



Garden Plain High School

STUDENT HANDBOOK 2018-19

"THE OWL WAY"
Respect - Accountability - Integrity

Garden Plain High School Mission Statement

Garden Plain High School is committed to doing what is best for each student.

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ACTIVITY PARTICIPATION/ELIGIBILITY

The following guidelines apply to school sponsored and KSHSAA sponsored activities:

- The student must be eligible under the rules and regulations of the KSHSAA, which includes having passed FOUR credits the previous semester.
- The student must be eligible under the policies of the Board of Education of USD 267.
- Use of alcohol, drugs, or tobacco during the season will NOT be tolerated. Please see the Code of Conduct, and BOE Policies JCDAB, and JCDA-R
- If under administrative out-of-school suspension, the student will NOT be allowed to practice or participate in activities during the suspension period.
- The student must be in school in order to participate in practice or activities, or be excused by the office and coach. At Garden Plain High School, the student must be in school the majority of the day in order to participate. Students must be present and attending the remainder of the day by **12:00pm** for activities. Any waiver of the above policy (i.e. appointments, emergencies, funeral) is left to the discretion of administration. This rule includes participation in practice.
- Individual coaches and/or sponsors may require additional guidelines.
- Each head coach or sponsor will have on file with the administration a copy of his/her activity guidelines.

Students that attend and represent Garden Plain High School in activities must be a student in good standing with the school. If there is a question as to who may attend an activity, the administration will make the final decision.

ATTENDANCE

When a student is absent from school, the parent/guardian should notify the attendance secretary of the absence as soon as possible. ***Upon returning to school, if the parent has not communicated with the attendance secretary, a student must report to the office and present a written parent excuse or caregiver's note and/or a signed note by a doctor.*** Our attendance secretary will call place of residence if we have not heard from a parent/guardian by 9:00am.

Examples of Absences that are Excused:

1. **Personal illness and professional appointments.**
2. **Serious illness or death of a member of the family.**
3. **Emergencies calling for the student's services or presence at home.**
4. **Obligatory religious observances.**
5. **Participation in a district-approved or school sponsored activity.**

Examples of Absences that are Unexcused:

1. **Flat tire.**
2. **Sleeping in / alarm didn't work.**
3. **Parent call that does not address example of excused absence list.**

By Kansas Statute 72-1111, all children between the ages of 7 and 18 are required to attend school on a regular basis. K.S.A. 72-1111 defines a non-compliant student to be one who is inexcusably absent from school for: three consecutive days; or five days in any school semester; or seven days in any school year, whichever occurs first.

Parents who believe that unusual circumstances exist in cases of excessive absenteeism (such as prolonged illness) should contact the building administrator to discuss their student's absenteeism. The building administrator will notify the parents of pupils with excessive absences to inform them of the absence policy.

MAKE-UP WORK

Procedure for students to make up classroom work missed due to absence other than a school activity.

- Regular attendance is vital for a successful school experience. Punctual and regular attendance is necessary in a well-ordered school, both for proper training of the student and to avoid disruption of classroom procedure.
- If a student must be absent, upon returning to school he/she will be given a period of three (3) school days to make up classroom work missed.
- If a student fails to make up the missed work within the three- (3) days allotted time; he/she will receive a zero for classroom work missed.
- It is the student's responsibility to go to the teacher of the class in question to obtain, complete, and turn in any and all make up assignments.
- Work that needs to be completed for absences due to school activities is not included in the three (3) day policy.
- Students have three (3) days total to make-up work, not three (3) days for each subject or class.

INCOMPLETES

Incompletes are to be converted to a zero one week after the end of each grading period if the work has not been completed.

TARDY POLICY

Students are expected to arrive at class on time and prepared to participate. Tardiness to school or class causes a disturbance to the learning experience. **Any student arriving late to the first class in the morning must first check in at the office.** Teachers may assign additional classroom detentions for excessive tardiness to their class.

