



Gardner Edgerton High School

425 N. Waverly

Gardner, Kansas 66030

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Attendance Office Phone: 856-2610

Counseling Office: 856-2617

SRO: 856-2615

Fax: 856-8218

www.usd231.com

Administration

Tim Brady, Principal

Kent Glaser, Associate Principal/Activities Director

Mark Meyer, Associate Principal

Heather Peeke, Associate Principal

Student Support

Wayne Long, Counselor (A-G)

Melissa McIntire, Counselor (H-N)

Therese Strobel, Counselor (O-Z)

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GEHS Mission Statement

Gardner Edgerton High School is a community, based on vision, trust, and communication which engages and inspires students to meet their full potential now and in the future.

OFFICE STAFF

Pam Gartner – Activities Secretary

Nancy Ludwig – Counseling Secretary/Registrar

Becky Pyle – Attendance Clerk

Brenda Schmidtberger – Secretary

Myra Hollenbeck – Bookkeeper

Barb Wright – Receptionist

Patty Prom – Assistant Bookkeeper

DISTRICT ADMINISTRATORS

Superintendent: Dr. Bill Gilhaus

BOARD OF EDUCATION

Mike McNulty

Randy Fruits

Tim Rayburn

Mary Herbert

Ron Ragan

James Repshire

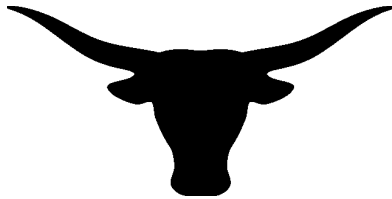
Mark Grannell

We, the GEHS Staff believe:

- * all students can learn
- * a student's regular attendance in the classroom is an essential ingredient of academic achievement
- * every person should behave in a reasonable, responsible and respectful manner
- * education is a never-ending process
- * in a safe and orderly environment
- * in providing learning situations designated to motivate and challenge students and to encourage them to pursue lifelong learning
- * that while the staff must direct students, and parents must help motivate their children with the student's learning experiences, the primary responsibility rests with the individual student.

ALMA MATER

Our strong band can ne'er be broken, formed at GE
High –
Far surpassing wealth unspoken, sealed by
friendship's tie.
We will ever sing thy praises, Loyal, proud and true.
Hail we now our Alma Mater
Hail the White and Blue.



GEHS FIGHT SONG

Fight, fight, fight, We're gonna win tonight.
Blue and White, We're gonna win with might.
We're gonna win, win, win And that is why we sing
And shout our praises to the sky
High, High, High
Roll, roll, roll, We're gonna roll some more.
Roll, roll, roll, Up the score.
V-I-C-T-O-R-Y
We're gonna win this game tonight!

GENERAL INFORMATION ARRIVAL AND DEPARTURE

High school students are not to arrive at the Edgerton Campus to catch the bus before 7:35 a.m.

Students arriving at GEHS are to enter the building by way of the main student entrance. Except for students arriving on early buses, students are asked not to arrive at school before 7:30 a.m. unless they have a special appointment. The classroom section of the building will be open to all students at 7:45 a.m. Those desiring to enter the classroom section before 7:45 a.m. for the purpose of using the library, studying in other rooms or for special activities may secure a pass from their teacher or sponsor that will admit them to the classroom section.

Students are to leave the school building by 3:10 p.m. unless under the direct supervision of a staff member. Bus students are to report to the designated area to wait for the buses. A staff member will be on duty to supervise the students.

CAFETERIA AND LUNCH POLICIES

GEHS has a closed lunch policy. Students are required to stay in the commons and eat at the lunch tables for lunch. Students are not allowed to order lunch from any area business and have it delivered. Only a parent/relative can bring lunch for a student, it is to be taken to the office.

Students violating the cafeteria rules will be subject to disciplinary action as determined by an administrator or supervising teacher.

LUNCH TICKETS

Students must have their I.D. number and a positive balance in their lunch account to purchase meals from their account. Cash will be accepted. Money may be deposited during breakfast and lunch periods. Charges will not be permitted. Cashiers will make every effort to notify the students of their account balances. Extra milk and ala carte items must be purchased with cash if the account balance is below \$0.00. If a student is below \$0.00 and is in need of a meal, food service will provide a meal consisting of a peanut butter & jelly or cheese sandwich, fruit or vegetable and a white milk. In the event that a student receives this meal for five consecutive days, Social Services will be notified.

FOOD AND SOFT DRINKS

Food or drinks may not be consumed in the math lab, computer lab, writing lab, auditorium or library. Food or drink in individual classrooms will be left to the discretion of the teacher. If food or drink containers are not disposed of properly, the privilege of having food in classrooms may be taken away. Students may store sack lunches in their lockers.

HEALTH SERVICES/MEDICATION

Over-The-Counter medicines are not available from the nurse's office.

A student may carry a day's dose of non-controlled medications such as over-the-counter products, antibiotics, asthma inhalers, etc. Abuse in dispensing such medications will result in disciplinary action.

Controlled medications must be taken to the nurse's office. Medicine must be well-labeled from the doctor or pharmacy with the student's name, name of medication, dosage time and must be in a prescription bottle.

No medication will be given at school without a written order from physician/dentist stating name of medication, dosage, time and condition which makes medication necessary.

MEDIA CENTER POLICIES

The media center is open from 7:40 a.m. to 3:40 p.m. each school day. Traditional library services as well as computer-based research are available. Students are encouraged to use the media center for study, research, reference work and/or recreational reading. Books, magazines, vertical files and other materials are available for use.

A copy machine is available for student use – cost is \$0.05 per page.

Students using the media center are to conduct themselves in a quiet and orderly manner.

The media center staff is available and willing to assist library users as much as possible.

No food or beverages are permitted in the media center. Students unaccompanied by a staff member are to have their I.D. at all times in the media center.

SCHOOL RESOURCE OFFICER

An SRO is assigned to the high school to help maintain a safe learning environment and also give classroom presentations on related topics. Anyone wishing to speak with the SRO about any situation can call the **anonymous 24 hour line** at 856-2615.

