

PERSONNEL

BOARD OF EDUCATION

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Steve Kingsley	Michele Rowley
Bryan Thompson	

ADMINISTRATION

Annie Davison.....	A.D./Curriculum Dir.
Mike Hilliard.....	7-12 Principal
Larry Roth.....	Superintendent
Julie Scott.....	K-6 Principal

SEDGWICK HIGH SCHOOL FACULTY

Steve Allen.....	Math
Karen Benda.....	IR
Darren Crumrine	Physical Education/Computer
Dave Cutting.....	Testing Coordinator
Patricia Fells.....	IR
Sara Harjo.....	English
Barbara Haynes.....	Gifted Coordinator
Megan Heckel.....	English
Beverly Lang.....	Counselor
Randy Lemon.....	Science
Doug Mabry.....	Math
Stephanie Marston.....	Band
Melanie McGinn.....	Math
Shannon Murphy	Social Studies
Marie Patterson.....	Psychologist
Ethan Reichmann.....	Social Studies
Tyler Schroeder.....	Business
Mark Stauth.....	Industrial Technology
Jenny Faus.....	Social Worker
Aaron Stucky.....	Health/Physical Education
Michael Thompson.....	English
John Vinroe	Vocal Music
Amy Watkins	Science
Jeff Werner.....	Physical Education
Anne Werth.....	Art
Kersten Zauche.....	Science/FACS

CLASSIFIED STAFF

Natasha Tos.....Librarian Aide
Nancy Culp..... High School Secretary
Paul Davison..... Head Custodian/Maintenance
Stephanie Hoffsommer.....JH Secretary/Food Service Director
Jessica Longstaff..... Central Office Secretary
Mystie McGee.....At-Risk Coordinator
Kathryn Mosiman..... Nurse
Deniece Richardson..... Board Clerk
Ryan Suppes.....Technology & Communication Coordinator
Marc Willoughby.....Transportation Director/Maintenance

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INTRODUCTION/GENERAL INFORMATION

NOTE FROM THE PRINCIPAL

The faculty and staff of Sedgwick High School and Junior High sincerely welcome you to the 2018-19 school year. It is our pleasure to help you. We would like you to always remember that our school is not defined by a building with rooms and walls, but by the positive human interactions within. A school is a community and it takes everyone's effort to make it a successful one. Please help yourself by doing your part to make our school a success. It's going to be a great year!

Mike Hilliard

STUDENT GUIDE TO GOOD CONDUCT

A school is known by the quality of the people involved with it, students, faculty, administration, supportive staff, and the board of education. A good measure of this quality lies in the goals set by and for the school by members of each of these groups. Likewise, a good measure of an individual lies in the personal goals set for oneself. Each student is encouraged to establish goals of achievement and conduct that will compile a school record needed for future education and employment. Included in the record you are building is:

Scholarship: A student's permanent record of grades and test scores will be referred to repeatedly as the student advances to post-secondary education, training, and, eventually, competing in the job market.

Attendance: In addition to requesting information about a student's scholarship, employers often inquire about a student's attendance. Employers want people with proven dependability.

Behavior: Sedgwick Schools follows The Cardinal Way as its itemized code of conduct. It is expected of all students. Common courtesy and respect for the rights and property of yourself and others is always a good guideline to remember. Self-discipline and control of one's actions, emotions, and impulses is the best discipline and the only discipline that lasts.

NON-DISCRIMINATION CLAUSE

The Sedgwick USD 439 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. For a full definition of racial harassment see Board Policy GAACA. If you have questions regarding the above, please contact the Superintendent at 772-5783.

INTENT OF HANDBOOK

Not every procedure or rule can be covered in this handbook. No part of this offering should be in conflict with Federal or State Law, Sedgwick Board of Education Policy, KSHSAA Rules, or the directives of the Superintendent of Schools. Should there be such a conflict, then Federal or State Law, Sedgwick Board of Education Policy, KSHSAA Rules, or the directives of the Superintendent of Schools will take precedence over the information in this handbook.

BUILDING HOURS

Generally, the building is open to students from 7:30am to 3:40pm. Students and parents can make arrangements with school personnel to be in the building before and/or later than this time.

DAILY SCHEDULES

HIGH SCHOOL

1st Hour	8:15-9:04
2nd Hour	9:07-9:56
3rd Hour	9:59-10:48
4th Hour	10:51-11:40
Card Time/Lunch A	11:41-12:11
Card Time/Lunch B	12:12-12:42
5th Hour	12:43-1:32
6th Hour	1:35-2:24
7th Hour	2:27-3:16

JUNIOR HIGH

1st Hour A Elective	8:15-9:04 (Red Day)
1st Hour C Elective	8:15-9:04 (White Day)
2nd Hour	9:07-9:56
3rd Hour	9:59-10:48
4th Hour	10:51-11:40
Card Time/Lunch A	11:41-12:11
Card Time/Lunch B	12:12-12:42
5th Hour	12:43-1:32
6th Hour	1:35-2:24
7th Hour B Elective	2:27-3:16 (Red Day)
7th Hour D Elective	2:27-3:16 (White Day)

GRADING SCALE

There will be a unified scale for determining grades for students at Sedgwick High School.

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = below 60

SCHOOL CLOSING/RESCHEDULING INFORMATION

The following television and radio stations will broadcast school closing information:

KAKE - Channel 10	KEYN-103.7 FM	KKRD – 107.3FM
KSNW - Channel 3	KFDI - 101.3 FM & 1070 AM	KHCC - FM
KWCH - Channel 12	KFH- 1330 AM	KSGI - AM

School closing and activity cancellation/postponement/rescheduling information will also be posted on the school website, Alert Now (Powerschool Alert System), Text Alert, Twitter, and Facebook.

TEXTBOOK & OTHER FEES

Textbook Rental	\$40.00
Athletic Fees	\$25.00/student (\$50.00 max./ family)
Student Laptop Deposit	\$50.00

ATTENDANCE: POLICES, GUIDELINESS AND PROCEDURES

ATTENDANCE

Attendance is an important part of the school experience. If you miss school, you miss out! Student excused absences are subject to the discretion of the principal. **Absences or tardies not confirmed by the student's parent will be posted as unexcused.** Excessive unexcused absences can lead to filing truancy charges as required by Kansas law.

Parents of students who are absent need to notify the school of the reason for the absence. Illness, funeral, medical appointments and dental appointments are examples of typical excused absences. **The principal may require a doctor's note or other documentation in order for absences to be excused.** If you have to take your child out of school for any reason, please contact the high school office in advance.

ABSENCE

IF YOUR CHILD IS ILL AND WILL NOT BE ATTENDING SCHOOL, PLEASE NOTIFY THE HIGH SCHOOL OFFICE BY 9:00 A.M. AT 772-5783.

If no call is received, the school will attempt to call the parent at home or at work. Absence for 2-3 hours shall count as 1/2 day. Any absence exceeding 4 hours shall count as a full day.

A letter of the number of absences a student has missed will be sent to the parent or guardian after the 5th full day absence.

1. Attending school regularly is the responsibility of the student.
2. A parent/guardian needs to call the office the day of the absence or send a note with the student when the student returns to school. **A phone call on the day of the absence is preferred. A note must be brought within (1) day or the absence will be UNEXCUSED.** The note should include the following:
 - (1) The date of the absence
 - (2) The name of the student for whom the note is written,
 - (3) The reason for the absence, (4) the signature of the person writing the note. **The administration will make the determination as to the absence being excused or unexcused in accordance with the policies of USD 439.** It is the responsibility of each student to make up all work missed with the exception of absences deemed unexcused. If the absence is unexcused, no make-up work will be given, as no credit will be issued.
3. An attempt will be made to notify each student's parent/guardian of his or her absence if no call is made to the high school office by 9:00 a.m.
4. An authorized school activity or an absence from school allows the student the privilege of making up the work missed and receiving a grade and credit or partial credit when the make-up work is completed within a reasonable amount of time. A student will NOT receive credit for any work not made up. Make-up

work will be assigned on the terms of the teacher. Students are responsible for getting and making arrangements for work when they are absent

EXCUSED ABSENCE

The administration reserves the right to judge the sufficiency and legitimacy of any claimed excuse for absence. **To be excused, all other absences shall have the prior approval of the administration. This prior approval should be obtained well in advance of the date when the student will be absent.**

STUDENT ILLNESS

A student who is ill cannot function to the best of his/her capabilities in the classroom. Therefore, it is recommended that ill students remain at home. If an illness occurs at school, the student should contact the school nurse. The school nurse will determine whether the student is in need of being excused from school. **A STUDENT MUST HAVE THE NURSE'S PERMISSION TO LEAVE SCHOOL DUE TO ILLNESS.** The parents or guardians of the student **MUST** be contacted before the student is allowed to leave the premises. Failure to notify school officials prior to leaving school for illness will result in an unexcused absence.

ABSENCES ON DAY OF AN ACTIVITY

If a student misses any part of a school day, they cannot practice or participate in extra-curricular activities anytime that day unless proper arrangements have been made and secured from the principal. **Parents are advised that a student should not attend any school activities the evening of an illness as an unexcused absence will be recorded.** Board policy states: "A student shall not be allowed to practice, participate in, or attend any school sponsored activities on a day in which he or she did not attend all classes unless approval is obtained from the administration prior to the event." **Students must be at school by 8:45 on the day of any activity or have an excused absence other than being sick, sleeping in, etc. or they will not be allowed to participate in any school activity that day. In the event that a student has a previously arranged medical appointment (i.e. eye, dental, physician, etc.) on said day, a signed note from attending medical personnel (nurse, doctor, etc.) verifying this appointment will be required to allow practice or participation in activities.**

UNEXCUSED ABSENCE

Unexcused absences are those absences not excused by the principal. Students without a parental note, phone call, or those with reasons that are unacceptable, even if the parent excuses the absence, will receive an unexcused absence. Regular and punctual attendance is an important requirement as daily grades and class discussions are an integral part of the educational process. If the student should have as many as three unexcused absences, a parental conference may be necessary. Truancy violations will be reported to the County Attorney.