BELL SCHEDULE

1 st Block	7:55-9:07
2 nd Block	9:17-10:29
3 rd Block.....	10:33-11:45
1 st lunch	11:49-12:19
2 nd lunch	12:19-12:49
4 th Block.....	12:54-2:06
5 th Block.....	2:10-3:22

BULLYING

The board of education prohibits bullying in any form, including electronic means, while on school property, in a school vehicle, or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

STUDENTS ARE TO REPORT ANY DISCRIMINATION OR HARASSMENT TO ADMINISTRATION, COUNSELORS AND/OR TEACHERS.

HAZING or INITIATION

Hazing is, defined by Webster, (1) to initiate or discipline fellow students by means of horseplay, practical jokes, and tricks often in the manner of humiliation or painful ordeals. It will not be allowed in our school.

CELL PHONES

Cell phones are not to be used during school hours except for the following allowed use. Appropriate cell phone use will be permitted before and after school, during passing periods and lunch. Each teacher will have the discretion over the usage of cell phones in their individual classes.

Each classroom teacher has the authority to set their own guidelines within the classroom on electronic devices such as for assignments, etc...*If cell phones are sent to the office, consequences will be assigned by the principal.*

CHEATING, PLAGIARISM, or FORGERY

Acts of cheating, plagiarism and forgery are unacceptable at Garden Plain High School. Teacher discretion will be used, but consequences MAY include:

- a zero for that test/assignment.
- Friday Night School
- possible in/out of school suspension.

CHROMEBOOK POLICY

Violations – District staff shall monitor for inappropriate use of district technology as defined by this policy. Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, ***nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.*** Students may also be assessed for the cost of damages to and repair of any district hardware, software or other technology resources.

- 1st Violation – Student will receive a verbal warning. Possible Detention and loss of access depending on infraction.
- 2nd Violation – Student will lose access to Chromebook, the network and the Internet access for one week.
- 3rd Violation – Student will lose access to Chromebook, the network and the Internet access for 9 weeks.
- 4th Violation – Student will lose access to Chromebook, the network and the Internet access for one semester.

General Information –

- The Chromebook is school property and all users will follow this policy and the Renwick USD 267 acceptable use policy for technology as signed by both parents and student(s).
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks should always be within the protective case when carried.
- Chromebooks are not permitted in the cafeteria during student lunch periods.
- Video streaming from sites such as VUDU, Netflix, etc. is strictly prohibited.
- During passing period Chromebooks will remain closed and in their carrying case.
- Changing of Chromebook settings is prohibited (exceptions include personal settings such as font size, brightness, etc.)
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients is prohibited.
- Bypassing the Renwick School District web filter through a web proxy.
- Students will only be allowed to use the USD 267.com email address given and should not access other emails during school hours.
- The Chromebook is school property and is subject to confiscation or searches at the will of the administration.

The listed items above should not be read as a full list. For additional policies please refer to the district's acceptable use policy for technology found in the office and online.

Each classroom teacher has the authority to set their own guidelines for technology use within their classroom.

CHURCH NIGHT

Wednesday night is reserved for family or religious reason in our communities. As a result, no activities other than KSHSAA events will be scheduled on Wednesday evening. Students are encouraged to participate in the activities of their church or family on that evening.

COLLEGE VISITS

Seniors are allowed four college visits during their senior year that do not count against their absence count, but only if they schedule the college visit through the counselor's office and complete the proper paperwork with that office prior to the absence. Juniors are allowed two college visits during their junior year.

DISCIPLINE

USD 267 believes the following to be unacceptable student action:

- Willful violation of any published regulation for student conduct adopted or approved by the USD 267 Board of Education.
- Conduct which substantially disrupts, impedes, or interferes with the operation of any public school.
- Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity.
- Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the student is a juvenile, would constitute the commission of a felony if committed by an adult.
- Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, would constitute the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.
- Disobedience of an order of a teacher, peace officer, school resource officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial material impingement upon or invasion of the rights of others.