PLAGIARISM POLICY

Plagiarism occurs when an individual takes the writings and/or ideas of another person and presents them as his/her own. Examples of plagiarism include, but are not limited to, buying/downloading a paper from a term paper mill; copying material from the source text without citing the source (or citing the source, but omitting quotation marks); and paraphrasing the source text without proper citation. Students plagiarizing will face consequences per the student management plan.

STUDENT I.D. CARDS

All students will be issued a student I.D. Lost or damaged I.D. cards will be replaced for \$5.

TECHNOLOGY GUIDELINES

Students will adhere to the technology guidelines as stated in the Technology Agreement. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. Students are not to play games, visit illegal sites, network message anyone or use another student's log-in.

VISITORS

In order to ensure the safety and security of students and wishes of parents, any person not enrolled at GEHS must check in the high school office when on campus. This includes family members/guardians bringing items to students. Students will not be permitted to leave class to talk to anyone other than parents/guardians without parental/guardian permission and approval of an administrator.

Anyone needing to be in areas of the building other than the office must sign in with the office staff and secure a visitor badge.

Exceptions to this policy must be approved by an administrator one week in advance of the requested date.

GRADUATION CEREMONY

Seniors will be permitted to participate in the graduation ceremonies only if they have met all graduation requirements.

No student will be permitted to participate in Senior Fun Day, Project Graduation, nor receive a diploma until all graduation requirements have been met, all fees or charges paid, all missing materials returned and all disciplinary measures served.

Students who attend Project Graduation will receive their diploma at the end of the activity provided the above criteria have been met.

Seniors will be given specific instructions regarding the graduation ceremony prior to graduation. If a student fulfills graduation requirements by the end of first semester of their senior year, a diploma will not be granted until the May graduation ceremony.

The top 3% of the graduates will be recognized as the highest honored students. To be eligible for this award, a student must have completed the Kansas Scholar Curriculum and have attended GEHS the final two years of his/her high school career. The top 3% and Academic Wall of Fame are defined by their cumulative and weighted g.p.a. Ties will be broken through the calculation of the non-weighted g.p.a.

FINAL EXAMS

A culminating activity will be given in all classes. Students will be advised of the format to be used in each class. No final exams will be given early, without administrative approval.

ATTENDANCE AND ACADEMIC INCENTIVE

To be eligible to opt out of a final in a class, the student must meet the following criteria in that class: Semester grade of 90% or above and 3 or fewer excused absences; OR Semester grade of 80-89% and 2 or fewer excused absences; OR Semester grade of 70-78% and 1 excused absence. (School activity absences are excluded) The student may only opt out of finals in classes in which they meet the requirement. Students always have the option of taking the final even if they are eligible to opt out. Students may choose to opt out of a maximum of four (4) finals (2 Core and 2 Elective). Any unexcused or unverified absence will require the student to take the final in the class they have the unexcused/unverified absence. (3 tardies is the equivalent of 1 unexcused absence.)

If the course is for college credit, the final must be taken.

HONOR ROLLS

Outstanding Scholars – No grade below A-

High Honor Roll – 3.495 Average – No grade below B-

Honor Roll – 2.995 Average – No grade below C-

A student must be enrolled in 5 academic credit courses of equal weight on GEHS campus to be eligible for honor roll.

A recognition activity will be held for students who attain honor roll status for 2 of the preceding 4 quarters, which may include 4th quarter of the previous school year.

An academic letter is also offered which consists of a school letter signifying academic excellence. Criteria are:

- * Attain the Outstanding Scholar Honor Roll for one semester
- * Attain the High Honor Roll three out of four nine weeks

CLASS SCHEDULE CHANGE

Students will be allowed to change elective courses during the first five days of each semester. Elective courses do not include AP or Honors classes. After the initial 5 days, schedule changes will only be made for the following reasons:

- Conflicts appearing due to computer error
- Changes needed to meet graduation requirements
- Failure of a prerequisite course
- Health reasons
- Successful completion of the course in night school or summer school

Please be aware that any course dropped after the 1st week of class will be recorded on the transcript as "WP" (for withdrawn passing) or "WF" for (withdrawn failing).

MAKE-UP WORK

Excused Absence – Students will have the opportunity to make up, for credit, work missed during an excused absence. **The responsibility for making arrangements for make-up work rests with the student.** Make-up work should be picked up by the student after they return to school. Only if there is an extended illness may parents request materials/assignments from the office. It is reasonable to allow 2 days for every day of excused absence to make-up work.

Unexcused absence – Students will not be able to receive credit for work missed due to an unexcused absence. The student will be given the opportunity to complete the work missed but will not receive credit for the work.

Suspension – Students suspended from school will be recorded as having a suspension absence. Students absent due to suspension will have the opportunity to make up work missed for credit.

Freshmen Academy Late Work Policy – First year freshmen will have one additional class block to submit their work for a maximum of 70% credit, after that time it will be counted as a zero. **“Honors classes will not accept late work for any credit.”**

ATTENDANCE

Regular attendance is required of all pupils enrolled in elementary and secondary schools under Kansas compulsory attendance statutes (KSA-72-1113). It is a parental responsibility under Kansas statutes (72-1113) to require the regular school attendance **“of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years,”** unless the child is exempted by statute. The attendance office will notify the parent/legal guardian of a student’s absence on a daily basis.

EXCUSED ABSENCES

It is the student’s responsibility to clear absences with the attendance office within 24 hours. Failure to clear absences within 24 hours will result in an unexcused absence.

The State of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. The following are reasons for excusable absences:

- * Personal illness (Physicians note will be required for any absence over three days).
- * Serious illness or death of a family member or close friend.
- * Obligatory religious observance of the student’s own faith.
- * Participation in a school approved student activity.
- * Verified physician or dentist appointments (which can be verified by appointment card)
- * Court appearance (which can be verified through court services’ officer)
- * Emergency situations requiring immediate action (which can be verified
- * An absence which has been requested in writing and approved in advance by the building administrator. An extended absence form must be filled out and on file in the office before the absence occurs.