EXAMPLES OF UNEXCUSED ABSENCES

(Not Inclusive List)

Babysitting.....Contingent upon circumstances

Car trouble.....Without verification by parent

Fair.....	Unless participant
Hair appointments	
Home chores.....	Contingent upon circumstances
Hunting	
Missing bus	
Oversleeping	
Ski trips.....	Without family
Non-SHS sports or club sports	
Skipping school	
Working.....	Without prior administrative approval

POST-SECONDARY VISITATIONS

Each senior is permitted two special post-secondary institution visitation days per year. These two days must be set up with the counselor or principal at least 3 days in advance of the visitation. A senior visitation form must be filled out and signed by the counselor or principal 24 hours in advance of leaving. Post-secondary visitation shall be considered an excused absence, and will not accrue toward the loss of credit. Any post-secondary visit after the permitted two or not set up appropriately will be considered a regular school day absence and will be dealt with accordingly.

Sedgwick High School will also allow certain exceptions to the two-visit senior policy as deemed appropriate by the principal or the counselor. Examples of exceptions would include “official” athletic recruitment trips and “Junior Day” visits sanctioned by an institution or other similar situations where students cannot control the day and/or time of the visit.

TARDY POLICY

Students arriving at school after the 8:20 a.m. bell must report to the office to pick up a tardy slip. Students arriving after 8:45a.m. will be considered absent to 1st hour. Tardies to all other hours will be handled through the teachers.

On the 6th tardy and thereafter for every period, detention will be assigned through the office.

Excused tardies will be accepted for the following:

- a. signed statement from the office, nurse, counselor, or teacher.
- b. legitimate and reasonable excuse as determined by the teacher.

Excessive tardiness and/or missed tardy detentions will be dealt with as necessary. Discipline may include but will not be limited to suspension of computer privileges and/or ISS assignment until missed class time is made up.

Tardies will “reset” each quarter.

LEAVING SCHOOL

A student shall not leave the school building during school time except after reporting to the office and receiving permission. Students may not excuse themselves. The administration reserves the right to determine if it is necessary for the student to leave the building. It will be necessary to make contact with a parent of any student who wants to leave school before that student is allowed to leave the building. Failure to follow proper procedures when leaving the building will result in an unexcused absence.

TRUANCY

Under Kansas compulsory attendance laws, mandatory school attendance is a requirement for all children who are age 7 through age 18. Whenever a child required by law to attend school has compiled either three (3) consecutive days of inexcusable absences, five (5) total days of inexcusable absences in a semester or seven (7) total days of inexcusable absences in a school year, the child is considered truant and a report must be filed to the county attorney's office on the child's behalf.

IMMUNIZATION LAW – KANSAS

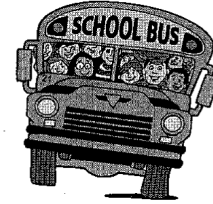
All students entering Sedgwick Schools for the first time are required to present proof of immunization before they can attend classes. A student may enroll but cannot attend without written verification of immunizations. If you have questions or concerns regarding this requirement, please contact the school nurse at 772-5783.

Senate Bill 520 requires that all children who are eight years of age or younger and who are entering a Kansas school for the first time must receive a health assessment. This may be done 12 months prior to school entry or within 90 days after school entry. The health assessment information must be provided to the school by the child's parent or guardian. The health assessment includes health history, a physical exam, and other screening tests as medically indicated.

Please refer to the chart on the next page for specific 18-19 school year immunization requirements.

Immunization Requirements for the 2018 - 2019 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. Below are the requirements for the indicated school year. Please carefully review the requirements. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.



Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school.

Early Childhood Program Operated by a School Ages 4 Years and Under

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	4 doses**
Pprevnar (pneumococcal conjugate)	4 doses**

Additional ACIP Recommended Vaccines
Not Required for Early Childhood Programs

- **Rotavirus:** Three doses recommended for infants less than 8 months of age.
- **Influenza (flu) Vaccine:** Annual vaccination is recommended for all those 6 months of age and older.

Grades 7 - 12

Vaccine	Requirement
Tdap (Tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses ***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

Additional ACIP Recommended Vaccines
Not Required for School Entry

- **HPV (Human Papillomavirus) Vaccine:** Two doses are recommended at age 11 years.
HPV is a cancer prevention vaccine!
- **Meningococcal - MCV4 (Meningitis) vaccine:** One dose is recommended at 11 years of age with a booster dose at 16 years of age
- **Influenza (flu) Vaccine:** Annual vaccination is recommended for all those 6 months of age and older.

Kindergarten - Grade 6

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses ***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

Additional ACIP Recommended Vaccines
Not Required for School Entry

- **Influenza (flu):** Annual vaccination recommended for all those 6 months of age and older.



Notes

* Varicella (chickenpox) vaccine is not required if child has had chickenpox disease and disease is documented by a physician signature. Without a physician signature, vaccine is required even if you believe your child has had chickenpox disease.

** Total doses needed are dependent on vaccine type and the age doses were administered.

*** All students in grades K - 7, all new students and students currently completing the polio series must have 6 months between the last 2 doses of polio vaccine, and one dose must be after the 4th birthday.

~ All students in grades 7 - 12 are required to have one dose of Tdap regardless of the interval since the last dose of DTaP or Td.

ACADEMICS: POLICIES, GUIDELINES AND PROCEDURES

ACADEMIC HONESTY

SHS/SJH students are expected to make an honest effort in all academic endeavors. Instances of academic dishonesty such as plagiarism or cheating will result in loss of credit for work in question as well as other possible disciplinary measures.

ACADEMIC NOTIFICATION TO PARENTS

Teachers will notify parents at the end of the 3rd and 6th week of each nine week quarter as to which student is receiving a F or D in the class. If the student is failing at the end of the 3rd and/or 6th week, the teacher must try to reach the parent/guardian by phone at least twice or by email with proper verification by the parent/guardian of receipt. If no phone contact is made, then written notification must be made. If the student is receiving a D in class, then written notification will be made to the parents/guardian. Exemplary progress reports may be mailed at any time. The dates these reports will be sent home are scheduled on the school activity calendar.

CREDIT AND MAKE-UP FOR ABSENCES

In many cases, classes are taught in a progressive manner and in a logical sequence. One lesson may be the groundwork for all succeeding lessons. **It is to the discretion of each teacher to determine specific requirements for make-up work in each class.** An expected requirement would be conferring with the student outside of regular class time (**before, during, or after school**), to help bring him/her up to date. **Students may be required to meet with a teacher before or after school to make up work or get assignments that were missed while absent for any reason.**

LATE WORK POLICY

Credit for unexcused absences and/or late work will be given according to the adopted building-wide daily assignment late work policy below.

- 1 Day Late = Maximum of 90% Credit
- 2 Days Late = Maximum of 50% Credit
- 3 or More Days Late = Maximum of 10% Credit

EXCUSED ABSENCES

Credit for make-up work will be given if student completes and hands in the work. Students are responsible to contact teachers and make arrangements for work missed while absent. Credit will be given for all work accepted.

SCHOOL ACTIVITY ABSENCES

If a student must leave during the school day it is the **responsibility of the student** to gather any assignments missed. If a test is to be given the next day the student returns and the instructor had previously informed the students of the test to be given, the student is responsible for taking the test. The same would apply for any schoolwork previously assigned, (example: Research Paper).

OUT OF SCHOOL SUSPENSION (OSS)

Short-term suspension time will not accrue toward loss of credit. A suspended student will not lose credit during the time missed from school, but may make up missed work in the allotted time. It remains the responsibility of the student to gather, complete and hand in the make-up work for any suspension they receive. Teachers may send work to the student while on OSS. Any work sent home is expected due the day of return to regular class.

IN SCHOOL SUSPENSION (ISS)

An ISS absence is excused if suspension time is completed satisfactorily. Work will be credited providing the suspension time is completed satisfactorily. Students may work towards completion of assignments while in ISS.

CLASS RANK

Class rank will not be considered until a student has completed their 6th semester of high school. Class rank will be based on semester grade point average (GPA). If two or more students are tied for a position in the class rank, the ranking will skip the number of students tied for the position. (Ex. If two students are tied for 5th the ranking order will be as follows: 1,2,3,4,5,5,7,8, etc.)

ENROLLMENT

Students enrolling in SHS/SJH need to have on file a student's birth certificate and a copy of legal guardianship if they are not living with both natural parents. If a student does not live with either natural parent a parent/guardianship consent form must be on file. Parents unable to pay fees at the time of enrollment should fill out a delayed payment fee request.

EXTENDED ACADEMIC TIME

The USD 439 Board of Education may, for various reasons, require extended academic time of students and staff.

EXTENDED SCHOOL YEAR

The Board of Education may extend the regular academic year. The superintendent shall be responsible for preparing a plan and presenting it to the board. The board may extend the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, or budgetary problems.

EXTENDED LEARNING OPPORTUNITIES FOR STUDENTS

The Board of Education may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board. Students may be assigned to extended academic sessions including, but not limited to:

- before- or after-school;
- Saturday school; or
- summer sessions.

A student who has a conflict with transportation, a school activity, or a personal appointment may be given one school day notice to serve an academic session. Normally, a student will not be allowed to go to an extra-curricular practice until an academic session is served. Administration reserves the right to make a determination concerning academic session notices.

GRADE CARDS

A nine-weeks system for reporting grades will be used in all classes. Each report card will have all previous and current grades listed.

AC=Altered Curriculum, for those students in special classes whose titles are the same, however the curriculum content is different. AC will be designated on the transcript and grade card.

IP=In Progress, students transferring to Sedgwick who do not have sufficient grades to record a nine-weeks grade will receive an IP on their grade card. At the conclusion of the semester all grades will be averaged.

Grades will be reported as a letter grade and a percent score.

GRADUATION EXERCISES

In order to participate in graduation exercises a student must (1) complete the minimum credit requirements or be within 1/2 unit of completing minimum credit requirements, (2) have met all financial obligations to the school and (3) be in good standing with the school. (A student who is in good standing with the school is one who is not under suspension or expulsion.) **Students will receive a diploma only after they have passed all of their requirements and have paid any unpaid fees.**

GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to have graduation requirements beyond the minimums set forth by the State Board of Education.

REGULAR GRADUATION REQUIREMENTS

- Subjects required for graduation are:

Language Arts	4	Credits
Social Studies	3	Credits
Science	3	Credits
Mathematics	3	Credits
Physical Education/Health	1	Credit
Fine/Practical/Vocational Arts	2	Credit
Computer Technology	1	Credit
Electives	7	Credits

The requirements in Social Studies shall consist of one unit of American History, one unit of American Government and one unit of Social Studies electives.

