:00 p.m. on the last day of the week and that determination will be final.

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If the student is determined, through standard evaluation processes and instruments, to be ineligible for special education services but intellectually unable to meet and pass requirements at the student's current grade level, consideration of eligibility shall be given to whether the student is working to the student's ability level. If, based on a week to week evaluation, the psychologist and principal determine that the student is working to full capability the student may be determined to be eligible.

This activity eligibility policy will include the following: plays, athletics, cheerleading, music, speech, drill team, pep club, and student council activities including school dances, Junior-Senior banquet and Prom and other social events.

### STUDENT ACCIDENTS / INJURIES

When a student is involved in an accident or injury at school the principal or his designee will make every effort available to contact a parent or emergency contact to inform them of the injury. Minor injuries such as scrapped knees will not necessitate a call to the parents but a call will be placed at any time the teacher or principal deems appropriate.

CELL PHONES: USD 245 recognizes the changes in our society and the needs of students, parents, and staff to be able to quickly and easily communicate in case of emergencies. Staff and students will be allowed to carry cell phones at school. Cell phones are not to be SEEN OR HEARD during the school day. Students who abuse this rule will not be allowed to carry their cell phone at school. Cell phones with picture taking capabilities must not be used for this purpose in any location in the school, especially in restrooms and locker rooms. Any students caught using a cell phone during class time will lose their phone during that period. Students who are abusing the cell phone policy habitually are subject to the school discipline.

### DRESS CODE

Students should consider school their jobs and should dress appropriately. Students found in violation of the dress code policy may be required to change before attending classes. Principals will determine whether or not the apparel being worn is appropriate school attire.

#### Pre-school through fourth grade

1. Sleeveless shirts and blouses of a conservative nature will be approved.
2. **Head cover such as caps, hats, or hoodies may not be worn indoors during school hours or at school non-athletic events held indoors.**
3. Students should be well groomed, which includes the care of the hair, body, and clothes.
4. Shoes will be worn at all times.

#### Grades 5 through 12

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1. No tank shirts, cut-off shirts, muscle shirts, midriffs, along with shirts, which show or imply obscenity will be approved. No short shorts or short skirts, or pajama pants. Spandex may be worn if covered by appropriate attire.
2. Hair including facial hair must be clean and well groomed.
3. Head cover such as caps, hats, or hoodies, may not be worn indoors during school hours or at school non-athletic events held indoors.
4. Sunglasses will not be worn during school unless prescribed by an optometrist.
5. Getting tattoos and body piercing on school sponsored activities are not permitted.

### HALLWAY AND LOCKERS AND SCHOOL PROPERTY

Each student will be appointed his own locker by the principal beginning with seniors, then juniors, then sophomores, then freshmen.

Lockers should be kept neat and clean at all times. Locker doors must be shut when students are not getting material from the locker. This is a regulation of the State Fire Marshall. Book bags and coats cannot be hung on the locker door nor placed on the floor in front of the locker.

Lockers and book bags may be searched for alcohol, drugs, weapons, and books. The search can take place at any time and may be in conjunction with the local law enforcement agencies. Drug dogs may be used in these searches.

Music listening devices may be used at school, on school property or at school activities only by teacher or administrator approval.

### PASSES, PERMITS, OR REQUESTS

No students are permitted out of the classroom during class periods except on passes as provided by the classroom teacher.

### FOOD AND DRINK

With the exception of special events, only bottled water will be allowed in any classroom.

USE OF SCHOOL TELEPHONES –Students who need to use the telephone, except for emergencies, should do so before school or during the lunch period. Individuals will not generally be called from class except to talk to their parents. The school secretary will be happy to take a message for a student.

LEAVING SCHOOL GROUNDS – No student is to leave the school grounds without first obtaining permission from the principal. Students who are leaving the grounds at any time, for any reason, should notify the principal in advance of their leaving. Parents

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who wish to have their children excused from school for any part of a day should make their request in written form or call for their children in person.