STUDENT MANAGEMENT POINT SYSTEM

<u>Level 1</u>	<u>1 Point Possible Detention</u>	Bus Conduct, In Parking Lot w/out Permission, Dress Code Violation, Public Display of Affection, Lunchroom Violation
<u>Level 2</u>	<u>2 Points Friday Night School</u>	Classroom Disturbance (Office Referral), Excessive Tardies, Computer Violation, Inappropriate Behavior, Inappropriate Language, Miscellaneous Rule Violation, Parking Lot Violation, Bullying/Harassment, Cheating-Forgery-Plagiarism, Disruptive Behavior, Insubordination, Electronic Device, Possession of Stolen Property, Unexcused Absence, Failure to Serve Detention, Multiple Level 1 Violations
<u>Level 3</u>	<u>3 Points and In-School Suspension</u>	Failure to Serve Friday Night School, Threats (minor), Vandalism <\$100, Aggression or Conflict, Obscene Behavior, Leaving Building Without Permission, Theft <\$100, Multiple Level 2 Violations
<u>Level 4</u>	<u>5 Points and Out-of-School Suspension</u>	Possession /Use of Alcohol, Tobacco, or Drugs; Drug Paraphernalia, Fighting, Threats (major), Verbal or Physical Abuse, Inappropriate Conduct, Theft >\$100, Vandalism >\$100, Endangerment, Extreme Behavior, Disrespect to Student or Staff, Multiple Level 3 Violations.

<u>Level 5</u>	<u>13 Points and Long-Term Suspension-Expulsion</u>	Distribution of Alcohol, Tobacco, or Drugs; Assault and Battery, Possession of Weapons or Dangerous Materials, Serious Threats, Criminal Violations, Multiple Level 4 Violations
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The listed items above are examples and should not be read as a complete list.

POINT SYSTEM SPECIFICS

- Each student begins the year with zero points in the point system.
- Each point will accumulate toward a total of 13 points per school year. At 13 points, a hearing may be recommended for long term suspension or expulsion.
- After a student has accumulated at least 6 points, a conference of administrator, student and parent(s) will be held and the student will be monitored under a “behavior concern” intervention program.
- Once a student reaches 8 points they will be subject to a loss of school privileges (see below).
- Attendance and tardy points will not be factored in the determination of a long-term suspension hearing, but will be counted towards the “loss of privileges” and “not in good standing” status.
- Any illegal activities may warrant police involvement.
- **Administration has the authority to set the level and consequences for any specific violation.**

LOSS of PRIVILEGES – “NOT IN GOOD STANDING”

Once a student reaches 8 points in the Student Management Program, he/she will be subject to a reduction of school privileges including, but not limited to, school dances, attendance at school activities, field trips, etc. The administrator will contact the student and parent/guardian to inform them of their student’s loss of privileges due to reaching 8 points. Any student that reaches 13 points will be deemed ineligible for participating in extra-curricular activities.

IN-SCHOOL/OUT-of-SCHOOL SUSPENSION (ISS/OSS)

A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not less than 90 and not to exceed 180 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year. Students suspended out of school for a short term (10 days or less) may make up missed work for credit. Students who choose to make up their work must gather homework and assignments before or after school in the office during a suspension. Failure to collect the work by the student is waiving the opportunity to make up the work

DISCRIMINATION AND HARASSMENT NOTICE

Garden Plain High School values diversity and will not tolerate racial or sexual harassment or discrimination. At Garden Plain High School, sexual harassment shall be defined as but not limited to the following:

- Unwanted sexual advances
- Unwanted physical contact
- Sexual gestures
- Obscenities or sexual comments
- Bullying (examples include but are not limited to verbal, physical and cyber bullying).