2. A student may be permitted to enroll in an equivalent course elsewhere to make up a deficiency or failure if approved in advance by the high school principal.

KANSAS BOARD OF REGENTS SCHOLARS CURRICULUM

To complete the KBOR Curriculum requirements, of the 24 regular graduation requirements, students must fulfill the following criteria:

Language Arts	4 credits
Social Science (Am Hist, Am Govt, ½ World Hist or Geog.)	3 credits
Math (Alg I* or higher)	4 credits
Science (Biology, Chemistry & Physics)	3 credits
Foreign Language (must be the same language)	2 credits

*Alg I in 8th Grade is accepted.

KANSAS QUALIFIED ADMISSIONS PRE-COLLEGE CURRICULUM

To complete the Qualified Admissions Curriculum requirements, of the 24 regular graduation requirements, student must fulfill the following criteria:

- English
 - 4 units one taken each year of High school
 - ½ Unit may be Speech
- Natural Science
 - 3 units of approved courses (1 Unit must be Chemistry or Physics)
- Math
 - 3 units Algebra 1* or higher (Student must meet the ACT college readiness math benchmark)
 - Or
 - 4 units Algebra 1* or higher (One unit taken in the graduating year)
 - 4th unit must be any course with Algebra 2 as a prerequisite.
 - Fourth unit must be a college prep class.
 - Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the requirement.
 - *Courses completed in junior high do NOT fulfill the requirement.
- Social Science
 - 3 units (Must complete the following)
 - 1 unit U.S. History
 - Minimum .5 unit
 - U.S. Government
 - World History Or World Geography Or International Relations
 - Approved Courses to fulfill requirements
 - Psychology
 - Economics

- U.S. Government (additional course)
- U.S. History (additional course)
- Current Social Issues
- Sociology
- Anthropology
- Race and Ethnic Group Relations
- Electives
 - 3 units (from the following)
 - English, Math, Natural Science, Social Science, Fine Arts, Computer, Information Systems, Foreign Languages, Personal Finance, Speech, Debate, Forensics, Journalism, Career and Technical Education.
 -

Students graduating from an accredited Kansas high school, under the age of 21 MUST.

- Complete the pre-college or Kansas Scholars Curriculum with at least a 2.0 GPA

AND

- Achieve ONE of the following
 - ACT score of 21 or higher
 - SAT score of 980 or higher
 - Graduate in the top 1/3rd of their class

AND

- Achieve a 2.0 GPA or higher on any college credit taken in high school

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

The Valedictorian and Salutatorian awards shall go to the students with the highest and second highest accumulative GPA respectively and who have met the following criteria.

The student must have fulfilled the regular graduation requirements as well as four additional credits, for a total of 28 credits.

Credits required include:

Regular graduation requirements	24	Credits
Math One additional math credit above Algebra I.	1	Credit
Science One additional science credit.	1	Credits
Foreign Language	1	Credit
Electives	1	Credit

- In order to receive the Valedictorian or Salutatorian honor at Sedgwick High School a student must be in attendance a minimum of four (4) semesters prior to graduation.
- When determining the Valedictorian or Salutatorian if two or more students are tied the following criteria will be used to determine the Valedictorian and Salutatorian:
 1. If two or more students are tied for Valedictorian then no Salutatorian will be selected. (See class rank for determining the order.)
 2. If only one student meets the requirement for Valedictorian, then a Salutatorian will be determined. If two or more students are tied for Salutatorian both students will be chosen.

Graduation with Honors will require a 3.3 or above accumulative GPA. Class rank will not be computed prior to the completion of 7 3/4 semesters of school.

NAIA ELIGIBILITY REQUIREMENTS

To be eligible to compete in NAIA athletics as an incoming freshman a student must graduate from high school, register with the NAIA Eligibility Center and satisfy two out of the following three requirements.

- Minimum 18 ACT Score or 860 SAT Score
- Overall High School GPA of 2.0 on a 4.0 Scale
- Graduate in the Top Half of High School Class

NCAA ELIGIBILITY REQUIREMENTS

To be eligible to compete in NCAA Division I or Division II athletics as an incoming freshman a student must register through the NCAA Eligibility Center (Clearing House) and complete the following core-course curriculum (along with other requirements).

16 Core-Course Rule

16 Core Courses:

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

HONOR ROLL

At the end of each quarter grading period an Honor Roll will be published.

Qualifications for the Honor Roll are as follows:

Cardinal Honors	4.0
High Honors	3.5-3.99
Honor	3.0-3.49

The following letter grade to points conversion will be utilized:

A=	4.0 points
B=	3.0 points
C=	2.0 points
D=	1.0 points
F=	0.0 points

Any student receiving a grade of D or lower will not qualify for the Honor Roll. The computation for the Honor Roll is based on all subjects of unit weight or equivalent.

INDEPENDENT STUDY

The board supports a program of independent study. The building principal together with the counselor, and content area teacher will outline the specific work for the independent study.

INCOMPLETES

Incompletes for unfinished course requirements must be removed within one week after grade cards are issued for the first, second, and third nine-weeks grading period or the grade will be recorded as an "F" on school records. All course work must be completed by the end of the fourth nine-week grading period as there will be no incompletes given at this time. Exceptions will be made only in case of prolonged illness or other valid circumstances approved by the administration.

LIBRARY - MEDIA

Regular library books may be checked out for a period of three weeks. **A fine of five cents a day will be charged for overdue books.** Books may be rechecked if someone has not reserved it. The librarian will notify students of overdue books before final grades are issued. Overdue books must be returned or paid for. Students may visit the library with a properly signed pass only when the librarian is on duty. If you have difficulty in finding the books of your choice need, consult the librarian or her assistant. The librarian welcomes suggestions for purchase, or any other ideas to make the library a more meaningful place for the students.

POST-SECONDARY COURSES

Sedgwick High School offers the opportunity for students to earn post-secondary credit through selected courses offered during the regular school day. Interested students who qualify and their parents must meet the provisions in the Agreement and Consent Form which can be found in the Counselor's Office or on the school's website.

SCHEDULE CHANGES

Generally speaking, class schedules will not be changed without the approval of the teacher, guidance counselor, parent, and the principal. However, only during the first five days of each semester may students make changes to their daily class schedule. This is also dependent on the classes available.

Schedule changes will not be considered unless they meet the following criteria:

1. The student wishes to change his/her current class to a higher level course (example: change from P.E. to Chemistry).
2. The student is enrolled in a year-long course, has failed the class first semester, and will not benefit by taking the class the second semester.
3. At the request of the principal.

DISCIPLINE POLICIES, GUIDELINES, AND PROCEDURES

BULLYING

Bullying on or while utilizing USD 439 property, in a USD 439 vehicle or at any USD 439 sponsored activity or event is prohibited.

As used in the policy, the following definitions apply.

(1) "Bullying means:

(A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating*, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i) harming a student or staff member, whether physically or mentally;
- (ii) damaging a student's or staff member's property;
- (iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(B) cyberbullying, or

(C) any other form of intimidation* or harassment prohibited by any policy of USD 439.

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

(3) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation* or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement or mental health facility will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation* or bullying also constitutes violations of this policy.

The superintendent is authorized to direct development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of district, state and federal procedures.

*There will be no initiation of any form in the USD 439 school system. Any student found to be intimidating a student in lieu of initiation or for some other reason may be suspended. This suspension will be at the discretion of the principal as determined by the circumstances.

DETENTION

Students may be assigned detention time by the administration as a consequence for violating good order and decorum during the school day or at school activities. No gum, candy, or pop is allowed while in detention.

Detention will be assigned for Tuesday, Wednesday or Thursday. No Mondays or Fridays.

Detention will be assigned for one-hour periods.

Detention will be served on the day assigned pending parental notification or the following day.

- If detention is not served at this time, further action will be taken. This action may be but will not be limited to additional detention time, removal from after school practice/ weights/ activity to serve detention, or suspension of computer privileges until time is served.
- If 3 non-served detentions accumulate; one day of ISS will be assigned.
- The principal may allow the student to make other arrangements to serve detention if deemed appropriate.
- A student will not be allowed to go to an extra-curricular practice until a detention is served. Administration reserves the right to make a determination concerning detention notices.

The administrator assigning detention will complete and sign the detention form. The original will be placed in the detention notebook, one copy will be given to the student, and one copy will be mailed to parents. The form will include:

- a. The name of the offender.
- b. The nature of the offense.
- c. The length of time to be served.
- d. Required work, if any.

The following regulations will govern the detention:

- a. **Detention will be served from 3:25 p.m. to 4:25 p.m. (The time before school will be determined at the discretion of the principal.)** Students serving detention will be seated by 3:25 p.m. and remain seated during the entire detention period.
- b. Students shall bring school assignments or reading materials to the detention center. Students must study or read during the entire period. NO computer or any other electronic device will be allowed in detention. (Exceptions may be made with supervisor approval.) Sleeping will not be allowed.

c. Failure to maintain strict compliance with these regulations will void credit for the detention and an hour will be added. Voided detention will be made up beginning the next school day.

The detention supervisor will maintain a record of detention required by the detention notebook form. The notebook will be returned to the principal each morning, along with any communication concerning detention attendance and behavior.

DISCIPLINE

STUDENT DISCIPLINE PROCEDURES

INFRACTION CATEGORIES & DEFINITIONS

Academic Misconduct- Any action or attempted action that may create an unfair academic advantage for the student or other students. Further defined in the Academic Honesty Section of this handbook.

Alcohol- The possession, sale, use, or transmittal of or being under the influence of alcohol on or about the school property at any time or at any school activity regardless of location. Possession of paraphernalia related to consumption, manufacture, possession, or storage of these items. Further defined in the Drug Free Schools (Policy JDDA) Section of this handbook.

Arson- The criminal act of setting fire to property.

Attendance- Defined in the Attendance and Absence Sections of this handbook. This category also includes truancy, which is defined in the Truancy section of this handbook.

Bullying/Harassment/Threat- Bullying & Harassment defined in the Bullying and Sexual Harassment Sections in this handbook. Harassment further defined as aggressive pressure or intimidation by word or action. Threat is defined as a statement of intention to inflict pain, injury, damage, or other hostile action on someone or something.