VISITORS – Visitors can become a distraction therefore their attendance at school is discouraged. Any student who is considering attending our schools is always welcome to visit providing approval has been received from the principal. Some school days are not conducive to visitors and therefore prior approval is required. All visitors are required to report to the principal's office before attending classes or visiting with students or staff. Lunch visitors are encouraged to eat menu items offered by the school to encourage healthy eating habits. USD 245 regularly invites family of students to honor events such as holidays, grandparent's day, invite your parent to lunch day, etc...

Only service animals will be allowed. Animals brought for other reasons must have prior approval from the teacher and principal. All such animals will be brought to school by an adult and taken home immediately after the event.

### ATHLETICS, CLUBS AND ORGANIZATIONS

The Southern Coffey County schools offer a variety of athletic and other activities for our students. Athletic activities offered for junior high and high school students during the 2018-2019 school year include:

- Boys – Football, Basketball, and Track and Field
- Girls – Volleyball, Basketball, and Track and Field

All students who wish to participate in the Southern Coffey County athletic program must:

- Have a completed pre-participation physical on file;
- Complete the State required Concussion form;
- Complete the various information questionnaires provided; and
- Meet the requirements of the Kansas State High School Activities Association.

Southern Coffey County High School also offers a variety of other activities that students may become involved in, including Student Council, Forensics, Scholar's Bowl, FFA, FCLA and musical groups. Again, students are encouraged to select organizations and activities to become involved with.

### CO-CURRICULAR ACTIVITIES PARTICIPATION REQUIREMENTS

Students who participate in any school activity shall meet the following requirements:

- All applicable KSHSAA regulations will be met;
- All local academic eligibility requirements will be met;
- Other requirements established by the administration:
  - Students must be in good standing. Each student who participates in co-curricular activities must be in good standing status at school. Violation of school rules or policies and inappropriate conduct and performance will



- affect a student's standing and may warrant application of penalties that could affect student participation.
- Students must be in school during the last three class periods scheduled for the day unless approved by the principal in advance. Remember, participation in co-curricular activities is a privilege, not a right.
  - Before a student athlete is permitted to report for practice in a sport, cheerleading or physical activity, he / she must have a physical examination and completed form furnished by the school on file. The form also requires the student to gain permission of his / her parents or guardians.
  - Any individual involved in an activity offered by Southern Coffey County Schools is recognized as an official representative of the school. Conduct and sportsmanship on and off the school premises should display the highest possible standards.

### BREAKFAST AND LUNCH

School meals are designed to meet the USDA nutrition requirements for healthy school breakfast and lunch. Students will be served only one breakfast and one lunch per school day. If you qualify for Free or Reduced meals, you will still need to pay for extra milks for snack time or at lunch. A meal includes one milk only. Parents should plan to pay regularly for school meals so negative balances are not accrued. Students will not be allowed to charge more than five meals.

### FEES

Students may be assessed fees for the following (non-inclusive list):

- Materials for class projects such as Industrial Arts and FACS class material
- Consumable workbooks
- Membership dues in student organizations
- Voluntary purchased pictures, publications, class rings, graduation announcements, etc.
- Music Instrument Rental
- Personal apparel, used for extracurricular activities that become the property of the student;
- Activity trip fees
- Enrollment fees

### WAIVER OF FEES

The Board of Education shall, if written application is made and the Board finds the application meritorious, waive said fees and supplemental charges if the items for which said fees and supplemental charges are assessed and collected are necessary for the completion of the basic requirements of courses of study offered in the school district. Fees cannot be waived for personal items such as clothing, class rings, etc.

### SCHEDULING ACTIVITIES

**Events and rehearsals:** USD 245 has accepted the tradition that Wednesday evenings be designated as church night and we do not schedule events, contests, rehearsals, etc. on Wednesday nights. The only exception is activities scheduled by the KSHSAA or other state agencies that we have no control over.

All activities, such as fund raising projects, plays, etc. must be scheduled outside school time and must be approved by the building principal. Rehearsals or practices must be placed on the school calendar in the office at least one week prior to the event.