DRESS CODE

Administration reserves the right to determine whether a student is abiding by the Dress Code in their appearance or choice of dress. Guidelines include but are not limited to:

- Anything considered a distraction to the educational process or presenting a clear and present danger to self or others.
- No hats, caps, hoods, head-cover (including bandanas) or sunglasses are to be worn in school buildings unless previously approved by the administration.
- Anything containing alcohol, tobacco, or drug-related messages, promoting violence, containing obscenities, or containing sexually suggestive material is unacceptable.
- Shirts/tops that leave the mid-section bare (bare belly buttons), see-through blouses or shirts, halter tops worn alone, spaghetti straps worn alone (unless with at least a 3 inch strap) low-necked tops, extremely short skirts or shorts, sagging pants and gang attire are not considered acceptable.
- For performing school-sponsored activities, the adult responsible for the activity will determine appropriate attire.
- Hair color or style that is disruptive to the school day will not be allowed. This is at the discretion of the principal. Students representing our school in our activities will not be allowed to participate with hair that is not a natural color.

The goal is to maintain the best learning environment possible. The rights of students to dress and groom themselves as they please is recognized, as long as doing so does not interfere in maintaining a school setting and climate that is positive and productive.

DRILLS: FIRE and TORNADO

Students shall be informed of emergency drill procedures at the beginning of each school year. Fire drills will occur once a month. When the signal sounds, all persons are to leave the building immediately by the exit designated in each classroom route diagram. Tornado drills will be held three times during the school year. All students will go to the FEMA certified varsity locker rooms in the Main Gymnasium in case of a weather emergency or drill.

DRIVING AND PARKING

Students who do not use caution in the parking lot will lose the privilege of parking in the school lot. The speed limit is 15 mph and students should yield to school buses.

Students must have permission from the office to go to the parking lot after they have arrived at school and during the school day.

DRUGS

The unlawful possession, use or distribution of illicit drugs and 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 School and Communities Act, PL 102-226. As a condition of continued enrollment in the district, students will abide by the terms of this policy. Students will not unlawfully manufacture, distribute, dispense or use illicit drugs, controlled substances, tobacco, e-cigarettes, or alcoholic beverages on school property or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be OSS short term or face long term expulsion.

DRUG DOGS

Dogs trained in detection of illicit drugs may be brought in at the administrator's discretion. Neither the school nor the USD 267 will be held accountable for damages occurring to private property by the drug dog(s).

SEARCHES of PROPERTY/VEHICLES

Building administrators are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. In addition, all lockers/desks shall be subject to random searches without prior notice or reasonable suspicion. All searches by the building administrator shall be carried out in the presence of another adult witness.

Any person other than the building administrator who wishes to search a student's locker/desk or property shall report to the building administrator before proceeding. In no event shall any person be permitted to search a student's locker or property without the building administrator's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker/desk or property has a search warrant, the building administrator shall permit the search, which shall be made in the presence of the building administrator.

Prohibited items found during the search shall remain in the custody of either the building administrator or the law enforcement officer. If any items are turned over to law enforcement officials, the building administrator shall receive a receipt for the items.

(Whenever the building administrator is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative".)

Searches of Lockers/Desks

Lockers/desks in the district schools shall be under the supervision of the building administrator and lock combinations will be stored in a place designed to guard against unauthorized access or use. The building administrator may search any locker/desk at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Students

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags, and briefcases. The building administrator may attempt to call the student's parent(s) and may call law enforcement. Items, which the building administrator believes may be connected with illegal activity, shall remain in the custody of the building administrator unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the building administrator may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The building administrator shall remain with the student during any search of the student on school property. The building administrator shall receive and file a receipt for items turned over by the law enforcement officials.

If the building administrator believes a student is in possession of an object, which can jeopardize the welfare, or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the building administrator or any member of the faculty or staff. A written report of each search shall be made by the building administrator and submitted to the superintendent.

ELECTRONIC IMAGES, PHOTOGRAPHS

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing obscene, pornographic, depictions of nudity – themselves or others, lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or gradebook entries.

For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and / or videos), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or videos.

EMERGENCY SAFETY INTERVENTION (ESI)

As per State Statute **K.A.R. 91-42-1(c)** defines *Emergency Safety Interventions (ESI)* as “the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an ESI.” Whenever an ESI is used, the parent(s) must be informed within (2) school days. Details of ESI can be found on our district website: www.usd267.com

FIGHTING

- 1st Offense: 3 day OSS and report to local law enforcement agency and student goes on probationary status for the school year.
- 2nd Offense: Violation of the probationary status for the school year. A disciplinary hearing will be held to discuss further consequences and possible expulsion.