UNEXCUSED ABSENCES

An unexcused absence is one which has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the Board of Education's stated reasons for excusable absences or if the building attendance procedure is not followed by the student and the parent/guardian. **Students with unexcused absences may be excluded from attending before or after school activities.**

Absences shall be unexcused if:

- * Such absence is not excusable under the Board of Education's approved reasons for absences.
- * The student leaves during school hours without permission.
- * The student does not attend class.
- * The student fails to comply with building attendance procedures. This includes situations in which a parent/guardian fails to notify the attendance office within twenty-four hours of the student's return to school.

Once a student has been inexcusably absent for a significant portion of school three days in a row, five days in a semester, or seven days in a school year, the student becomes legally truant and subject to a formal truancy referral to the Johnson County truancy office.

COLLEGE ABSENCES

This privilege allows a student to visit a college campus he/she is considering as an option to further their education.

Seniors and Juniors may take two release days to visit colleges, however no more than one visit may be taken in any quarter.

- College days may not be taken the last week of any quarter.
- College days must be taken before April 15th.
- College visits may be counted as a school activity if the following procedures are followed:
 - The attendance office is notified by parents two full school days prior to the college visit. A college visit release form is to be taken to the actual visit.
 - The signed form must be returned to the attendance office the day following the absence.

TARDY POLICY

A tardy will be assessed to a student when they enter the classroom after the tardy bell tone without a pass. A tardy is up to 10 minutes after the bell rings. Time missed after that will be counted as an unexcused absence. During the school day, any student who has an unexcused tardy to class will report to the commons and receive a tardy pass. Upon the 6th total tardy during a semester, the student will serve an immediate class suspension. If a student reaches 10 tardies in a semester their parents will be notified and other consequences will be determined.

For every three unexcused tardies, per class, per quarter, an unexcused absence will be recorded.

ACTIVITIES

STUDENT ACTIVITIES CODE OF CONDUCT

SECTION I -- PHILOSOPHY AND PURPOSE

A. Philosophy of USD 231 Schools Relating to the Use of Mood-Altering Chemicals or Performance Enhancement Drugs (i.e., alcohol, tobacco, marijuana and *the misuse of prescription or non-prescription drugs, including performance enhancement drugs).

*Special medical circumstances will be evaluated on an individual basis and brought to the attention of the coach, director or sponsor.

USD 231 recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills.

The close contact USD 231 activities of advisors, coaches, directors and sponsors have with students provides them with a unique opportunity to observe, confront and assist young people. USD 231, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting interscholastic activities for administrators, advisors, athletic directors, coaches, sponsors, participants and their families.

Also, One of the central purposes of the USD 231 Activities Program is to promote personal growth in responsibility, citizenship, sportsmanship, and ethical behavior. Creating minimal standards for in-season conduct for all participants helps to achieve these objectives.

SECTION I B. Statement of Purpose:

- To provide consistency in USD 231 Board Policies: "To elevate standards of sportsmanship and to encourage the growth of good citizenship, not only for middle and senior high school students, but also the adults and all others who come into contact with school activities."
- To emphasize the schools' concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
- To promote equity and a sense of order and discipline among students.
- To confirm and support existing state laws, which restrict the use of such mood-altering chemicals and performance enhancement drugs.
- To establish standards of conduct for those students who are leaders and role models among their peers.
- To assist students who desire to resist peer pressure, which directs them toward the use of mood-altering chemicals and performance enhancement drugs.
- To aid students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals and performance enhancement drugs.

SECTION II, Part A -- ALCOHOL, DRUG, TOBACCO RULE

During any activity season (Fall, Winter, or Spring), regardless of the quantity, a student shall not:

- (1) use a beverage containing alcohol; (2) use tobacco or; (3) use or consume, have in possession, buy, sell or give away any other controlled substance defined by law as a drug.

Interpretations:

The rule applies to the entire activity season. Any activity that spans the course of the year will be subject to the season in which the violation occurs (Fall, Winter, or Spring).

*2. It is a violation for a student to be in possession of a controlled substance even if specifically prescribed for the student's own use by his/her doctor. Prescription medication may only be in the possession of and administered to the student by the sponsor or designated school employee or designated health professional. *Special medical circumstances will be evaluated on an individual basis and brought to the attention of the coach, director or sponsor.

SECTION II, Part B -- GOVERNED ACTIVITIES

All student activities that are governed under the jurisdiction of Kansas State High School Activities Association and those that represent USD 231 at any site or location are included in the policy. Activities and organizations not included in the above definition may operate under the Code of Conduct guidelines at the sponsor's discretion.

SECTION II, Part C -- PENALTIES FOR VIOLATIONS

Penalties will accumulate during any activity season from August through July and will affect all activities in which the offending student is participating at the time. Penalties incurred near the end of a season may be enforced at the beginning of the next season of participation. Penalties may include but not be limited to:

First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive inter-scholastic event dates or two (2) weeks of a competition season (beginning with the first competition date) in which the student is a participant, whichever includes the greater number of contests. Students are not allowed to suit up on the date(s) of their activity suspension. However, at coaches' and administrative discretion, disciplined students may attend games but may not suit up. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility for the remainder of the current activity season or remain ineligible for any governed activity for the next six (6) week period, whichever is greater, excluding buffer week, KSHSAA non-practice dates, holidays and spring break.

3. Third Violation/Serious Violation

Penalty: As determined by the District Student Activities Director, a student may become ineligible for multiple seasons of activities not to exceed a period of one year from the date of the last violation.

*Seriousness of the violation may warrant movement to higher levels of consequence. Determination will be made from a panel comprised of Activities Director, student's building administrator, district administrator and immediate advisor, coach, director or sponsor of the activity.