No activity or athletic practice will be scheduled for Sunday and any Saturday practice must have the building principal's approval before it is scheduled.

### ACTIVITY FUND ACCOUNTING

All high school classes and other organizations will deposit their finances in the activity fund. Organization treasurers will make deposits with the school secretary and receive a receipt for each deposit. No funds will be expended from any activity fund account unless a voucher has been approved by the organization sponsor and the principal. Organization treasurers shall keep records of all transactions, and shall be responsible to check with the activity fund bookkeeper to insure that records are accurate.

### **FUND RAISING GUIDELINES**

The following guidelines are in place to limit the scope of soliciting funds from our communities and families:

- Senior Class – One fund raiser plus the school carnival
  - Junior Class – Concessions at all home games plus magazine sales and one other
  - Sophomore Class – One fund raiser each semester and Winter Sports raffles
  - Freshmen Class – One fund raiser and Fall Sports raffles
  - Organizations – One fund raiser each semester for justifiable projects (approval of Principal prior to activity) Student Council snack machines do not count as a fund raiser.
- FFA and Honor Flight are exempt from fund raising limitations.

**Fund raising limitations do not include Gridley Fourth of July or LeRoy Homecoming.**

**QUEEN CROWNING** - The Student Council shall be responsible for activities at the game and in the balloting. These duties (which may be delegated) include:

1. Organizing the selection of the candidates for the King and Queen.
2. Ordering the crown for the queen, the flowers for the queen and her attendants, trophy for the king, and gifts for the attendants.
3. Selecting the crown bearers.
4. Organizing and handling the crowning ceremony at the game.

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The student council shall have the responsibilities of the Homecoming Dance. These duties include:

1. Selecting a site for the dance and making the necessary arrangements.
2. Hiring a band or D.J.
3. Cleaning up after the dance.
4. Providing refreshments at the dance.

### RULES FOR DANCES –

Guest of SCCHS students must meet the following criteria to be admitted to SCCHS dances.

1. Attending a current high school or a graduate of a high school and under the age of 21.
2. Completed a dance registration form and have SCCHS administrative approval 48 hours prior to dance.
3. No middle school age students or younger may attend.

Guest of SCCMS students must meet the following criteria to be admitted to SCCMS dances.

1. Attending a current middle school and under the age of 15.
2. Completed a dance registration form and have SCCHS administrative approval 48 hours prior to dance.
3. No students below sixth grade may attend.

### SENIOR TRIP

Board approval of the senior trip must be obtained by the building principal before the senior sponsor or senior class officer makes reservations or any monetary commitments. All money to be used for the senior trip will have been collected or earned before the senior trip itinerary is submitted to the Board. Senior trips will be limited to two school days in addition to one weekend. Students opting out of their class will not be allowed to go on the senior trip. **Students who are academically ineligible and not allowed to participate in the senior trip will be required to attend school and attend those classes in which he/she has low grades in. Students who have excessive absences (more than ten during the current semester) must have had an attendance hearing and time made up, if assigned, prior to being allowed to participate in the senior trip.**

### DRUG FREE SCHOOLS

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

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The unlawful possession, use, or distribution of illicit drugs, tobacco and / or alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the Superintendent and approved by the Board. The Board shall receive a report after each of these reviews is conducted.

Curriculum: All the district's students shall be made aware of the legal, social and health consequences of tobacco, drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs, tobacco or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol or tobacco is both wrong and harmful.

The Board has adopted a comprehensive drug, tobacco, and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

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 all student activities for a period of not less than one calendar month.

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 all student activities for a period of not less than one semester or four months
- 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. If at any time the student fails to make satisfactory progress in the program, the suspension shall be re-imposed.

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 years
- B. Suspension from participation in and attendance at all school activities for one year
- 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, tobacco

and alcohol education and rehabilitation program at an acceptable institution.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the 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.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and parents of all students who request them. Parents of all students affected will be notified that compliance with this policy is mandatory.

WEAPONS – A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Students in 8<sup>th</sup> grade and below may not carry a pocketknife to school.