GRADUATION

The senior high school principal will be responsible for the commencement exercise within board and administration policy. A graduating senior is not to receive a diploma signed by the principal, superintendent, and the president of the board of education until the principal is satisfied that all requirements for graduation have been met.

In order for a student to participate in the graduation exercises all outstanding bills owed to the school/district must be paid in full prior to the graduation date. Students will not be allowed to walk if bills are not paid. Those not graduating due to deficiencies, but meeting requirements at a later date will receive a diploma.

35 Credits required to graduate for the class of 2018 and future classes.

4 credits of English

3 credits of Math

3 credits of Science

3 credits of Social Science

1 credit of Physical Education

1 credit of Fine Arts

1 credit of Success 101 (required for class of 2019+)

EARLY GRADUATION

Students who complete all state and local graduation requirements may request permission to graduate early. This process may only be granted at the end of 1st semester of their senior year with the application being completed by the end of the 1st 9 weeks. A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing along with the completed form JFD “Early Exit” paperwork. Examples of reasons to be given consideration are hardship circumstances, vocational opportunities, and college entrance. Students who graduate early may participate in the graduation ceremony however they waive their right to participate in extracurricular activities, including Prom as they are not considered a full time student.

GRADUATION REQUIREMENTS

FRESHMAN YEAR – REQUIRED CLASSES

- ◆ English 1
- ◆ Math (Pre-Algebra, Foundations of Math, or Algebra 1)
- ◆ Physical Science
- ◆ World Studies (can be taken during 10th grade)
- ◆ PE/Health
- ◆ Success 101
- ◆ 1 Fine Arts Credit to be taken sometime during 4 years of high school

SOPHOMORE YEAR – REQUIRED CLASSES

- ◆ English 2
- ◆ Math (Pre-Algebra, Algebra 1, Algebra 2 or Geometry)
- ◆ Biology
- ◆ World Studies (if not taken during the freshman year)

JUNIOR YEAR – REQUIRED CLASSES

- ◆ English 3
- ◆ American History
- ◆ Science Elective
- ◆ Math Elective

SENIOR YEAR – REQUIRED CLASSES

- ◆ American Government or American Government-HCC
- ◆ College English or English 4
- ◆ (4th Year of Math required for Kansas Regent Scholars; admission to 4-year college; and for Valedictorian, unless have a 22+ on the Math portion of the ACT.

VALEDICTORIAN REQUIREMENTS

Kansas Regents Scholars Curriculum:

Students who wish to be recognized as our school's Valedictorian(s) must take the following courses:

- English – 4 years
- Mathematics – 4 years – Algebra 1, Algebra 2, Geometry and one Advanced Mathematics
- Science – 3 years – Biology, Chemistry, and Physics
- Social Studies – 3 years – World Studies, U.S. History and Government
- Foreign Language – 2 years

Students who have taken the above courses and have a 4.0 GPA will be recognized as our Valedictorian(s).

- At Garden Plain High School we recognize all students who meet the above criteria as our Valedictorians and also will recognize our Valedictorian who scored the highest on their ACT. The Valedictorian with the highest ACT will be the class speaker for the graduating class. If they choose not to speak we will use the next highest ACT score as the speaker.
- Shall there only be one Valedictorian the next highest GPA will be recognized as our Salutatorian.
- Garden Plain High School will also recognize our top 10% of the class during graduation.

BOARD of REGENTS REQUIREMENTS for QUALIFIED ADMISSIONS

To gain admission to a Regents University in the State of Kansas you must:
Complete the Qualified Admission curriculum with at least a 2.0 GPA on a 4.0 scale.
This is a C average..... **AND** achieve ONE of the following:

- Achieve an ACT composite score of 21 or higher, (University of Kansas is 22).
- SAT score of 980 or higher.
- Graduate in the top 1/3 of the high school's graduating class....AND achieve a 2.0 GPA or higher on any college credit class taken in high school.