SECTION III -- OTHER STUDENT RELATED CONDUCT

Upon an occasion where a student involved in school activities violates school policy in regards to attendance (school, games, or practices) and discipline (detentions, Friday/Saturday School or suspensions), penalties will accumulate during any activity season from August through July. Penalties may include but not be limited to the following:

A. In-School/Out-of-School Suspension:

(Includes all suspensions except 1-day, in-school suspensions)

1st Suspension - One activity date missed

2nd Suspension - Two activity dates missed

3rd Suspension - Dropped from all student activities for remainder of year

*Students are allowed to practice on the day of an ISS, not OSS. Students are not allowed to suit up, on their activity date(s) suspension. However, at coaches' and administrative discretion, disciplined students may attend games with the team out of uniform.

B. Detentions or Friday/Saturday School:

Detentions and/or Friday/Saturday School are to be handled individually by each coach, director, or sponsor. However, excessive detentions or Friday/Saturday School will lead to being suspended from the activity, dropped from the activity, or declared "Not In Good Standing" by coaches or school administration.

C. Unexcused Absences from School, Practices or Games and 1-Day ISS:

1st Offense - Appropriate consequences from coach, director or sponsor

2nd Offense - One activity date missed. Parent contacted.

3rd Offense - Dropped from activity. Parent contacted.

*Unexcused absences are not carried over from activity to activity.

Students should understand that the written Code of Conduct is composed of minimal standards of expectations and consequences. Coaches, sponsors, and administration reserve the right to apply more stringent guidelines and consequences and may deem a student "Not In Good Standing" at their own discretion.

ABSENCES AND PARTICIPATION

The following guidelines are to be used when determining if students are eligible to participate in or attend an extra-curricular activity whether for competition or performance.

The intent of this policy is three-fold:

- * to encourage attendance
- * to protect the student who is injured or ill from participating when it would not be medically wise
- * to deny participation when a student is unexcusably absent from school

STUDENTS ARE TO BE IN CLASS EVERY CLASS PERIOD IN ORDER TO PARTICIPATE IN AN ACTIVITY. STUDENTS MUST BE IN A FULL DAY OF ATTENDANCE IN ORDER TO PARTICIPATE THAT DAY.

Any student receiving an unexcused absence on the day of an activity is not eligible to participate or practice in any activities until they successfully attend classes the next scheduled day.

Any student having an unexcused absence, staying home or going home on the day of an activity due to illness will not be allowed to participate or practice that day. An exception will be made if the student brings verification **from a doctor** that they are physically able to participate. Any excused absence on the day of an activity must have administrative approval prior to the absence.

Students attending doctor, dental or other previously scheduled appointments are eligible to participate in activities on the same day with an appointment card from the doctor's office.

A student absent due to illness on Friday may participate in a weekend activity if, in the opinion of the parents, they would have been in school had it been held the next day.

ATHLETIC PASSES

High school students may purchase an Athletic Pass for the current school year. The pass will allow them to enter all regular season home athletic contests free of charge. The pass will not be accepted for tournaments or KSHSAA sanctioned events. Students can purchase the Athletic Pass at the Student Activity Office in the high school office.

ADVERTISING BY ORGANIZATIONS

All organizations, school club or outside group must obtain permission from an administrator and sponsor to display any material on the school campus. If material has not been previously approved, it will be removed.

DANCE GUEST PASSES

Only students who are actively enrolled on the GEHS campus may attend dances. Students may bring approved guests to the Junior/Senior Prom. The following persons are not eligible: 1) students in junior high, middle or elementary school; 2) anyone whose class has not graduated from high school and is not currently enrolled in a district approved educational program; 3) anyone 21 years old or older. Students must submit a completed guest list form to the office prior to 12 noon on the day before the dance. Identification will be required of all students attending the dance.

ELIGIBILITY

All school activities fall under the following requirements. This includes sports, plays, Homecoming, Winter Royalty, etc. These guidelines apply to ALL students participating in GEHS events and activities.

- *Be a bona fide student in good standing
- *Pass at least five subjects of equal weight the previous semester. This does not include Driver Education as it is a summer class or classes taken during Summer School.
- *Students receiving a grade of "Incomplete" for first semester in any class will have ten school days after the completion of the semester to work toward a passing grade to meet KSHSAA eligibility requirements. Passing grades are determined according to the teacher/class expectations. Students receiving a grade of "I" for second semester will have two calendar weeks beyond the close of second semester to work toward a completing grade. If the Incomplete is made up during either of these time frames and the student meets guidelines set forth by GEHS, the student will return to full eligibility status. If, however, a student does not meet the guidelines set forth under this policy, the student will be declared ineligible for the subsequent semester, per GEHS and KSHSAA requirements and KSHSAA will be notified. Extenuating circumstances will be addressed by the high school administration.
- *Plan to enroll in at least six subjects of unit weight the coming semester.

NOTE: If a student is academically ineligible, he/she will not be able to compete in an activity until they are eligible. A student may "try-out" for an activity pending their eligibility for the coming semester.

KSHSAA PARTICIPANTS ONLY

A signed physical form and signed/completed Code of Conduct must be on file in the Student Activity Office.

SCHOOL ACTIVITIES

Students attending school activities either on campus or at another location must follow all school rules. Once arriving at a school function, if a student leaves the activity for any reason, he/she will not be allowed to return unless they are accompanied or under the direction of an administrator or faculty sponsor of the activity. Students may leave with and return with a parent.

For basketball games only, this rule applies after 6:30 p.m. All students should carry their GEHS student I.D. card with them to all activities on or off campus.

SPORTSMANSHIP

Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed for clarification:

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

GEHS Staff retain the right to dismiss students who are not modeling behaviors that support good sportsmanship.

FRONTIER LEAGUE SPORTSMANSHIP

We, as members of the Frontier League, agree to abide by the following sportsmanship regulations: No artificial noisemakers; no booing; no yelling, pointing or signaling at officials. All school signs and/or posters must be positive in nature and approved by the home school administration. No stomping of feet or kicking bleachers. No cheers or noise during free throws.

SAFE SCHOOL ENVIRONMENT

With an emphasis on a safe school environment for all students, Gardner-Edgerton district officials report all crimes committed on school property to appropriate local enforcement agencies. Specific examples of reportable incidents include but shall not be limited to; possession of weapons, controlled substances (drugs/alcohol), destruction of property, theft, fighting, intimidation and other such matters involving criminal activity.