Destructive Devices- Defined in the Weapons and Dangerous Instruments Section in this handbook.

Disorderly/Disreputable Conduct- More intense conduct and/or behavior that interrupts or impedes on the normal educational processes or reputation of others or the school.

Display of Affection- Any form of contact between couples.

Disrespect- Any rude or offensive spoken, written, or nonverbal communication that insults, mocks, belittles, or slanders another person.

Disruptive/Distractive Conduct- Less intense conduct and/or behavior that interrupts or impedes on the normal educational processes of others or the school.

Dress Code Violation- Defined in the Dress Code for Students Section in this handbook.

Drugs- The possession, sale, use or transmittal of or being under the influence of any illegal drugs, medications not prescribed by the student's physician, or other intoxicants of any kind or nature (including inhalants) on or about the school property at any time or at any school activity regardless of the location. Possession of paraphernalia related to consumption, manufacture, possession, or storage of these items. In addition, substances used to mask or interfere with court ordered drug tests are not allowed to be carried or consumed while on USD 439 district property. Further defined in the Drug Free Schools (Policy JDDA) Section of this handbook.

Failure to Comply- Not carrying out reasonable requests of school personnel or failure to follow established school rules.

False Alarms- A purposeful warning given of an event that fails to happen or a purposeful setting off of an alarm (i.e. fire, burglar, etc.) needlessly.

Inappropriate Bus Conduct- Incidental or continuous disruptive behavior on school transportation. Further defined in the Transportation Section in this handbook.

Inappropriate Language- Statements (verbal) or actions (gestural) that include cursing or name calling or words that mimic, suggest, or sound like curse words. This category can also include the use of slurs, names, terms, jokes, drawings or representations that are offensive to other individuals or sexual in nature. Can become a major infraction when done in anger and/or directed at another person.

Inappropriate Use of Property (school issued or personal)- Use of property in a way which is contrary to the educational mission, non-productive, harmful, distractive, etc. This category also includes possession of items which could be used to cause a disturbance and/or unnecessary for school activities.

Inappropriate Use of Technology (school issued or personal)- Use of technology equipment which is contrary to the educational mission, non-productive, harmful, distractive, etc. Defined further in the Computer Use Agreement, Electronic Device Use, and Social Networking Sections of this handbook.

Inattentiveness- Sleeping or disengaged from activity in classroom.

Insubordination- Blatant disrespect or refusal to follow a reasonable request of school personnel or to follow established school rules

Multiple Minor Infractions- Accumulation of three or more minor office referrals in the same classroom and in the same general time period.

Out of Assigned Area/Leaving Without Permission- Out of assigned area defined as being out of class or other assigned area without proper permission. Out of assigned area further defined as being in an unauthorized or restricted area (i.e. parking lot, custodian's office, etc.) without proper permission. Leaving without permission defined as leaving school without being properly checked out through the office. Further defined in the Leaving School Section of this handbook.

Physical Aggression/Fighting- Physical contact that can range from horseplay to precipitating a fight to scuffling/ fighting to assault and/or battery. The context and intent of the student's actions are taken into account when determining the category of the infraction. See further definitions below.

- **Horseplay:** physical contact within the context of play with no harm intended to others.
- **Precipitating a fight:** statements or actions, which encourage others to fight.
- **Scuffle/Fighting:** engaging in physical contact with intent to harm or intimidate another person
- **Physical assault and/or battery:** engaging in or threatening a physical attack on another person. An individual strikes or attempts to strike another individual with part of their body and/or an object or weapon for the purpose of harming another person.

Preparedness- Student has everything needed to participate in class or activity.

Tardy- Arriving to classroom after the lesson or activity has begun (normally after the bell rings) without a proper excuse or pass. Defined further in the Tardy Policy Section of this handbook.

Teasing- Engaging in low intensity, persistent annoyances and/or playful or malicious mocking of another person.

Theft/Forgery- Theft defined as taking or concealing property that belongs to others; stealing. Forgery defined as writing or using the signature or initials of another person.

Threat of Violence- Physical, verbal, written, or electronic action which immediately creates fear of harm.

Tobacco- Use, sale, and/or possession of tobacco in any of its forms, possession of items used in consumption of these products (i.e. matches, lighters, pipes, electronic cigarettes, etc.), or possession of non-tobacco products designed to mimic tobacco products in any way (i.e. vaporizers and jerky can that looks like chewing tobacco can).

Vandalism/Property Damage- Destroying or mutilating objects or materials belonging to the school, school personnel, or other persons.

Weapons- Defined in Weapons and Dangerous Instruments Section in this handbook.

MINOR INFRACTION DEFINITION

An infraction that can be addressed by the classroom teacher or other personnel and does not warrant a referral to the principal's office.

MAJOR INFRACTION DEFINITION

An infraction that meets the action level that warrants a principal's office referral or direct action by administration.

SCHOOL SAFETY INFRACTION DEFINITION

An infraction that threatens the safety of the school and requires immediate response from administration and, possibly, the district crisis team.

INFRACTION ACTION PLAN

LEVEL 1: CLASSROOM PROCEDURE/INFORMAL TALK/WARNING

A school personnel will talk to the student to reach an agreement regarding how to correct or replace the behavior with a more appropriate behavior. Other arrangements may be made as needed. Parents may be contacted if necessary.

LEVEL 2: OFFICE REFERRAL

A student will be referred to the office for a major infraction or repeated minor infractions. The consequences of the office referral are at the principal's or the acting administrator's discretion. The student will be given a discipline report that will be forwarded to his parents, school administrators, and any other pertinent persons.

LEVEL 3: CONFERENCE/DETENTION /LOSS OF PRIVILEGES

A formal conference may be held between the student and one or more school officials. During this conference, the student must agree to correct the behavior. Parents will be contacted and/or written notice will be mailed to the parent/guardian. A student may be assigned detention time after school or certain privileges may be temporarily suspended. If the student is assigned detention, the student will report at 3:25pm on the assigned day and is required to complete detention time. The normal detention time is one hour. A detention notice will be sent to parent/guardian.

LEVEL 4: IN SCHOOL SUSPENSION (ISS)

The student will be removed from the classroom(s) and isolated under supervision of a school official for the entirety of the suspension.

LEVEL 5: OUT OF SCHOOL SUSPENSION (OSS) - Short term

The student will be removed from the school, it's grounds, and it's activities, for the entirety of the suspension.

LEVEL 6: LONG TERM OSS/EXPULSION.

The student will be removed from the school, it's grounds, and it's activities for the entirety of the suspension or expulsion. Expulsion can be for up to 180 days and will be enforced under Kansas Law and USD 439 School Board policy.

INFRACTION-ACTION GUIDELINES

INFRACTION CATEGORY	MINOR	MAJOR/ SCHOOL SAFETY
Academic Misconduct	LEVEL 1	LEVEL 2-3
Alcohol**		LEVEL 5-6
Arson**		LEVEL 6
Attendance		LEVEL 1-3
Bullying/Harassment/Threat**		LEVEL 3-6
Destructive Devices**		LEVEL 6
Disorderly/Disreputable Conduct	LEVEL 1	LEVEL 2-6
Display of Affection	LEVEL 1	LEVEL 2-6
Disrespect	LEVEL 1	
Disruptive/Distractive Conduct	LEVEL 1	
Dress Code Violation	LEVEL 1	LEVEL 2-6
Drugs**		LEVEL 5-6
Failure to Comply	LEVEL 1	
False Alarm**		LEVEL 5-6
Inappropriate Bus Conduct		LEVEL 2-4
Inappropriate Language	LEVEL 1	LEVEL 2-6
Inappropriate Use of Property (School Issued or Personal)	LEVEL 1	LEVEL 2-6
Inappropriate Use of Technology** (School Issued or Personal)	LEVEL 1	LEVEL 2-6
Inattentiveness	LEVEL 1	
Insubordination		LEVEL 2-6
Multiple Minor Infractions		LEVEL 2-6
Out of Assigned Area/Leaving Without Permission	LEVEL 1	LEVEL 2-6
Physical Aggression/Fighting**		LEVEL 2-6
Preparedness	LEVEL 1	
Tardy	LEVEL 1	
Teasing	LEVEL 1	LEVEL 2-3
Theft/Forgery**	LEVEL 1 (restitution)	LEVEL 2-6 (restitution)
Tobacco**		LEVEL 5-6
Vandalism/Property Damage**		LEVEL 2-6 (restitution)
Weapons**		LEVEL 6

** A police report may be filed

NOTE: The Warranted LEVEL is ultimately up to the discretion of the building principal.

DRUG FREE SCHOOLS (POLICY JDDA)

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

STUDENT CONDUCT

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

Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages at school or on school district 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 subject to one or more of the following:

FIRST OFFENSE:

A first time violator shall be subject to the following sanctions:

1. A punishment up to and including expulsion.
2. Suspension from the next school function associated with the activity or the next school sponsored activity.
3. Meet with Student Assistance Program (SAP) Team and follow their recommendations.

SECOND OFFENSE:

A second time violator shall be subject to the following sanctions:

1. A punishment up to and including expulsion.
2. Suspension from all student activities for a period of not less than one semester or four months.
3. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. The expense of the assessment will be the responsibility of the parent/guardian. Name(s) of acceptable programs are on file with the school counselor.

THIRD and SUBSEQUENT OFFENSES:

A student who violates the terms of this policy for a third time, and any subsequent violations, shall be subject to the following sanctions:

1. A punishment up to and including expulsion.
2. Suspension from participation and attendance at all school activities for the year.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, *et seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student

agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the school counselor. Parent/guardian or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

SCHOOL SAFETY

If a pupil who is 13 years of age or older is found in possession of a weapon or illegal drugs at school or a school supervised activity, or has engaged in conduct that could result in serious bodily harm, the chief administrator of the school (superintendent) or his/her designee is required to make a report to the appropriate law enforcement agency. The report must be given to a law enforcement agency as soon as practicable, but not more than ten days from the date of the pupil's act, excluding holidays and weekends. Upon receipt of the report, the law enforcement agency will investigate the incident and give written notice to the Division of Vehicles as soon as practicable, but not more than ten days after receipt of the report. If notice is provided as required by law, the Division of Vehicles will immediately suspend the pupil's driver's license or privilege to operate a motor vehicle in Kansas for up to one year. Upon suspension of the pupil's driving privileges, the Division of Vehicles will notify the pupil in writing. If the pupil makes a written request for a hearing within 30 days, the Division will afford the pupil an opportunity for a hearing to determine whether the ten-day notice was given to the appropriate law enforcement agency and the Division of Vehicles regarding the incident.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school district. Sexual Harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect to job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination against any employee.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal, the superintendent or the coordination of federal compliance.