GRADES

Garden Plain High School will grade on the following scale:

98 - 100 - A+	73 - 77 - C
93 - 97 - A	70 - 72 - C-
90 - 92 - A-	68 - 69 - D+
88 - 89 - B+	63 - 67 - D
83 - 87 - B	60 - 62 - D-
80 - 82 - B-	59 or below - F
78 - 79 - C+	

Grades will be determined by course work assigned and completed during each semester.

GRADE REPORTS

Grades will be distributed at the end of each semester. Progress reports will be issued at Parent-Teacher Conferences. The semester grade is the one recorded on the transcript. PARENTS ARE ENCOURAGED TO VIEW THEIR STUDENT'S GRADES AT ANYTIME ON EDUSTAR. If assistance is needed to log into EDUSTAR please contact the office.

SSR / ACCELERATED READING PROGRAM

- AR counts for 5% of every class's overall grade per nine weeks.
- Individual point goals will correspond with a student's performance on the STAR test, which analyzes reading level.
- SSR time will be scheduled during the school day. All students are expected to be in class and on time, with the appropriate book. No sleeping, talking or eating is allowed during AR time.
- Students must continue reading and logging reading time the entire semester, even though the goal had been achieved.
- Students may take 1 test per day.
- A deadline will be announced for AR testing due dates.

GUIDANCE and COUNSELING DEPARTMENT

Counselors are trained in various counseling services, but their primary concern is the need of individual students. They work closely with personnel and social assistance and regard confidentiality as a must. Counselors will work with students to determine their appropriate schedules. Students are encouraged to work with the counselor for scholarship information. Counselors and students will work closely on constant monitoring of progress toward graduation.

DROPPING AND ADDING CLASSES

In order for a student to drop or add a class, he/she must have a valid reason, and obtain a drop or add slip from the counselor's office. Parents will be contacted to gain permission for the requested change. Dropping or adding a class must be completed within the first two days of the start of term and will be very limited due to our schedule and staffing constraints. All changes to second semester classes must be completed prior to Christmas break.

TESTING

Each year, students are administered versions of the ACT tests that are grade appropriate. Each of these tests is structured like the real ACT, but with varied totals of questions and adjusted content level. The goal is to get all students prepared to take the ACT exam by the spring of their junior year. Students need to have an ACT score that they are happy with prior to November of their senior year, due to the fact that many priority deadlines for college scholarships are at the end of November / beginning of December. In order to prepare our students, the following tests are given each year:

- Freshmen – the ASPIRE – given at GPHS in October
- Sophomores – the ASPIRE – given at GPHS in October
- Juniors – the PRACT – given at GPHS in October
- Juniors – the ACT (National Test) – given at GPHS in the Spring
- PSAT – given at GPHS in the Fall

On the selected testing day in October, the senior students participate in a Career Shadow Day while the other students are testing. Seniors are partnered with a professional in their chosen field.

ON-LINE CLASSES

Students will not be allowed to take a course online that is offered in the regular GPHS Master Schedule, such as College Algebra, Sociology, Psychology, College English, etc. If a student drops the OnLine College Class at any point during the semester, they will receive an "F" (no credit) on their high school transcript for that class. Students should be aware that dropping an Online Class may cause them to be ineligible for any KSHSAA sports or activities at the high school level.

LEAVING THE BUILDING AND/OR CAMPUS

Reasonable reasons for leaving campus:

- Doctor, dentist, legal appointments
- Family emergency (funeral, sickness...)

After arriving for the day's classes, students will not be allowed to go home to retrieve items they have forgotten. If students forget items, they may call home to have their parents bring those items to them.

RELEASE of a STUDENT

Building administration will not release a student during the school day except to a student's lawful parent or custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a parent or lawful custodian. The name, address and telephone number of the parent or lawful custodian shall be entered on the permanent record of the student in accordance with board.