Backpacks will not be allowed in classrooms. Students may bring backpacks to school but they must be stored in lockers until school is dismissed.

EXPECTATIONS CODE OF CONDUCT

All students are expected to conduct themselves in a manner conducive to learning and appropriate for high school age students while in school and at all school-sponsored activities.

These behaviors include attending classes, working on all tasks assigned by teachers and complying with all reasonable requests made by school staff members. For those students who decide to interfere with or disrupt the educational process, appropriate corrective measures will be taken.

Any garment, accessory, possession of inappropriate materials or action by a student which may interrupt the normal, orderly operation of the school, or jeopardizes the safety of others will be considered inappropriate and disciplinary action may be taken. A personal discipline file will be maintained in the office for students who are guilty of misconduct.

When a student is referred to an administrator for disciplinary measures, the administrator will have the option of assigning appropriate punishment.

STUDENT MANAGEMENT PROGRAM – 13 POINT SYSTEM

Level 1 Referral	Level 2 Referral	Level 3 Referral
1 Point and Minimum 30 minute detention	2 Points and Minimum 1 hour detention	3 Points and Minimum In-School Suspension
10th or greater tardy Cafeteria violation Dress code violation Food/drink violation Hall violation Inappropriate display of affection Not bringing materials to class Parking/Driving violation Seminar violation Unexcused absence (by class)	AUP Violation - minor (1st offense) Class disruption Electronic device violation/cell phone (1st offense) Forging passes In an unauthorized area Insubordination/Refusing a reasonable request Leaving class without permission Lying Profanity/vulgarity	Academic misconduct Assembly conduct violation AUP violation - major (2nd offense) Conflict with student-verbal Disrespect to staff Electronic device violation/cell phone (2nd offense & greater) Inappropriate sexual conduct Intimidation, harassment, threats, verbal abuse Leaving building w/o permission Misuse of school facilities Physical aggression toward a student Skipping building level detention Theft - minor Tobacco possession/use
Level 4 Referral		
5 Points and 1-5 Day Suspension-Severity	Unauthorized call-in (absence) Unexcused absence - full day Unserved classroom detention	
2nd Tobacco possession/use Alcohol/Drugs - possession/use Dangerous materials Disrespect to staff - Profanity Drug Paraphernalia Failure to serve ISS/non-compliance False 911 call/fire alarm pull Fighting Gang behavior/dress Intimidation/threats of staff Theft-Major Under the influence Vandalism – school	Level 5 Referral	
	13 Points and Long-Term Suspension or Expulsion - *Hearing Required Bomb Threat Drugs - Possession/use Explosives-Possession/use Physical aggression toward staff Physical contact with staff Setting a fire Vandalism-Severe Violent Threats Weapons - possession or use	

STUDENT MANAGEMENT PROGRAM – 13 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.
- Once a student reaches 6 points, a report may be sent to BAT (Blazer Assistance Team).
- After a student has accumulated 6 points, a conference of administrator, student and parent(s) will be held.
- Once a student reaches 8 points they will be subject to a loss of school privileges.
- Students will be given the opportunity to earn back points upon the completion of the 6 point conference.
- Zero is the base of the point system and there is no banking of points.
- 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 on page 15.
- Any illegal activities may warrant SRO/police involvement.
- The administrator has the authority to set the level and consequences for any specific violation.

LOSS OF PRIVILEGES/STUDENT 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. It should be noted that a student may also lose privileges due to an accumulation of points rendered for attendance based referrals, as well as for failure to provide funds for unpaid fees from the previous school year(s). Students will have until September 1 of the current school year to make full payment prior to being placed on the loss of privileges list. Any student that reaches 13 points will be deemed “Not In Good Standing” and will be ineligible to participate and represent GEHS in extra-curricular activities. The terms and privileges will be addressed by the administration in the parent conference indicated in the Student Management Point System. The student will be responsible for contacting the administrator to re-evaluate his/her point management and good standing status.

DETENTION POLICY

Students may receive a detention from a teacher for violating school or classroom rules. Detentions are for a specified amount of time determined by the teacher but not to exceed 45 minutes. It will be the responsibility of the teacher to arrange time for a student to come in.

If a student does not serve the detention, the teacher makes a note of that fact and the date on the referral. The teacher turns in a copy of the "detention notice" and an office referral to the office. Additional detention time may be assigned by an administrator. Students who fail to serve the detention will be given in-school suspension.

Students with detention time to serve will not be allowed to attend school activities until all detention time has been served.

DRESS CODE

If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process, a staff member will ask the student to make the necessary changes. In the event that the changes do not take place in the time allotted, the administration will prescribe the appropriate disciplinary action.

Examples of clothing that disrupts learning included but not limited to:

- * apparel that allows a bare midriff
- * apparel that allows underwear to show (i.e. boxers under low slung jeans, bra straps under skimpy tops)
- * clothing that is too tight such as tube tops
- * extremely short shorts or short skirts with provocative slits
- * necklines that are provocative

Clothing with vulgar, profane, ethnically derogatory messages, pictures, symbols, or depiction of gangs, tobacco, illegal substances or alcoholic beverages are not to be worn. Outdoor clothing such as headgear, sunglasses, gloves, etc., are to be removed upon entering the building and stored in the locker or other designated area.

The above list has been compiled to notify students and parents of what attire is considered appropriate.

By no means is this list complete and may be added to as the need arises to maintain safety, discipline and order.

Attire guidelines may be adjusted as part of an administratively approved "special" or "spirit activity".

GANG ACTIVITY

Gang activities which initiate, advocate, promote or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or other attribute indicates or implies membership or affiliation with such a group is prohibited.

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

ITEMS NOT ALLOWED IN SCHOOL

It is a Class E Felony for a student to bring a firearm on any school campus. This law applies even if the firearm is in a vehicle driven onto school property. Any violations of this policy must be turned over to the police for additional action.

The school district believes students and parents should assume the obligation of bringing only the items to school required by their instructors so that they are adequately prepared to engage in and contribute to the continuity of the instructional program.