Definition of Weapons and Destructive Devices – As used in this policy, the term weapon and/or destructive device means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer, any facsimile of a weapon, any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; a combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position

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- by the force of gravity or by an outward, downward or centrifugal thrust or movement
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case by case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agency and, if a juvenile, to SRS or the Commissioner of Juvenile Justice.

### Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

In the event of a weapons threat, students will remain in the classroom they are attending with the classroom teacher in charge until such time as the students can be removed safely. Students will not be allowed to leave the classroom until an administrator or law official dismisses them.

### KANSAS SCHOOL IMMUNIZATION LAW

75-5208: as used in this act:

- "School Board" means the Board of Education of a school district and the governing authority of any nonpublic school;
- "School" means all elementary, junior high, or high schools within the state;
- "Local health department" means any county or joint board of health established under the law of Kansas and having jurisdiction over the place where any pupil affected by this act may reside;
- "Secretary" means the secretary of the State Department of Health and Environment;
- "Physician" means a person licensed to practice medicine and surgery.

72-209:

- (B) Subject to the provisions of subsection (c), in each school year, every pupil enrolling or enrolled in any school for the first time in this state, and such other pupils as may be designated by the secretary, prior to

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admission to and attendance in school, shall present to the appropriate School Board certification from a physician or local health department that the pupil has received, or is in the process of receiving and will have completed within ninety days after admission to school, such test and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary.

- (C) As an alternative to the certification required under subsection (a) a pupil shall present:
  1. Certification from a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or
  2. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculation, or
  3. A written statement signed by one parent or guardian that such tests or inoculations are in the process of being received and will be completed within ninety days after admission to school.
- (D) Every pupil enrolling or enrolled in any school in this state who has not complied with the requirements of subsection (a) or (b) or this section, shall present evidence of compliance with either of such subsections to the School Board upon admission to school.
- (E) Prior to commencement of each school year, the Board of every school affected by this act shall give to all known pupils who are enrolled or who will be enrolling in the school, designated by the secretary, a copy of this act and policy regarding the implementation of the provisions of this act adopted by the School Board.
- (F) If a pupil transfers from one school to another, the School Board of the school from which the pupil transfers shall forward with the pupil's transcript upon request of the parent or legal guardian of the pupil therefore, the certification or statement showing evidence of compliance with the requirements of this act to the School Board of the school to which the pupil transfers.

### 72-5210

The local health department, upon application of the School Board of any school affected by this act shall, at public expense (to the extent that funds are available and without delay) provide the tests and inoculations required by this act to such students as are not provided therewith by their parents or guardians and who have not been exempted on Religious, medical, or personal grounds.

The local health officer shall counsel and advise School Boards concerning the administration of this act.

### 72-5211

The secretary shall prescribe the content of forms and certificates to be used by the School Board in carrying out this act and shall provide, without cost to the School Board, sufficient copies of this act for distribution to pupils. The secretary may adopt such regulations as are necessary to carry out the provisions of this act.

- A The school Board of every school affected by this act may exclude from school attendance, or by policy adopted by any such School Board authorize any certified employee or committee of certified employees to exclude from school attendance, any pupil who has not complied with the requirements of KSA 72-5209, as amended. A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of KSA 72-5209, as amended. The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall (1) indicate the reason for exclusion from school attendance, (2) state that the pupil shall continue to be excluded until the pupil has complied with requirements of KAH72-5209, as amended, and (3) inform the parent or guardian that a hearing thereon shall be afforded the parent or guardian upon request therefore.
- B The provisions of KSA 72-111 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

28-1-20

(Delineation of Immunization Required for School Entry.) Immunization required for school entry. (A) The inoculations required for disease prevention which pupils shall receive before enrolling in any Kansas school for the first time are: Diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, mumps, rubella (German measles), and measles (rubella). (B) The vaccines utilized for these inoculations shall be selected from those licensed for this purpose under section 351 of the Public Health Service Act, 42 U.S.C. 262, as administered by the Bureau of Biologics, Food and Drug Administration, Public Health Services, U.S. Department of Health, Education, and Welfare. (C) The immunization record of each pupil shall indicate the inoculation with the delineated vaccines, as approved, has been accomplished by a licensed physician or local health department in accordance with the immunization schedule published by the Kansas Department of Health and Environment or the American Academy of Pediatrics.