SEXUAL HARASSMENT OF STUDENTS

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

SUSPENSION AND EXPULSION POLICY (K.S.A. 72-8901)

Short-term suspension shall constitute one (1) to ten (10) school days.

Long-term suspension will be longer than ten (10) days, not to extend beyond 90 school days.

Expulsion means removal of a student for a maximum of 186 school days. In the case of either a suspension or expulsion, if the number of school days applied extends beyond the current school year, the remaining number of days may be applied to the succeeding school year.

A pupil who has been suspended or expelled from school by a school district may be refused admission to school in any other school district, regardless of residency, until such time as the period of suspension or expulsion has expired.

The Board of Education of USD 439 authorizes the administration and/or designee to suspend any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
2. Conduct that disrupts, impedes, or interferes with the educational mission of the public schools.
3. 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.

4. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.
5. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.
6. Disobedience of an order of a teacher, peace officer, school security 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 and material impingement upon or invasion of the rights of others.

All suspensions will initially be short term (not to exceed ten days) with written notice of the short-term suspension and reason given to the student involved, to the student's parent or guardian, and to the superintendent within 24 hours after the suspension has been imposed.

Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil a hearing thereon. The notice may be oral or written and the hearing may be held immediately thereafter. The hearing may be conducted informally but shall include the following procedural due process requirements: (A) The right of the pupil to be present at the hearing, (B) the right of the pupil to be informed of the charges, (C) the right of the pupil to be informed of the basis for the accusation,; and (D) the right of the pupil to make statements in defense or mitigation of the charges or accusations.

(2) A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil the parents or guardians of the pupil a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded a hearing, and such date shall not be later than the last day of the short term suspension of such pupil(s) or student(s). Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-8901 et seq. as amended and the regulations of the Board of Education. Any hearing held in compliance with K.S.A. 72-8901 et seq. as amended will be conducted by an administrator in accordance with the due process outlined in Kansas Statute.

IN-SCHOOL SUSPENSION POLICY (ISS)

In-school suspension will be used when deemed appropriate by the administration. In-school suspension means that students guilty of undesirable behavior will be confined by a suspension room for a period of one (1) to five (5) days when deemed advisable by the principal.

Students will be required to do all regular assignments and will be denied usual privileges. In-school suspension students will eat lunch in the ISS room and will have a closed noon hour. They will not be allowed to participate in, or attend, extra-curricular activities during school time.

Parents of the student will be notified at the earliest possible time of the reason(s) why their child is being restricted from regular class activity.

The suspension room will be supervised by the principal, counselor, or teachers, depending upon the daily schedule. In-school suspension will be recorded as an unexcused absence from class.

Students assigned to ISS will be required to report to the office at 8:10 a.m. and must remain in ISS until 3:18 p.m.

Expectations:

1. If possible, the student's instructors will be notified before 3:20 p.m. of in-school suspension the following day.
2. The instructor is responsible for providing an assignment. It should take a minimum of one class period.
3. Teachers will be responsible for giving the assignments to the office or ISS instructor between 8:10 a.m. and 8:20 a.m. on the day of the suspension.
4. Instructors may give a grade for these assignment (See Handbook Section Credit and Make-Up for Absences). It is the student's responsibility to turn the work in to the instructor. If the work is not turned in, no credit will be given.
5. Should students not make an effort to work, another day of in-school suspension may be assigned or an out-of-school suspension may occur.
6. ISS is not for sleeping or wasting time.

WEAPONS AND DANGEROUS INSTRUMENTS

No student shall knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- * any item being used as a weapon or destructive device;
- * any facsimile of a weapon;
- * any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- * the frame or receiver of any weapon described in the preceding example;
- * any firearm muffler or firearm silencer;

- * any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- * Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- * any bludgeon, sand club, metal knuckles or throwing star;
- * any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- * any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

PENALTIES FOR POSSESSION

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

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

REPORTING CRIMINAL POSSESSION OF A FIREARM BY A STUDENT

It is a crime for any person to possess a firearm at school or on school property or at a school supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution. (See policy JDDB)

STUDENT LIFE: POLICIES, GUIDELINES, AND PROCEDURES

ACCIDENTS

SHS/SJH should always have your parent/guardian's correct address and TELEPHONE NUMBERS for home and work. If both parents work, we should be informed as to how to contact them in case of an emergency. A school nurse is available to handle any school accident. Any injured student must report to the teacher in charge. The teacher or office personnel will aid the student in getting to the school nurse, whereby the parents will be contacted and necessary medical attention obtained as soon as possible.

CARE OF PROPERTY

We have a beautiful school building and campus due to the care given it by our custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing, or destroying school property, the student will be disciplined in accordance with Board of Education policy. The student will also be required to pay a dollar amount including labor costs for repairing the damages. Accidents or horseplay resulting in damages may result in full payment by the student(s) responsible. Discipline may be assigned at administrative discretion.

CONFERENCE - PARENT REQUESTED

In the event that a parent should wish to have a conference with an instructor, the following procedures should be followed:

1. The parent should call the school office and ask to speak to the instructor regarding a conference. If the instructor is not occupied with a class, he/she will be called to the phone and an appointment will be arranged.
2. If the instructor is in class at the time, he/she will be notified as soon as possible.
3. The instructor will return the call and arrange an appointment at the school at a time convenient to both parties.

All parent conferences regarding pupil progress are to be held at school. This is necessary since grade books and teaching materials are available at this location. In order to give the parent a true evaluation, these materials are essential. The cooperation of the parents regarding this matter will be greatly appreciated.

DIETARY SUPPLEMENTS

Sedgwick High School does not condone the use of non-approved dietary supplements. A dietary supplement is defined as any substance containing a Supplemental Facts label on the container (food had a Nutritional Facts label on the container). Any dietary supplement a student wishes to use should be approved through the high school office or nurse's office. If a student is found in possession of non-approved dietary supplements while at school or at any school activity, the supplement will be confiscated. Repeat offenders to this policy will be subject to disciplinary action.

DRESS CODE FOR STUDENTS

Appearance and dress are primarily student and parent responsibilities. Each student attending Sedgwick Schools shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards that will result in a neat, clean personal appearance.

However, the following minimum standards are expected during the school day and at school sponsored activities (if applicable):

1. Alcohol, tobacco, drugs, drugs paraphernalia, profanity, or sexually suggestive statements, pictures, and/or implied references are not allowed on clothing. Tape or other substances may not be placed on clothing to alter or cover up profanity, a picture, or a reference.
2. Sandals or shoes must be worn at all times. House slippers are not appropriate footwear at school.
3. No sunglasses will be worn in the building.
4. Hats or head coverings are not to be worn in the buildings unless special circumstances or occasions warrant such an allowance. Appropriate exceptions will be determined by the administration.
5. Any type of sleeveless garment must have a 1-inch shoulder strap over both shoulders unless a sleeved shirt is worn under the garment. No under garments should be visible. This includes tank tops, dresses, spaghetti strap shirts, and sweater tops. The mid-section torso, back and hips must be covered. Low cut tops that are provocative are not acceptable in the school setting.
6. Length of shorts, skirts, and dresses: A general rule to follow is that the hem length should be as long or longer than the tips of one's fingers hanging to your side while standing upright.
7. No pajamas or any clothing that can be considered nightwear is appropriate for a school setting.
8. Clothing that is excessively tight should be avoided or should include additional apparel such as a long shirt, sweater, or shorts.
9. Blankets are not appropriate covering and are not acceptable replacements for coats.
10. Appropriateness of dress will be determined by and enforced by the administration on an individual basis. Clothing with excessive holes, particularly jeans and shorts, may be deemed inappropriate. Extreme or sloppy styles or items worn that are disruptive to the educational process will not be allowed. Anything that the principal/administrator considers a distraction or danger to the school environment will not be allowed.

The list above is not all-inclusive. The principal reserves the right to deal with any situation not specifically mentioned above in the interest of the safety, security and/or the educational mission of the school.

Students who participate in interscholastic activities will be expected to adhere to the personal appearance standards developed by the directors or coaches of those activities and as approved by the building principal.

Additional dress codes may be enforced for safety precautions in lab classes.

Students deemed not meeting minimum dress standards will be advised that they need to comply with the dress code. Parents may be called to bring items necessary for compliance. Repeating dress code offenders may be dealt with more severely including detention and/or suspension.

FIRE DRILLS

Fire drills will be held each month according to state regulations. **The signal for a fire drill will be a sounding of an emergency buzzer or horns with either a continuous blast or a pulsating blast with a strobe light. (Not the bell system.)**

Leave everything and proceed at once to your designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the drill. Move orderly, quickly, and follow instructions.

1. The first person out of a door should hold that door open for all other students exiting through that door.
2. Where there are double doors, both doors should be used for exiting.
3. Students are to follow instructions and pass orderly and quickly with NO talking.
4. Go a minimum of 150 feet from the building when possible before stopping.
5. Students out of their assigned classroom are to exit the building via the nearest exit.
6. A series of short bell rings indicates all clear and students are to return to the building quietly.

FOREIGN EXCHANGE STUDENTS

Foreign exchange students wanting to attend SHS must be approved by the HS principal before enrolling. Exchange students will not receive a HS diploma, but would receive an attendance certificate at graduation. GPA and class rank will not be figured into the class rank of the graduating class.

GYM USAGE

Each student should have his/her own gym shoes, gym clothes, towels, etc., for their physical education class. Gym shoes are not to be worn on the outside playing field and then onto the gym floor.

Any activity in the gym must be supervised by a teacher or activity sponsor.

Everyone should have clean gym shoes before getting on the basketball court.

The gym floor is **NOT** to be used as a hallway. Students who are asked by a teacher or sponsor to “go around” the gym in lieu of class or other activity going on in the gym is expected to comply without incident.

GYM WEIGHT-DECK AT THE HIGH SCHOOL

Students are not allowed to use any equipment on the weight-deck without the direct supervision of an instructor. Students using the weight-deck equipment while another activity or practice is going on in the connected gym are asked to limit noise and disruption and complete their work on the weight-deck in an expedient manner.