Students bringing items such as, but not limited to, lighters, matches, radios, tape-decks, skateboards, scanners, laser pointers, headsets, or any inappropriate equipment may have them confiscated by a staff member and given to the office

Senate Bill 38 – Expands definition of weapons - adds bludgeon, sandclub, metal knuckles, throwing star, or knife that opens automatically. Removes exemption for hunting rifles.

Weapons (1000.00-112) – A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any items being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis (probation).

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

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

ELECTRONIC DEVICES

For purposes of this policy, "Personal Electronic Devices" are defined to include cellular phones, digital cameras (still or video), personal digital assistants (PDAs), iPods, MP3 players, headphones, pagers, or any other easily concealed electronic device capable of transmitting data or displaying images.

Gardner Edgerton School District extends to students the privilege to possess and use Personal Electronic Devices before and after the instructional school day. All Personal Electronic Devices must be turned off before the start of each school day and may not be reactivated until after the last bell of the day. They shall be stored in a student's locker (or backpack for elementary students) throughout the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, study halls, fire drills, assemblies, school evacuations, and any other structured or non-structured activity that occurs during the normal school day. During all times when electronic devices are allowed to be on and in use, students are encouraged to keep their phone on "silent" mode.

Due to the potential for invasions of privacy, the use of Personal Electronics Devices that are capable of recording audio, video or still images is prohibited at all times in the bathrooms or locker rooms. In addition to disciplinary action that may be taken by the Administration, violators of this provision may be referred to law enforcement authorities.

Students, parents, and guardians are advised that the Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any Personal Electronics Devices that are brought to school or to any extra-curricular or after-school activity.

Building administrators shall have the discretion to determine the appropriate punishment for violations of this policy. Building administrations shall also have the discretion to allow exceptions to this policy on a case-by-case basis, e.g., in situations where a student's 504 plan or IEP requires the use of a Personal Electronic Device, or in cases of medical necessity or emergency.

LOCKERS

Each student will be assigned a locker and he/she is to keep the same locker for the duration of his/her high school career. Students may not change lockers without permission from the office staff. Students should not leave money or valuables in their lockers. Lockers are furnished for students but remain the property of the school. The school maintains the right to inspect the lockers at any time without permission of students.

Periodic locker searches will be held throughout the school year.

Students are not to share lockers and will be held accountable for the contents.

SEMINAR

The purpose of Seminar is to serve as an extension of and enrichment for the educational programs of GEHS. The goal of seminar is to enhance learning by allowing time for tutoring, homework, make-up work, enrichment activities, and providing time for other scheduled events such as assemblies and programs to preserve class time. Seminar is designed to help students achieve success while receiving academic assistance.

SEMINAR RULES

- * Students are required to bring materials to and be prepared to study during Seminar. However, if teacher permission is granted, students may be given a written pass to return to their lockers during seminar for more study materials.
- * Students must carry Seminar pass (entire planner) with the signed pass visible while in the hallways for any reason during Seminar. Pre-acquired passes will be required to leave the Seminar classroom.
- * Due to the academic nature of Seminar, any activity that is inappropriate during regular class time is also considered inappropriate during Seminar.

SEMINAR GRADES

Students will earn a conduct grade of "pass" or "fail" for Seminar. To ensure student accountability and communication with parents, the grade will be recorded on all grade reports as well as official transcripts. Plus (+) or minus (-) grades will be kept on a daily basis according to the following criteria: bringing study materials; following hall pass/handbook rules; using time productively; exhibiting appropriate and respectful behavior. If any of the four criteria are not met in a day during Seminar period, students will earn a minus for that day. Students earning less than five minuses in a nine-week period PASS. Students earning five or more minuses FAIL.

SEMINAR PASS SYSTEM

The Seminar pass is designed to help teachers keep track of students as they proceed from classroom to classroom. It also helps enforce the Seminar guidelines as passing privileges may be revoked if misused.

- * Students will be issued passes only to those teachers with whom they have a class. All passes must be obtained prior to Seminar period without being tardy or disrupting a class including the media center and all labs.
- * Students have five minutes to move from one place to another.
- * All students must carry a planner with the Seminar pass visible while in the hallways for any reason during Seminar.
- * If a student chooses to work on an assignment/task related to a club or organization, he/she may go to the appropriate instructor's room only with a pass acquired before Seminar.
Students who lose "traveling" privileges will be allowed to attend required activities such as class meetings, state assessments, etc.

MEDIA CENTER/WRITING LAB/BUSINESS COMPUTER LAB

The Media center needs to be used for academic work, such as researching specific class assignments, using reference materials, making up assignments that require use of library materials or special assistance from the media specialist. Students must have a pass IN ADVANCE to go to the media center during Seminar.

SUSPENSION/EXPULSION PROCEDURES

A student may be suspended or expelled for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, associate principal or other designated certified employees. Any student who is expelled shall receive a copy of the current suspension and expulsion laws and this policy and rule. Any suspension or expulsion shall be according to the procedures as set forth in Kansas law.

Senate Bill 38 – Students over 13 years of age who are long-term suspended for weapons, drugs, or behavior that could injure others will have their driver license suspended for one year.

Suspension or Expulsion May Result From Any of the Following but May Not Necessarily be Limited To These

Insubordination – This is refusal to follow the instruction of a teacher, staff member, peace officer or to identify oneself upon request.

Use of Language – Obscene, vulgar, profane, or disrespectful words audible or observable to any school staff member or other students.

Incitement to Riot

Possession or Use of Tobacco Products – In any school building, on the campus, or on any school sponsored activity.

Intoxication/Under the Influence – Students who give the appearance of being under the influence of alcohol or drugs on the school campus or at any school sponsored activity.

Driving – Driving on the school campus in a reckless manner and failing to abide by driving regulations.

Published Regulation – Willful violation of any published regulation for student conduct adopted or approved by the School Board.

Disruption – Conduct which substantially disrupts, impedes, or interferes with the operation of any school in the district.

Rights of Others – Conduct which substantially impedes or invades the rights of others.

Repeated Violations- An accumulation of violations of school policy or regulations.