### **PowerSchool Program**

The district has purchased a student information program that is from PowerSchool. This program is a student information and communication package that allows students and parents to check on grades and attendance at any time via the internet. All staff will be using this program for their grade book and thus you or your parents can check on your grades at your leisure. We are also encouraging all staff to also use this program as a lesson plan tool so that you can check on past, present, or future assignments.

This program is also a communication tool that allows for the posting of the weekly or daily bulletin.

We encourage all students and parents to access this program through the following WEB address: **usd245.powerschool.com**

Do not use a www. Prior to beginning the WEB address. All students and parents have been given a unique user name and password to access the data available. If you do not have a username / password or you have forgotten yours please check with your school secretary or Principal.

### ATHLETIC HANBOOK

#### MISSION STATEMENT

**Athletics are of value only because they aid in the total educational development of the whole individual. There are many contributions that can be made by athletics. Some of these are honesty, trustworthiness, loyalty, and proper attitudes that will enable athletes to take their rightful place in society. Among the most valuable contributions of athletics are the development of good sportsmanship; learning to win graciously, as well as knowing one cannot always be a winner in a contest (lose with dignity); the development of pride in the school and community; and finally the sheer joy of having the opportunity to compete.**

The interscholastic athletic program is designed to provide opportunities for boys and girls with interest and abilities to develop and utilize their talent fully in organized competition.

#### PHILOSOPHY

The basic philosophy of athletic competitions at all Southern Coffey County Schools is to develop student-athletes into good citizens and to develop appropriate skills as teammates and participants.

The Junior and Senior high school athletic program should:

1. Be regarded as an integral part of the total educational program;
2. Supplement and in no way serve as a substitute for the basic physical education, physical recreation, and intramural athletics;
3. Be subject to the same administrative control as the total educational program;

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4. Be so conducted that the physical and mental welfare and safety of the participants are protected and fostered;
5. Be conducted in accordance with the letter and the spirit of the rules and regulations of the school, league, Kansas State High School Activities Association, and federal guidelines as outlined in Title IX regulations of the Educational Amendments of 1972.

### CONCUSSION POLICY

THE NATIONAL FEDERATION OF HIGH SCHOOLS, THE KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION AND THE KANSAS STATE LEGISLATURE HAVE ADOPTED NEW REQUIREMENTS AND PROCEDURES FOR STUDENTS WHO ARE BELIEVED TO HAVE SUFFERED A CONCUSSION. THE STUDENT MAY EXHIBIT SYMPTOMS OF A CONCUSSION IN PRACTICE OR GAME SITUATIONS AND IF SO THEY MUST BE REMOVED FROM PRACTICE OR THE GAME UNTIL RELEASED BY A PHYSICIAN. THIS RELEASE CANNOT HAPPEN ON THE SAME DAY AS THE STUDENT IS SYMPTOMATIC OF A CONCUSSION. SEE THE APPENDIX AT THE END OF THIS HANDBOOK FOR MORE INFORMATION.

### RESPONSIBILITIES

#### A. Players

1. There is no place in junior high or high school activities for students who will not discipline their minds and bodies to rigorous competition. We are striving for excellence and do not want our students to compromise with mediocrity.
2. Athletes are responsible for the equipment and uniforms issued to them and will take the necessary precautions to take care of them and will be responsible for any damage or replacement resulting from negligence. All equipment must be checked in within five days after the season ends or before the athlete begins another sport, whichever comes first.
3. Athletes will need to follow all school rules that apply while riding in a bus.
4. While waiting for the contest to begin, athletes should demonstrate positive behavior and remember they represent Southern Coffey County Schools.
5. During competition, athletes will handle themselves in a positive and sportsmanlike manner.
6. In defeat or victory, athletes will handle themselves in a positive and sportsmanlike manner.
7. Inappropriate language is not allowed whether it is spoken or mouthed.
8. Poor behavior or attitudes should not be allowed or displayed.
9. Obscene gestures are not allowed.
10. The use of narcotics, alcoholic beverages, drugs and controlled substances including tobacco is prohibited. Maintaining drug, alcohol and tobacco free schools is important in establishing an appropriate learning

environment for the students of USD 245. The unlawful possession, use, sale or distribution of illicit drugs, alcohol or tobacco by students is prohibited. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