HALL CONDUCT

Proper conduct in the halls is expected at all times. This means that students are to pass quietly through the halls, should not loiter, and should not run, push, or hit others they pass. Student relationships must be proper at all times as this is a public place. Kissing, hugging, and inappropriate physical conduct are not permissible. Parents of those not willing to adhere to this policy will be contacted. Those students may also be restricted during the breaks and passing periods.

LOCKERS

A locker with a padlock will be assigned to each student. Students are NOT to change lockers for any reason. All books and equipment not in use should be kept in the student's locker. Students should have lockers locked at all times; they should not disclose their lock combinations to other students. Damage to lockers must be paid for by the student assigned to that locker or the student responsible for the damage. No personal locks will be allowed on lockers.

- Locker decorations are subject to administrative approval. Spot locker inspections will be made to insure that the lockers are maintained in a neat orderly manner. Lockers will also be inspected if the administration considers it necessary to maintain the integrity of the school environment or to protect other students.

- Students are strongly advised not to keep money or valuables in your locker under any circumstances. The school is not responsible for lost or stolen items.

- The building principal may search any locker at any time he believes that the locker contains matter prohibited by law or school regulations. Any locker may be searched to preserve the safety/security of the school.

- There is no expected right to privacy in any school locker. It is the school's property and subject to search at any time.

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

LUNCHES/BREAKFAST

The school lunch/breakfast program is to be self-supporting and operates on a cash basis. All students participating in the school lunch/breakfast program, as well as those bringing their lunches, are expected to eat in the cafeteria. Food is not to be taken from the cafeteria or eaten anywhere else in the building.

Parents are welcome to visit the school meal program. The price of meal for a visiting parent is the daily adult rate. Lunch/breakfast prices are as follows:

	<u>Daily</u>
Grades 6-12	\$2.65
Adults	\$3.60
Breakfast	\$1.60
Adults	\$2.15
Milk	\$.45

A student may not share or "borrow" lunches from another student or use another student's account. Students will be notified of the status of their meal account by a printed current status report given to them when their account is nearing a "zero" balance.

Students need to have money in their account or pay cash in the line. A student whose balance has reached negative \$10.00 (for reduced rate accounts and family accounts), or negative \$30.00 (for paid accounts and family accounts) will be given a choice of an alternate meal of cheese sandwich and milk or not eating. Student will also be given the opportunity to call their parents. Accounts must be kept current in the month of May. Payments can be made in either the school office or in the lunch line. Credit and debit cards are accepted in the school offices or by phone. No credit/debit cards accepted in the meal serving line. Cash or checks (made out to USD 439) are accepted in either school offices or the meal serving line.

Applications for free and/or reduced school lunches will be available at enrollment time for those wanting to apply. These applications are also available during the school year from the school offices should they be needed.

Regardless of whether individual students are eating a school lunch or not, all students are to assemble in the lunchroom during their allotted lunchtime and not be in the high school hallways and commons areas.

Students eating in the lunchroom are expected to exhibit good table manners and to refrain from loud talking. All students are expected to eat in the lunchroom. Food is not to be taken out of the lunchroom. All students are expected to exhibit appropriate conduct while in the lunch line as well.

Students are required to stay on the school grounds during the lunch period and are not permitted in their cars or in the parking lot. Leaving school grounds will be considered an unexcused absence and will be dealt with accordingly. VISITORS WILL NOT BE ALLOWED DURING LUNCH WITH THE EXCEPTION OF PARENTS OR SIBLINGS. Parents and siblings should check into the school office for a visitor pass.

MEDICATION AT SCHOOL

It shall be the policy of the Board of Education of USD. 439 to not allow the dispensing of medication, including non-prescription drugs, or injections, by school personnel. If it is necessary for the dispensing of medication at school for the general welfare of the student, then a written authorization will be provided by the appropriate physician and the parent or guardian.

PROCEDURE

1. When a situation arises that a student's health and/or complete recovery from an illness is dependent upon receipt of a medication during school hours, the following will apply:

- a. A Student Medication Release Form is required before any medication (prescription and non-prescription) can be given. Parents may come to school to give medication to their child.
- b. A medication care plan will be written by the school nurse.
- c. The Student Medication Release Form will be completed by the family physician and the parent or guardian.
- d. The Student Medication Release Form shall be kept with the medication locked in the school nurse's office.
- e. The medication must:
 1. Have been administered at least once at home to reduce the risk of an adverse reaction at school.
 2. Be in the original prescription or non-prescription bottle with the proper label.
 3. Be hand delivered by the parent or a responsible adult designated by the parent.
- f. The school nurse or person designated by the building principal in the nurse's absence will dispense the medication as directed by the Student Medication Release Form.
- g. The dispensing of the medication must be noted on a Medication Record Form kept in the nurse's office which shows the date, time, type, and the person administering the medication.

2. If a physician indicates on the Student Medication Release Form that a student may be responsible for self-administering a medication, the medication care plan will reflect this. This applies to all oral medications, inhalators, non-prescription drugs, and injections.

- a. When the medication care plan designates that the pupil is responsible for his/her own medication administration, the parent or guardian will send to school only a single day's supply of oral medication at a time. This does not apply to inhalators or injections.
- b. The medication shall be packaged in a container which identifies the name of the pupil to receive the medication and the name and dosage of medication.
- c. A list of students who are authorized by their physicians to use inhalators will be provided to teachers and coaches.

d. The school nurse and/or building principal, at their sole discretion, has the right to refuse to allow a student the right to self-administer any medications, inhalators, non-prescription drugs, and injections.

PERSONAL ITEMS

Like all other public places, Sedgwick Schools is not void of thievery. Students are encouraged to not bring valuables or money to school. If valuables or money must be brought to school, the student should secure all personal property to avoid theft, preferably in a locked locker. Locker combinations SHOULD NOT be given to other students. All personal clothing should be labeled with the student's name. **The school will not assume responsibility for the loss of ANY personal items.** However, a lost and found box will be maintained in the office.

STUDENT VEHICLES

Student vehicles are to be parked in an orderly manner in the lots provided. Student vehicles are not to be moved during the school day without permission from the principal. Student vehicles are not to be parked in front of the school (south parking lot) or use more than one parking place. Students are not to loiter in vehicles after entering school property.

Students are reminded that parking on school grounds is a privilege, not a right. Administration reserves the right to revoke parking privileges to students who repeatedly disregard proper parking and/or driving conduct such as excessive noise and/or acceleration. Students should honor a 10 miles per hour speed limit in the parking lot.

TORNADO DRILL PROCEDURE

Tornado drills will be held at least three (3) times per year in accordance with State regulations. Tornado Refuge signs are posted in every room showing the closest Tornado Shelter area.

The signal for a tornado drill to take place will be one of two ways:

- 1. A series of interrupted blasts of the building's bell system.**
- 2. In the event of power failure, a series of interrupted blasts from a hand operated horn. (Not the fire horns or buzzers.)**

In the event of a tornado drill, leave EVERYTHING where it is and proceed at once to your designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the entire drill. Move orderly and quickly. Instructions will be given to you upon arriving at your destination.
Procedure

- A. The first person through a door should open that door for all other students passing through that door.
- B. Where there are double doors, both doors should be used for passing.
- C. The all clear will be given in person from the principal or designee.

TRANSPORTATION

GENERAL INFORMATION

Bus transportation will be provided to students to and from school for those who qualify. Transportation will be provided by the district for all approved extra-curricular activities. Transportation may be denied to students who are detained after school for behavioral detentions or academic sessions.

Students must observe the rules and regulations adopted by the Board of Education governing student transportation. All rules shall be published each year in the student/parent handbook or copies given to students and parents at the beginning of the school year.

Bus drivers shall report any violation of said rules to the appropriate school administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school transportation but required to attend school.

Students who ride school transportation on field, activity, or athletic trips will be governed by the following rules:

1. The bus driver is in charge.
2. An adult sponsor will accompany each group unless other arrangements have been approved by the principal.
3. **Students riding to an activity must return on the same bus, except when students return with their parents. In such a case, parents are asked to communicate in writing with principal, the bus driver, and the sponsor. (See activity transportation policy below**

ACTIVITY TRANSPORTATION

Whenever students ride transportation to an activity sponsored by the school, they must also ride home on that transportation. Students will not be permitted to return home with friends. Students representing Sedgwick Schools will be required to ride school transportation unless special permission is granted by the administration. **Exceptions to this policy shall be granted providing:**

1. **Parents notify the school administration in advance of a change in transportation plans and give written permission before the bus/van leaves for the event for the student to ride home with a responsible adult. (The coach or administration reserves the right to refuse to allow any student to ride home with who is deemed irresponsible by action or condition.)**
2. **Parents speak personally with the sponsor or coach at the site of the activity and give written permission for the student to ride home with them.**

BUS ROUTES

Student transportation is provided by the district. The safety of everyone is of utmost importance. Therefore, cooperate with the driver. He/She is incomplete charge of all discipline on the bus. Serious problems may result in the loss of the privilege to be transported.

BUS RULES

1. Do not throw any objects at any individual, structure or property while on a bus.
- 2.No loud talking, screaming, or profanity on the bus.
- 3.No hitting, kicking, or pushing another student or individual on the bus.
4. Students shall respect school and pupils' property on the bus.
- 5.Students shall be under the supervision of the school from the time of loading until the time of unloading.
6. If students who do not normally ride buses desire to ride, a note must be sent by the parent to the principal to authorize permission.
7. No changing of buses will be allowed unless authorized.
8. No carrying of pets on bus.
9. Children not enrolled in school will not be allowed to ride the buses.
10. No toys that might cause confusion will be allowed on the bus. Examples include water guns, rubber bands, etc.
11. Classroom conduct will be enforced. No shoving or pushing will be allowed.
12. Drivers will wait for children who are in sight of the loading zone.
13. Children shall be in their seats at all times while bus is in motion.
14. The bus driver is in complete charge of the bus and its passengers at all times, unless a certified school sponsor is designated in charge of the students by the administration.

Due to the number of students transported by our buses daily, we must be particularly observant of the rules and regulations for buses, as established by the State Highway Commission.