LOCKERS

Students are asked to treat their locker and those of others with care and respect. Students will pay for any damage they do to a locker. School officials reserve the right to examine lockers at any time. Lockers will not contain advertisements of paraphernalia related to alcohol or drug use or any other material unsuitable for display at school. Lockers will not contain anything that could be perceived as a weapon.

NURSING SERVICES

The school nurse will handle emergencies, illness and injury. She will also be involved in other phases of health problems and health education. Garden Plain High School will call parents before allowing students to go home who have become ill during the day.

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

POSSESSION OF DANGEROUS / ILLEGAL ARTICLES

No student will have at school on their person or in their locker any illegal articles. Illegal articles include, but are not limited to, the following: fireworks, unauthorized drugs, smoke bombs, bottle rockets, alcohol, knives, weapons, or anything that could be used as a weapon. Violators will be subject to suspension on the first offense, with the possibility of recommendation for long-term suspension or expulsion for the remainder of the year. The proper legal authorities will be notified.

PUBLIC DISPLAYS of AFFECTION

Students are allowed to hold hands in the halls. Kissing, hugging and other intimate displays of affection are considered inappropriate school behavior. All staff has the authority to determine what not appropriate behavior is. Violations will be dealt with by the staff member and may be referred to the office for consequences.

SAFETY

The safety of students and staff at Garden Plain High School is of the highest priority. If you are aware of any threat or safety concern, immediately bring it to the attention of a teacher or administrator or call the state-wide hotline: **1-877-626-8203**

SCHOOL DANCES

The principal must approve all dance plans before any final arrangements are made. Smoking on school property, disorderly conduct, and use of alcohol/drugs before, during, or after a school function is prohibited. Guest's conduct is the responsibility of those who invited them. If you leave, you may not return. Outside school students must be invited guests. Those attending dances must be in high school. Students must sign up to attend dances and have parental permission to leave dances early. No one over 20 years old is allowed to attend. All non-alumni must show a driver's license. Students may be subject to a breathalyzer before admittance.

PROM ATTENDANCE

Guests attending the Prom must be invited by a Garden Plain High School junior or senior or a sponsor and must be classified as a high school freshman or older. If there is a question as to who may attend the Prom, the principal will make the final decision.

- Students must be in the 9th grade or above to attend Prom.
- No one over the age of 20 is allowed to attend.
- Non-Alumni must also show a driver's license.
- All outside guests must be registered and approved before Prom. GPHS students bringing a guest will be responsible for getting a guest form in the office and completing the information and returning it to the sponsor before the Prom.
- Guests will be required to purchase a Prom ticket
- Students are not allowed to leave Prom early – see School Dance
- Prom is a formal event. It is expected that all students dress as formal as possible.
- Prom will include an evening of dinner and dancing.
- Location of Prom will be an Administrative decision.
- Students may be subject to a breathalyzer before admittance.

All school policies are in effect. Admission will be denied and parents called for anyone not conforming to these guidelines. Principal and sponsors will be responsible for handling these procedures.

SCHOOL LUNCHES

FREE or REDUCED MEALS

JGHA- Free or Reduced price meals are provided for students who are qualified under district, state and federal rules and regulations governing this program. To apply for free or reduced meals, an application must be completed. You may pick up the application in the school office. We cannot approve an application that is not complete, so be sure to fill out all required information.

CLOSED LUNCH PERIOD

A closed lunch period will be in effect for the school year. NO students will be allowed to leave campus for lunch. The lunch period will be approximately 30 minutes in length. Students may bring their own lunch or eat the school lunch provided in the cafeteria. Lunch may be brought into the school for special occasions such as:

- Activity that is sponsored by a school official.
- Outside interest groups that would like to recognize students – this must be cleared through the office in advance.

STUDENT PUBLICATIONS

School sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

- Is obscene according to current legal definitions.
- Is libelous according to current legal definitions.
- Creates a material of substantial disruption of normal activity or appropriate discipline in the operation of the school.