Students Not in Class While Classes Are in Session – Students who are in the corridors or on campus while classes are in session without a valid pass

Walkout or Boycott of Classes

Presenting False Reasons for Absence – This includes lying to a teacher or administrator about the reason for being absent or presenting forged statements or false statements about the reason for being absent for yourself or others.

False Statements Under Oath – This includes giving untrue statements or false evidence while under oath at a hearing for extended suspension or expulsion.

Possession of a Knife

Threat by Word or Deed – A threat made to a student or staff member.

Physical Confrontation – This may include fighting and/or aggression, as well as assault & battery.

Harassment/Bullying – Any activity that initiates, advocates, promotes, or threatens the safety or well-being of persons or property on school grounds.

**Immediate Suspension With Recommendation for
Expulsion Will Result From Any of the Following but
May Not Necessary be Limited to These**

Playing With Fire Alarms – Any student setting off a fire alarm in any of the school district buildings as a prank.

Bomb Threats – Any student turning in a bomb threat as a prank.

Weapons – Any student having in his possession on any of the school campuses or school buses, any weapons, firearms, explosives, pellet guns, air rifles, or other articles or substances by the use of which injury may be inflicted upon the person of another or upon school property.

Alcoholic Beverages and Drugs – Students shall not sell, use, buy, transfer, possess, consume or give away any beverage, any controlled substance or any other substance, and/or chemical which may adversely affect behavior, mood, and/or health including paraphernalia associated with administering of drugs.

Striking a Teacher – Any student striking a teacher or staff member.

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. 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, including the reasons for the suspension shall be given to the student and the student's parents/guardians within 24 hours after the suspension has been imposed.

At the informal hearing, the student shall be afforded the following: the right to be present at the hearing, to be informed of the charges, to be informed of the basis for the accusation and to make statements in defense of or in mitigation of the charges or accusations.

Refusal or failure of the student and/or the student's parents/guardians to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

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.

The principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

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 who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer from a list approved by the board.

The person conducting the hearing shall explain the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based and to provide an opportunity for the student, the student's parents/guardians, counsel and witness to present information pertinent to the case.

Long-Term Suspension/Expulsion Hearings

Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parents/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, the appropriate board policies, regulations and handbooks. The hearing may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearing, a written report and the findings required by law shall be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents/guardians according to Kansas law.

Any student suspended for more than 5 days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.

Failure of the student and the student's parents/guardians to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Student Rights During the Hearing

The student shall have the right to:

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

Hearing Committee

When an administrator makes a recommendation for extended suspension or expulsion of a student, a board office administrator shall call a meeting of three administrators to serve as a hearing committee to hear the case. The board office administrator shall set the date, time and place for the hearing.

The principal or his representative shall be present and present the information that led to the suspension and other relevant information.

After hearing the testimony presented, the committee shall adjourn the hearing and make a determination upon the evidence presented as to whether or not the student committed the acts.

Written notice of the determination of the hearing shall be mailed or delivered to the following within 24 hours after determination is made: student, parent/guardian of the student, principal and school counselor.

A written report of the hearing shall be filed with the clerk of the board to be filed and presented to the board of education.

All hearings shall be recorded on cassette tape and/or be recorded by a secretary.

Administering Oaths

Any person, hearing officer or any member of a committee or the board of education holding a hearing under article 89 of chapter 72 of Kansas Statutes Annotated may administer oaths for the purpose of taking testimony therein.

Appeal of Decision to Expel or Long-Term Suspend

Written notice of the results of any hearing resulting in a long-term suspension or expulsion shall be given to the student suspended or expelled and to his parents/guardians within twenty-four (24) hours after determination thereof. Any student who has been suspended for an extended term or expelled or one of his parents or guardians may appeal such suspension or expulsion to the board of education of the school district by filing a written notice of appeal with the clerk of the board of education not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the board of education, or by a hearing office appointed by such board, not later than twenty (20) calendar days after such notice of appeal is filed. The pupil or student and his parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules set forth in K.S.A. 72-8903.

Probation

Any punishment, suspension or expulsion may be deferred by the person having authority to do so, and the student involved may be placed on probation for a set period of time. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of probation are met by the student.

Any student placed on probation shall be given a written list of the terms and conditions of his/her probation. The student shall sign a statement to the effect that he/she has had said terms and conditions fully explained to him/her, that he/she understands them, that he/she is willing to abide by them and that, if he/she fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

PARENT/STUDENT CONCERN

After discussion of the situation with the teacher, should a student/parent have a complaint that they are being unfairly treated **they may register their complaint with the school administrator** who shall make proper investigation of the complaint. Should they fail to receive satisfaction from the superintendent, they may request that the written complaint to be submitted to the board of education for review.

TRANSPORTATION EXPECTATIONS

Students driving vehicles to school must follow the safety precautions established for the protection of students and maintenance of orderly procedures. Only authorized vehicles will be permitted in the student parking lots of GEHS, which are designated on the South and West sides of the building. Parking on the North side of the building is reserved for school staff. All authorized vehicles must have a properly displayed student lot permit in the upper left front windshield to park on GEHS property. Every student will receive their first parking permit free of charge. Lost permits will be replaced for \$5. GEHS administration reserves the right to refuse authorization for parking to anyone. School parking lots are considered school property and therefore, all actions, conduct and behavior is governed by School District discipline procedures.

Rules and Regulations

- **Students driving vehicles that are parked on school property must be parked in designated student parking spaces in one space only. Visitor parking is posted and designated for guests to our building.
- * Parking lots will be on a first come, first served basis for cars with permits.
- * Students temporarily driving unregistered vehicles are to park in the back row and inform the office of the vehicle's status.
- * Only legal vehicles, including trucks and motorcycles, may be driven to school and parked on campus.
- * Students are not to circle on and off campus with vehicles.
- * There are to be no fast starts or fast stops.
- * The speed on campus shall not exceed 15 miles per hour.
- * Pedestrians shall have the right of way.
- * Students are not to ride outside of vehicles.
- * The parking lot is off limits to students from 8:00 a.m. until 3:00 p.m. The only exceptions are students having a permit from the office, an early release or work permit.
- * Bicycles may be ridden to school, but must be parked in the designated area.
- * Student vehicles parked on campus are subject to inspection upon request of a school administrator. Failure to comply with such a request will result in disciplinary action.
- **Vehicles parked in the fire lane, handicapped, no parking zone or double parked or parked in a drive area blocking the flow of traffic will be fined and may be towed at owner's expense on the first violation.