BUS DISCIPLINE POLICY

Misconduct by students on any bus is unacceptable because the safety of all bus riders is involved. Continual abuse of rules and regulations by bus riders will result in the following sequence of disciplinary actions:

FIRST OFFENSE: Bus driver will hold a conference with the student. A warning will be issued to the student, the student's parent/guardian will be notified and a bus conduct report will be filed with the principal, parent/guardian and the superintendent.

SECOND OFFENSE: Student may be denied the privilege of riding the bus for three (3) days by the principal. A report will be filed as above.

THIRD OFFENSE: Student may be denied the privilege of riding the bus for five (5) days by the principal. A report will be filed as above.

FOURTH OFFENSE: Student may be denied the privilege of riding the bus for the remainder of the semester by the principal. A report will be filed as above.

The principal will initiate corrective action according to the severity of the offense and is not bound by the sequence of disciplinary actions.

VISITORS

Parents of students attending Sedgwick Schools are encouraged and invited to visit school to become acquainted with our programs. **All visitors must notify the office of their arrival.** Persons requesting to relay messages to students, teachers, or other employees should stop in the office to make proper arrangements. Those who do not comply with this regulation will be considered unauthorized persons and will be asked to leave the school grounds. Those who continue the practice will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of State Law governing public schools. **Students will not be permitted to bring visitors to school, other than parents, due to the possible disruption of the educational process that may result.**

DEVICE USE: POLICIES, GUIDELINES, AND PROCEDURES

COMPUTER USE AGREEMENT

THE POLICY ON THE NEXT PAGE FOR ACCEPTABLE USE OF TECHNOLOGY DEVICES AND NETWORKS (INCLUDING E-MAIL, ALL SOFTWARE, AND THE INTERNET) SHALL APPLY TO ALL STUDENTS AND SHALL BE SIGNED BY ALL STUDENTS AND THEIR PARENT/GUARDIAN EACH SCHOOL YEAR:

Sedgwick Public Schools USD 439 2018-2019

ACCEPTABLE USE POLICY GOVERNING STUDENT'S USE OF DISTRICT TECHNOLOGY

Technology is an integral part of learning and contributes to the overall value of learning for the individual and group. As such, expectations are present to maintain an appropriate learning environment. Computers, network, and technology equipment are provided by USD 439 to support the educational environment. Users are expected/required to access all technology within the bounds of the following rules. Users must also acknowledge that the use of district technology is a privilege, not a right.

Expectations for All Students

Students will:

- Use technology in the manner directed by building teachers and principals.
- Use technology to enhance the learning process.
- Respect technology and report any damage or problem immediately to a staff member.
- Report any accidental access to inappropriate material immediately.
- Respect all copyright, trademark, and license restrictions.
- Cite any reference to Internet sources as you would cite other reference material.

Student will not:

- Share personal information including student identification numbers, social security numbers, usernames, and passwords.
- Expect your email, files, directories, network access, or data transmitted on personal devices while on school grounds to be private.
- Use technology with inappropriate language, swearing and/or derogatory comments to harass others.
- Intentionally access material through, or with, technology including but not limited to district computers, mobile devices, and/or personal devices that would not be allowed in your school if presented in other media.
- Intentionally damage, disable, or hinder the performance (or attempt any of the previous) of any District technology system, device, software, or network.
- Use any District technology to damage, disable, or hinder the performance (or attempt any of the previous) of any (inside or outside of the District) computer, device, or network.
- Access or attempt to access any system, file, directory, user account, or network to which you have not been granted access.
- Attempt to install any software on District devices.
- Use technology in a manner that would hinder the learning environment for you or any other student.
- Use software, apps, or other technology to circumvent web content filters or other security systems employed by the District.

Additional Expectations for Students with District Assigned Computing Devices

Student will:

- Regularly save any information stored on a District assigned computing device to your assigned network storage directory.
- Expect your District assigned computing device to be regularly inspected for inappropriate material, which might include unlicensed software or inappropriate content and software. Any inappropriate content or unlicensed software will be removed.
- Expect your software to be uninstalled and digital files deleted, if necessary, to fix or repair your District assigned computing device, or its District-supported software.

Student will not:

- Expect the District to save, backup, restore, support, or accommodate any software or digital file installed, stored, or saved on your personally assigned computing device, which was not installed by the District.
- Attempt to reinstall software, files, or drivers, which have been removed to correct a problem, or conflict, with your personally as-signed computing device or its district-supported software.
- Expect privacy with respect to information stored on District Technology.

Possible Consequences for Violations

- Suspension from use of District technology.
- Suspension or expulsion from school.
- The District may notify law enforcement agencies.
- Any consequence outlined in your school policy manual.

Acknowledgement of Student Acceptable Use Policy

- The nature of cellular data technology (3G/4G) prohibits the District from filtering internet content while accessed from this type of connection. By signing this policy, you understand the District prohibits internet content not filtered by the District and cannot be held liable for content accessed in this manner.
- I agree not to hold Sedgwick Public Schools, nor any of its employees, nor any of the institutions for networks providing access to Sedgwick Public Schools responsible for the performance of the system or the content of any material accessed through it.
- As a parent or guardian of this student, I have read the terms and conditions for Sedgwick Public Schools facilities use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold Sedgwick Public Schools responsible for materials acquired or sent via the network.

Note: Administration reserves the right to confiscate a computer for any reason.

ELECTRONIC DEVICE USE

Students are permitted to use electronic devices in the same manner as a school issued computer. The expectation is that the students will use them in an appropriate manner. When students are not in a classroom or under the direct supervision of a classroom teacher (i.e. before and after school, passing periods, lunch, etc.), electronic device use shall be by student discretion. During class time when the students are under direct classroom teacher supervision, device use shall be by teacher discretion. While at school, ringers, alarms, and the like shall be turned off as to not needlessly interrupt and/or disrupt the normal school process. Students are strongly encouraged, as with school issued computers, to find constructive and educational uses for their personal devices or not bring them to school. Electronic devices that are deemed to cause a disruption in the classroom or take away from the educational process in any way will be confiscated and **returned to the legal guardian of record. Students who refuse to give up their electronic device(s) upon request of a teacher or administrator will be suspended.** USD #439 is not responsible for lost, stolen or damaged electronic devices.

Additionally, use of electronic devices while at school or at school activities must not violate any other district policies including those regarding student privacy, copyright, cheating, plagiarism, student code of conduct, electronic technologies acceptable use, or harassment/bullying. Finally, students shall have no expectation of privacy concerning the use or possession of electronic devices at school or at school activities.

SOCIAL NETWORKING

Students should ALWAYS remember that social networking inside of school, at a school activity, or even outside of school through media such as Facebook, Twitter, texting, IMing, and email are, in some cases, prohibited, and should, in all cases, be restricted. Material posted on and sent through social networking media can quickly be forwarded, become topics of conversation at school, damage a person's reputation, and become a major disruption at school. Discipline can and will result from inappropriate use of social networking media or use that creates a major disruption to the educational process.

EXTRACURRICULAR ACTIVITIES: POLICIES, GUIDELINES, AND PROCEDURES

PARTICIPANT CODE OF CONDUCT

Sedgwick High School and Sedgwick Junior High co-curricular and extra-curricular activities are a valuable part of the curriculum and the educational process. Therefore, Sedgwick Junior High and Sedgwick High School students are reminded that participating in any of these activities is equivalent to being in class, at lunch, or at any other regular school day activity. ALL regular school day policies, guidelines, and procedures apply to activities outside the school day as well. Students are subject to the same discipline procedures if/when violations occur whether they be in practice, during transportation, or during games, competition, festivals, etc. If it is unacceptable at school, it is unacceptable during the competition.

Students are reminded that co-curricular and extra-curricular activities present a unique opportunity to publicly represent themselves, their families, their school, and their community. This opportunity carries tremendous responsibility. Participants are, therefore, expected to conduct themselves in a manner that is positive and respectful to the active they are participating in, their opponent(s), and to all the institutions they represent. **IT'S THE CARDINAL WAY!**

Participating in co-curricular and extra-curricular activities is a privilege, not a right. This privilege can be taken away should the participant show that he/she cannot conduct himself/herself appropriately or abuse the privilege. The sections below further define proper procedures and guidelines for student participation.

ACTIVITIES

Activity organizations and classes each have a teacher or teachers assigned as a sponsor. Everyone who joins an organization will be expected to participate in its activities and meetings. Class and organization activities must be cleared through the sponsor who will communicate with the principal and will see that events are properly scheduled.

ACTIVITY TRANSPORTATION

See Transportation Section under Student Life Policies, Guidelines, and Procedures.

APPEARANCE AND BEHAVIOR

As representatives of Sedgwick Junior High and Sedgwick High School, the athletes and/or activity participants have more opportunities than any other group of students to establish the reputation of our school. This places considerable responsibility on the shoulders of each member. In order for our school and community to enjoy the best reputation possible, appropriate decorum is expected.

APPROPRIATE DRESS

Athletes shall dress as recommended and approved by the head coach and/or sponsor. Enforcement shall be at the discretion of the coach.

ATHLETIC DEPARTMENT PHILOSOPHY AND VALUES

The primary purpose of extra-curricular activities is to provide the student with an educational experience that he or she might otherwise never receive. These experiences provide the means by which a student gains many of those traits that our society deems necessary for successful social behavior. Athletics, like no other phase of education, afford the student the opportunity to accept graciously victory as well as defeat, to appreciate the skill of opponents, and to perform at maximum capacity during each contest.

As the Cardinal exemplifies the lofty spirit of pride, we expect our athletes to be good sports to represent our school with pride. The athletic squad, by the standards shown by each member, will encourage the student body to new heights of appreciation.

ATTENDANCE AT PRACTICES

Participants who miss a team or squad practice will be dealt with at the coach's/sponsor's discretion. The amount of practice missed will be the determining factor in the penalty. The result of missed practice(s) could be loss of participation time, i.e.: game, contest, etc. or dismissal from team or squad.

ATHLETICS

Sedgwick High School and Sedgwick Junior High are members of the Heart of America League. We will participate with various schools in football, volleyball, cross-country, basketball, wrestling, golf, track, softball and baseball. **Students must pay a \$25 sports fee (\$50 maximum per family) if they choose to participate.** They must also have on file with the school an athletic physical form signed by a doctor as well as a concussion and head injury release form signed by a parent/guardian. Students must also maintain eligibility by meeting the academic standards as explained elsewhere in this handbook.