- a. **FIRST OFFENSE** – a punishment up to and including short-term suspension from school (1-10 days); suspension from all student activities for a period of two weeks or two activities, whichever is longer.
- b. **SECOND OFFENSE** (Within two calendar years of first offense) – A punishment up to and including long term suspension (10-90 days); suspension from all activities for a period of four weeks or four activities, whichever is longer.
- c. **THIRD AND SUBSEQUENT OFFENSES** (Within three calendar years of the first offense) – A punishment up to and including expulsion from school for the remainder of the school year or up to 186 days; suspension from participation and attendance at all school activities for one calendar year.

In all cases, the severity level may be modified by agreement of the principal, superintendent, and coaches.

**SEVERITY CLAUSE:** In situations deemed severe enough by the administration, penalties can be recommended for immediate long-term suspension or expulsion.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in District policies and Kansas statutes. 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 or alcohol counseling and rehabilitation programs and cessation classes are available for district students. If a student agrees to enter and complete a drug or alcohol education or rehabilitation program or cessation class, the cost of said program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the programs may be obtained from the school. Parents or students should contact the directors of the program to determine the cost and length of the program.

11. **Injuries** – Athletes are to notify their coaches if they are injured. If the athlete needs to see a doctor they should notify the coach in advance if possible. The school office should also be notified so that insurance papers can be made available.

**COACHES - WILL DEVELOP A PLAN OF ACTION TO HANDLE DISCIPLINE INFRACTIONS AS THEY HAPPEN AND COMMUNICATE THIS PLAN, BOTH**

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VERBALLY AND IN WRITING, TO PLAYERS AND THEIR PARENTS PRIOR TO THE SEASON STARTING.

It is the responsibility of coaches to emulate and enforce all rules and expectations of USD 245 as set forth in school and district policies. Extra-curricular activities are vital to junior and senior high schools. It is the responsibility of the coach to promote the belief that activities do teach such virtues as self-discipline, respect for authority, cooperation, how to handle the pressure situations, and how to strive for excellence.

Coaches will treat all participants with dignity and respect. Coaches will communicate all rules with players.

Coaches are expected to help supervise all athletic programs in order that there will be no violations of KSHSAA rules and regulations. No athlete should suffer because of negligence or over aggressiveness of a coach. The attitude of the crowd at athletic contests is greatly influenced by the conduct of the coach. The coach, as well as the players, serves as a representative of the school. The coaches of all sports should conduct themselves in such a manner as to always be a credit to themselves, the athletes, students, school, and community.

Each coach is responsible for team and or individual player discipline.

Coaches must manage the game. It is expected that coaches be in control of themselves as well as the participants.

When teams are overmatched, it is not the philosophy of the school to run up the score. If possible coaches will substitute and allow more players to play instead of ending games early. Occasion may happen that allow for this philosophy to be suspended, such as bad weather which would make it safe for participants and spectators to have the game ended.

The entire coaching staff is required to adhere to the rules and regulations prescribed by the KSHSAA.

SEE APPENDIX: COACHES CODE OF ETHICS

### PARENTS AND FANS

Parents and fans will conduct themselves in sportsmanlike manner when representing the school. Expectations for sportsmanship will be communicated by the administration. Unsportsmanlike conduct will be grounds for removal of the offender(s) from the site. Acts of unsportsmanlike behavior may include but are not limited to:

1. Harassing game officials, school personnel, fans, participants or coaches;
2. Using obscene language or gestures toward or about game officials, school personnel, fans, participants or coaches;

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3. Intentionally inciting participants and / or spectators to unruly or violent behavior;
4. Striking or attempting to strike or otherwise physically abuse game officials, school personnel, fans, participants or coaches;
5. Possessing and / or using alcohol or other chemical substances at school events.