- **Authorized vehicles must be driven in a safe manner on school property. Unsafe driving can include, but is not limited to: speeding, reckless driving, driving the wrong way, driving over the grass and exhibition of acceleration.
- * The administration of GEHS reserves the right to limit the number of vehicles permitted to be registered for the GEHS parking lots.
- * Any student giving or lending a parking permit to any other person may result in the loss of campus parking privileges.
- * Failure to register a vehicle parked on campus may result in the loss of campus parking privileges.

Failure to comply with the above regulations may result in the following:

Each violation will be a Twenty (\$20) dollar fine. A letter and copy of ticket will be mailed to parent/guardian.

Resolution of Parking Citation

Parking citations will be issued by the SRO and administrator for the violations indicated by ** above.

Students are required to pay the fines for the violation within three (3) days. This grace period begins on the date the citation is issued.

Students may appeal their citation by registering with the Student Appeals board within three (3) days of the citation being issued.

Should the student fail to pay their fine or register for a hearing within three (3) days, the matter will be referred to the student's administrator for discipline. A letter will be sent home or contact will be made with the student's parent/guardian.

Students who fail to show up for their scheduled appeal hearing will not be allowed any further appeals.

Students will face loss of parking privileges until the matter is resolved.

Students who have not resolved their parking citations within the time allowed will be subject to the law.

Students with unpaid fines or unresolved citations may face having their diploma withheld.

Fines will be paid to the school bookkeeper or placed in the drop box. Students will be provided with a receipt for confirmation of payment.

Should a student request a hearing in front of the Student Appeals Board and fail to show, the fine will automatically be assessed.

RIDING BUS TO SCHOOL SPONSORED EVENTS

The school will provide bus transportation to all school sponsored events when warranted by the particular activity. Students who are participating in the school-sponsored activity must ride the bus to and from the event. The only exception will be those students who are related to a parent/guardian. It is up to the parent/guardian to notify the school of any custodial issues. The sponsor must see the parent/guardian before the student is released.

If a student misses his/her field trip, athletic or other activity event bus, they should report immediately to an administrator in the high school office. Under **NO** circumstances should a student drive to a field trip, athletic event, activity, or return home rather than reporting to class.

BUS GUIDELINES

Students are responsible for their behavior on the bus as their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Behavior infractions must be reported and disciplinary action will be taken in accordance with the guidelines set forth by USD #231 and GEHS.

- * Students must be on time. Buses will not wait beyond the regular schedule.
- * Students are to conduct themselves in a safe and courteous manner while waiting for the bus and while on the bus.
- * The bus driver is in charge of all students and the bus.
- * While on the bus, students should remain seated and keep the aisle clear of belongings and feet. The bus driver may change a student's seat or assign a seat to a student.
- * Windows may be lowered no more than half-way. Nothing may be thrown out of the window. Appendages must be kept in the bus.
- * Students may not use or possess alcohol or tobacco products on the bus or at bus stops. Eating and drinking on the bus is prohibited except on special field trips with the consent of the sponsor and the bus driver.
- * No weapons of any kind, except sidearms carried by law enforcement officers, shall be transported on a bus (KA-8-2009).
- * The student responsible for the damage to the bus or equipment must pay for any damages to the bus or bus equipment.
- * Students must observe instructions from the driver when leaving the bus.

SEXUAL HARASSMENT

District employees shall not sexually harass, or permit sexual harassment of a student by another employee or student. Neither shall a student sexually harass another student(s) or staff member. Violation of this policy shall result in disciplinary action against the student(s) involved.

Definitions: Sexual harassment may include, but not limited to:

- * Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- * Subtle pressure or requests for sexual activity;
- * Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- * Creating a hostile school environment, including the use of innuendos or overt or implied threats;
- * Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- * Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grade or status in any activity;
- * Sexual assault or battery as defined by current law.

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

TRANSFERS/WITHDRAWALS

Anyone wishing to withdraw from school for any reason should first report to their counselor and provide a reason for withdrawal. A parent/guardian will be contacted at that time as well. All library books, equipment, and textbooks should be turned in before leaving the building. Records will not be transferred or GED papers given until all materials have been returned and all fees paid.

EQUAL EDUCATIONAL OPPORTUNITY

U.S.D. 231 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions or complains regarding the district's compliance with Title VI, Title IX, or Section 504 may be directed to:

Judy Martin: Section 504 (students) 856-2000 **OR**

U.S. Department of Education, Region VII, Office for Civil Rights
10200 North Executive Hills Blvd., Kansas City, Missouri 64153

GRIEVANCE PROCEDURES

Grievances of employees or students alleging any action, rule or practice prohibited by Section 504, Title IX or the Americans With Disabilities Act (ADA) shall be processed and resolved in a prompt and equitable manner.

Grievances shall be in writing, describing the details of the alleged action that would be prohibited by Section 504, Title IX or the ADA shall be signed by the aggrieved and submitted to the Human Resources Director for Title IX and ADA. Complaints regarding Section 504 should be addressed to the Director of Special Services.

The appropriate director will investigate the alleged grievance and issue a written report within twenty (20) calendar days after receiving the grievance; the report shall contain the essential facts or circumstances of the subject of the grievance and a decision as to whether the school district is in compliance with Title IX, Section 504 or the Americans With Disabilities Act.

If the matter is not resolved, a written appeal may be made to the superintendent of schools within ten (10) calendar days after the decision of the appropriate director.

The superintendent of schools shall review the grievance within twenty (20) calendar days after written appeal is received and shall render a decision within ten (10) calendar days after the review.

If the matter is not resolved, an appeal may be made to the Office of Civil Rights at the above address.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.