CALENDAR

An annual calendar will be published for grades K-12. Additions or corrections to the annual calendar will be published as needed. The faculty sponsors of the organizations are responsible for scheduling all activities with the principal.

CLUB/CLASS INVOLVEMENT

Students are expected to be active members of their class and clubs that they choose to join. Students who do not contribute to class/club activities, including fundraisers, will be subject to paying a fee. Refusal to help class/clubs with activities and refusal to pay fees may result in loss of privileges to participate in extra-curricular activities related to the particular class or club activities such as prom, class parties, special trips, etc.

CHEERLEADING

Cheerleaders are our leaders in developing sportsmanship and school spirit and are to maintain personal standards equal to those of athletes. Cheerleaders in high school may be out for a sport and also be a cheerleader. We will allow six to ten High School cheerleaders. Cheerleaders to away games shall be rotated.

DANCES

Doors will be closed for entrance 30 minutes after the announced starting time of school dance. Special arrangements may be made for late entrance through the high school principal only. Once a student leaves any school dance, he or she may not return without special permission. Any student who is in violation of the established drug, alcohol, and tobacco regulations will be removed from that event and disciplinary action will be determined by the Disciplinary Guidelines. Non-SHS students may be admitted to dances by special permission granted by the Principal's office ONLY by a pre-assigned list. Only guests signed up by the deadline and approved by the principal will be admitted to any dance including prom. A student of Sedgwick High School may invite one guest to a school dance. Students classified as Sedgwick Junior High or junior high students from other schools are not eligible to attend Sedgwick High School dances as guests or otherwise. Dances after athletic games will be under the direction of the school. Dances that are held after games will end no later than 12:00 midnight. There will be no school dances sponsored during designated vacations of the school district.

DIETARY SUPPLEMENTS

See Dietary Supplements Section under Student Life: Policies, Guidelines and Procedures.

DUAL SPORTS POLICY

All students at SHS are encouraged to participate in a wide range of school-sponsored activities. Students should examine carefully the time commitment and schedules of activities before participating in two activities at the same time to avoid major conflicts that would result in a negative impact on others or themselves by participation (NOTE: Powerlifting is considered an activity and, thus, also falls under the Dual Sports Policy umbrella.). The following will be the procedure:

1. The athlete is required to inform both sport coaches of his/her desire to participate in dual sports by completing/presenting the dual sports policy form the first day of tryouts/practice.
2. The athlete must designate a primary and secondary sport.
3. After informing both coaches, the coaches and athletic director will meet to discuss the reasonableness of the dual sport request and schedule of the student athlete. The decisions of this meeting will take precedence unless at a later date both coaches agree to amend the schedule.

4. If after reviewing the schedule, the student athlete decides to reconsider and participate in only one activity, he/she must inform both coaches.
5. Primary sport will take precedence in case of conflicts on days of competition.
6. No student shall participate in Cheerleading and two (2) sports at the same time. This would not be conducive to any of the three (3) activities.
7. Coaches retain the right to relegate students (regardless of classification) to JV or freshman teams as a result of missing practice and/or games even if all steps are followed as mentioned above.
8. Coaches also retain the right not to allow their players to participate in other school sports while playing on their team.

ELIGIBILITY TO REPRESENT SCHOOL

KSHSAA requires students to pass five subjects of equal weight during his or her last semester of attendance. Additionally, Sedgwick Schools requires all participants to be passing all semester courses enrolled in during the season of participation. Any participant carrying at least one failing semester grade during the season of participation will be required to attend mandatory study hall until such a time that all semester grades are passing to retain eligibility.

NOTE: Failing of multiple classes and/or extended time in study hall with no grade improvement can still result in loss of eligibility if the student must be pulled from regular daily classes to participate. Ex: The team bus leaves at 1:30pm and the student must miss the last two hours of daily classes to go with the team.

FULL-TIME STUDENT STATUS

To be classified as a full-time student, the student must be enrolled in seven hours of classes. Students that are not enrolled full-time will not be able to participate in extra-curricular activities, unless prior BOE approval as per BOE policy.

HOLDING OFFICE

A student officer risks losing office if he/she is not in good standing with school policy.

INSTRUMENTAL MUSIC

The Instrumental Music Department of Sedgwick occupies an important place in the curriculum. The band, pep band, and ensembles appear several times each year, and the marching band is responsible for the half-time activities at the home football games. Uniforms damaged due to carelessness will be repaired by the school at the expense of the student.

LETTERING

Each head coach or sponsor will determine which members of the squad have EARNED a letter based in part upon their participation, attitude, honesty, and ability.

Letters and bars will be passed out by the head coach of that activity as soon after their activity ends as possible.

MOOD-ALTERING CHEMICALS POLICY

In order for a student in Unified School District #439 to be involved in any athletic program, he/she must abide by the following criteria:

Rule #1: During the season of practice and competitive play, regardless of quantity, a student shall not: 1) use or possess a beverage containing alcohol or 2) use or consume, have in possession, buy, sell or give away controlled substances (alcoholic beverages or illegal drugs), 3) use or possess tobacco products, 4) use or possess androgenic/anabolic steroids (without permission from a fully licensed physician for medical purposes).

PENALTIES:

1.If any student violates Rule #1 while on school grounds, at a school activity, while in any way representing Unified School District #439 schools, while away from the school grounds or activities, and the violation is substantiated by a law enforcement official, faculty member, or school administrator, the following will occur:

FIRST VIOLATION: The student will lose eligibility for the next interscholastic contest. It will also be recommended that the student receive an evaluation and any necessary counseling from a professional chemical dependency counselor. This is done at the student's expense.

SECOND VIOLATION: The student will be immediately dismissed from the squad for the remainder of the season. An evaluation for chemical dependency will be recommended in order to participate in any further interscholastic competition while enrolled in any Unified School District #439 school. This is done at the student's expense.

If a source other than those previously listed relates information about a student's involvement with the previously mentioned substances, validity of the allegation will be screened and if the information is substantiated, the student will be counseled and actions taken as described in #1 above.

NATIONAL HONOR SOCIETY

Sedgwick High School Chapter

SELECTION PROCEDURE

1. Only juniors and seniors are allowed to be members of NHS; however, the selection procedure begins in January each year. Sophomores and juniors who have a cumulative GPA of 3.6 after the first semester of each year are eligible for candidacy.

2. Each student eligible for candidacy will be notified by mail, informing him or her to complete a Student Activity Information Form if he or she wishes to be considered further.

3. All faculty members are invited to fill out an evaluation form, giving each candidate with whom he or she has had professional interaction a rating of 1-5 in the areas of service, leadership, and character. Professional rationale is required for any rating falling below a three. Faculty evaluations are confidential and are seen only by the Faculty Council; these evaluations are used solely as a tool to help Faculty Council members determine selection.

4. The Faculty Council, a group of five teachers, will carefully review each Student Activity Form, faculty evaluations, and courses taken to help define each

candidate's scholarship, service, leadership, and character. For selection, a level of excellence in *each* area must be determined. The Council expects candidates to enroll in pre-college curriculum courses. In addition, the Council expects each candidate who is submitting information for the first time to have performed at least ten hours of community service; those candidates submitting information for the second time need to have completed at least fifteen hours of community service. These hours exclude work done during the school-organized Community Service Day.

5. Candidates receiving a majority vote of the Faculty Council will be selected as NHS members and will be inducted into the Society at the Awards Banquet held in May.
6. Students who are selected will be notified by mail.
7. Students who are not selected will be notified by mail.

PARENT MEETINGS

Parents are encouraged to attend parent meetings scheduled by the coaches of each sport. Coaches will cover rules and expectations. This is a good opportunity for parents to ask questions and meet the coaches.

PEP RALLIES

Pep rallies will usually be held just before the close of school on the day of the contest. The rallies will be held as often as determined by the cheerleaders, their sponsor, and the principal. The purpose of the pep rallies is to generate pep and enthusiasm for games and to promote a wholesome and sportsmanlike school spirit. Students are urged to enter into these rallies with vigor and to make them worthwhile.

PHYSICAL EXAMINATIONS

The Kansas State High School Activities Association rules state a student MAY NOT PRACTICE until that student has presented to the coach the appropriate form signed by the doctor and by his parents. Physicals must be dated after May 1 to be accepted for the coming year. If the student takes his physical at the end of the year under the school arrangement, the cost is nominal. IF PHYSICALS ARE TAKEN AT ANY OTHER TIME, the cost is higher. Whether the student takes his physical through the school or on his own, the fee for the physical is to be paid by the student. Additionally, students must also have on file a KSHSAA concussion and head injury release form signed by a parent/guardian before being allowed to practice or participate.

RESPONSIBILITY OF REPORTING RULE VIOLATIONS

These rules are not intended to interfere with family life. They have been devised to improve the stature and performance of our athletes. Parental support of these rules is a necessity if they are to be a success.

SPECIAL SITUATIONS

The head coach of each sport shall have the authority to deal with any matters of team or individual discipline that may develop. The coach may dismiss from the team any member whose actions or conduct becomes detrimental to the team concept of sport.

SPORTSMANSHIP

Sportsmanship is a general way of thinking and behaving. The following is a list of items that are indicators of good sportsmanship.

- a. Be courteous to all. (participants, coaches, officials, staff and fans)
- b. Know the rules, abide and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Those students, parents, or patrons who flagrantly or chronically display poor sportsmanship will be required to leave the activity or game. Suspensions from future school activities or games may also result.

STUDENT COUNCIL

The student council is an organization that is designed to develop leadership, its objectives are:

To promote and support school activities;

To create a spirit of cooperation between students, teachers & administration;

To promote a finer spirit of **true sportsmanship** both in scholarship and athletics;

To present the desires of the students to the faculty and administration; and

To unify all student organizations under one general organization.

Student Council members are leaders and therefore expected to keep a high grade point average.

VOCAL MUSIC

The Vocal Music Department consists of the Sedgwick Choir and Madrigals.

This group participates in many programs such as choir concerts, Christmas programs and various community programs.

WEIGHTLIFTING

Athletes and other students are encouraged to use the weight lifting facilities at Sedgwick High School. Rules developed by the athletic department must be adhered to. Coaches and sponsors are responsible for these rules being followed. The most important rules are: 1)use established safety procedures; and, 2)have faculty or approved adult supervision while using the weight lifting facilities.