If parents or fans have concerns that they need to visit with a coach about they should do it in an appropriate manner. The proper procedure would be to call the school and schedule an appointment with the coach to discuss their concerns.

### ELIGIBILITY

Students at SCCMS and SCCHS must meet the following local academic requirements to be eligible:

1. Have no F's as determined on the weekly eligibility check
2. Have no more than one D as determined on the weekly eligibility check

The principal will check student grades on PowerSchool after 1:00 p.m. on the last day of each school week to determine eligibility. Any student who is not eligible will be notified by mail and verbally by the head coach. Students will not be eligible for the week following the eligibility check from Monday through Sunday.

Students who are ineligible will be allowed to practice. Coaches may establish a study time during the practice session.

The students must also meet KSHSAA eligibility requirements which include:

1. Passing five classes the previous semester (if not, the student is not eligible for the entire semester)
2. Enrolled in at least five classes of unit weight that have not been passed previously.
3. Completed a pre-participation physical examination.

### DISTRICT POLICIES

1. Participants must be in school three hours prior to departure to be allowed to participate. Exceptions may be made by the principal prior to the day of the activity.
2. Use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucination agents by participants of activities is prohibited.
3. Students who are suspended In-School or Out-of School will not be eligible to practice or participate during the term of the suspension. Students may not participate until they have returned to and attended class.
4. Participants must travel to contests in school provided transportation. Athletes can have their parents sign them out after an event but students will not be

allowed to leave with boyfriend – girl friends. No exceptions are to be made to allow students to ride home without the above stipulations being met.

5. **Student Athletes or Coaches who are ejected from a contest will not be allowed to participate or Coach in that activity for one game at that level nor any games played prior to that level of contest. As an example, a coach is ejected for unsporting behavior at a high school varsity basketball game then he or she would not be allowed to coach any contests until after the next varsity basketball game has been played. This policy does not affect student-athletes who are disqualified from basketball contests due to fouling out of the game. This being said school administration, due to circumstances, may override a decision.**

## PRACTICE SESSIONS

1. Practices will be concluded by:
  - a. SCCMS – 2:30-4:00
  - b. SCCHS – 4:00 to reasonable time
2. Saturday, Sunday practices and film sessions may be allowed with prior approval by the principal.
3. Holiday practices will follow KSHSAA guidelines. Students who miss a practice due to another school activity will not be penalized. This means that if a player has been a starter and attends another school activity they will not lose their starting position based upon missing that practice.
4. When an athlete knows he / she is going to miss a practice he/she should communicate with the coach in advance. This does not include students who miss school due to illness. Not communicating with a coach can jeopardize playing time.
5. When school is closed due to weather, no practice or use of facilities will be allowed. The intent is if we have no school, we have no extra-curricular activities. The exception to this policy is for KSHSAA sponsored post-season activities that are not cancelled or postponed.

## **SPORTSMANSHIP**

### **Rule 52**

#### **Citizenship/Sportsmanship**

PHILOSOPHY—Activities are an important aspect of the total education process. They provide an arena which fosters maturation, promotes quality performance, and teaches the value of teamwork for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth. Sportsmanship is good citizenship in action!

**SPORTSMANSHIP CODE:**

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 fan cheers should never be directed to the opposing team or a member of the opposing team. The following actions are considered rude, discourteous and unsportsmanlike, 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 and chanting "you...you...you!" etc.
  - c. Chanting "air ball...", sound effects, etc.
3. Exercise self-control at all times—never chant obscene yells, boo or heckle an official, coach, cheerleader, or player. Respect 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, vulgar or unsportsmanlike.
6. Respect the host school's property and the public property of other communities. (Fans 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 of your opponents as you would like to be treated!