Student publications, which are not libelous, disruptive or obscene, may be distributed on school property during school hours at times and in areas designated by the building principal. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s). If the student is dissatisfied with the principal's decision, the student may appeal the decision to the superintendent. Ads concerning drug paraphernalia, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

NON-SCHOOL SPONSORED STUDENT PUBLICATIONS

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal. Distribution of any non-school sponsored publication may be halted if the material is obscene or libelous or creates a material or substantial disruption of normal school activity or appropriate discipline in the operation of the school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

TEACHER AUTHORITY

Teachers have the right to establish their own classroom rules, approved by the administration. Students are under the authority of ANY Garden Plain High School teacher or other supervisory personnel at ANY time they are on high school grounds or at ANY school function not on school grounds.

VISITORS

Persons who wish to visit the school during school hours will need prior approval from the principal, including during lunch.

WICHITA STATE UNIVERSITY TECH POLICY

WATC

- Only available for Juniors and Seniors to participate in the WSU Tech program during school hours.
- Students must be in good standing behaviorally, attendance, and academically. Administration has the final decision as to allowing a student to enroll in WATC courses.
- All students who wish to enroll in WSU Tech courses must be on track to graduate.
- Students will receive 3 elective credits from GPHS for a WSU Tech course which meets for 3 hours.
- If a student drops the WSU Tech course, they will not be allowed to re-enroll in classes at GPHS. Students who drop will not come to school during that time and will receive 3 credits of "F" on their transcript.
- WSU Tech courses will follow WSU Tech calendar for all WSU Tech course work. This means if is not in session and WSU Tech is, students are required to go to WSU Tech courses and vice versa.
- WSU Tech courses meet from 8-11am and 12-3pm.
- Students must ride school transportation to and from WSU Tech. This may mean leaving at 7:00am or not getting back until 4:00pm.
- The letter grade earned at WSU Tech will be the letter grade reflected upon the high school transcript.
- WSU Tech holds students to a higher level of attendance requirement at GPHS. Each course is specific for attendance requirements. Failure to meet WSU Tech attendance could/will result in failure of the WSU Tech course as well as GPHS credits.
- Students are held to an adult level of behavior as a college student enrolled through WSU Tech. If they are removed because of behavior they will fail the course as well as the GPHS course.

WITHDRAWAL FROM SCHOOL

A student who will be transferred from high school should notify the principal of his intent as soon as he becomes assured of the transfer and indicate the final day of attendance. A withdrawal slip should be obtained on the last day of attendance from each teacher with whom the student has a class or activity. These forms should be presented to the office at which time outstanding fees will be collected and a charge made for any unreturned textbooks or other school property. Transcripts and records will not be forwarded until the above procedures have been completed.

WORK RELEASE for SENIORS

Senior class members may be excused from school on a regular basis under the following conditions:

- Work release may be granted only at the beginning of the second semester.
- Student must have the requirements for graduation or are meeting these through the classes in which they are currently enrolled if the schedule allows the required classes to be completed in the morning.
- Students wishing to participate in any KSHSAA school activity must follow the KSHSAA attendance policy by being present in school from 12pm on for each school day.
- A meeting with student, parent, principal, and counselor will establish:
 - ✓ Reason for work release.
 - ✓ That student is either employed or attending another school during the time excused.
 - ✓ That student will attend class on a continuous basis, that is, the student will only report in and out of school once each day.
 - ✓ Application for Work Release and approval by the principal must be done prior to the end of first semester.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the district are hereby notified that this district does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Renwick School District compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the coordinator who has been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Mindy Bruce, Superintendent
600 West Rush
Andale, Kansas 67001
(316) 444-2165

Title VI, Title IX and Section 504 ADA complaints may also be filed with the following:

Dennis Shay
Attorney at Law
Suite 830
O.W. Garvey Building
200 West Douglas
Wichita, Kansas 67202

U.S. Department of Education, Region VII
Office for Civil Rights
10220 N. Executive Hills Blvd.
Kansas City, Missouri 64153