**DO'S AND DON'TS**

The following "may" and "may not" list is designed to help coaches, school administrators, students and parents understand what they may or may not be able to do in connection with sports/activities. The list is not intended to be all-inclusive. The items included are the ones that prompt frequent questions as to what the coach or athlete may or may not be permitted to do under KSHSAA rules.

Because KSHSAA rules affecting what students and coaches may and may not do differ during the year the list is divided into three sections - during school year, during school season of sport/activity and during the summer. As you review this list it is important to keep this in mind when reviewing KSHSAA rules. Any KSHSAA rule changes throughout the school year takes precedence within all policies.

**Guidelines for coaches and athletes—outside season of sport (from the KSHSAA)**

**During the school year, coaches may coach their athletes only during the season of sport. Outside of school year we will follow KSHSAA current guidelines.**

## **PARTICIPATING IN SUMMER SPORTS**

Principals and coaches are urged to explain provisions of the **Amateur Rule** and eligibility regulations to students before they participate in summer athletic activities. **Students may participate in summer sports without affecting future eligibility provided they do not violate Association rules.**

A student who uses his or her athletic skill or knowledge for gain, or who plays with a professional team, or who competes for cash prize, shall be ineligible for that sport. (See Rule 21-1-1.) **In team sports, no member of the team may accept cash or merchandise awards.**

### **Summer Camps:**

All summer practices and camps will follow current KSHSAA guidelines.

## **RULE 13 DEFINES “SUBJECT OF UNIT WEIGHT”**

**Scholarship Requirements Rule 13-1-3**, requires a student to have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance. Member schools are reminded of the following interpretation, authorized by the Executive Board, relating to “**subject of unit weight**”:

- **Only those courses offered by a school where “credit” is given may be counted toward the above rule.** Whether or not the credit is counted toward graduation does not nullify the course offering from counting, since a school may provide opportunities for “electives” for which they give credit, but do not apply them toward graduation.

A KSHSAA **subject of unit weight** is synonymous to the Kansas State Department of Education (KSDE) definition of one half unit of credit.

The KSDE accreditation regulations define a **unit of credit per** 91-31-1(t) as follows:

- A **unit of credit** means one unit of credit earned for satisfactory completion of any approved subject taught for a minimum of 40 minutes daily, five periods a week for 36 weeks, or 120 clock hours.
- One half unit of credit is earned for approved subjects taught for a minimum of 40 minutes daily, five periods a week for 18 weeks, or 60 clock hours.

The KSHSAA, in establishing eligibility, will only recognize those courses which are recognized by the KSDE.



## **INSURANCE**

### **STUDENT HEALTH INSURANCE**

The Student Accident Policy, which is provided by USD #245, is for the purpose of covering that which is not covered by the student's policy or if the student has no policy. Our district policy provides **LIMITED COVERAGE**. **If your child is injured at school or during a school activity, contact the school's office to obtain insurance forms. The school does not fill out the forms for you. This is the Parent's responsibility.**

If the student is injured:

1. The instructor should inform the building Principal.
2. Parent notifies their insurance company (if they have one).
3. Parent would request a claim form, from the building Principal, to supplement that which their insurance would not cover. The insurance coverage is **MINIMAL**.
4. It is the **PARENTS** responsibility to notify the district's insurance company by either phone or mail, within ninety days that the injury occurred.

When covered:

1. While on the school premises:
  - a. During the hours and on the days when school is in session.
  - b. During the hours or on the days when school is not in session while the insured is participating in or attending any school sponsored activity and under the direct and immediate supervision of the school.
2. While away from school premises, other than traveling:
  - a. Participating in or attending any activity sponsored and under the direct and immediate supervision of the school.
3. While traveling directly to or from:
  - a. Residence and school in regular school sessions.
  - b. Any activity sponsored and under the direct and immediate supervision of the school.

Parents may purchase insurance for their children at little or no cost depending on income by calling HealthWave at 1-800-792-4884.

### **APPENDIX: COACHES CODE OF ETHICS**

Coaches will follow National *Federation of State High School Association and KSHSAA code of ethics*.

