

Larned High School Student Agenda Handbook Acknowledgement Form 2017-2018

Please complete this form and return to the student's homeroom instructor within 3 days of the students first day of class.

Student Name: _____

Grade: _____

Homeroom: _____

This is the 2017-2018 Larned High School Student Agenda Handbook, distributed to all students' during the opening week of school. This handbook has been compiled for the benefit of both parents and students. The content in this book will be reviewed with the students by their administrators on the first day of school and their seminar teachers.

Our signatures indicate that we have received, read, and understand the 2017-2018 Larned High School Handbook and that we agree to all policies, procedures, and rules as outlined in this handbook and that the material has been approved by the USD 495 Board of Education. We also understand that this handbook is to be with the students daily, as it is their hall pass. This page will be copied and kept in the seminar room, student folder after all signatures have been collected. Students will not be able to pass until they collect the necessary signatures.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Seminar Teacher Signature: _____

Date: _____

Thank you for your cooperation. Your interest and efforts will help make this school year a successful and enjoyable experience for your child.

Please Note that each child will receive one agenda book free of charge. If lost, students must replace their agenda through the office at a cost of \$5.00. Students will not be allowed to leave any classroom during instructional time without their Student Handbook.

Also, if a student transfers out of Larned High School, their agenda must be returned back to the office before transfer papers will be sent.

Welcome to Larned High School

WELCOME!!

It is with great excitement and pleasure that I welcome you all back to a new school year. As the 2017-18 school year gets underway, let us remind each of you that it is the desire of every member of this faculty and staff that your experience be positive as well as educational. To this end we will do our best to assist you in any manner possible. Remember that your success at Larned High School is directly proportional to your efforts to do the best you can academically and to your willingness to get to school each day on time and ready to work. To those students new to Larned High School, let us be the first to extend to you a hand of encouragement. We are glad you are here with us!!

We share the philosophy that we are in the business of educating students. We are here because of you and to that end will assist you with any needs that may arise. You need to understand that with any school, it is essential that specific guidelines be in place and followed. That is the purpose of this handbook. Both you and your parents should take the opportunity to read through these pages and gain a greater understanding of the expectations of this school. Here at L.H.S. we follow closely our Mission statement: "which is to develop all students into life-long learners, possessing the skills for successful leadership in today's society. We will accomplish this by providing a safe, comfortable, environment where a positive, professional staff will ensure a challenging and relevant curriculum." Keep this as your focus through out the 2017-2018 school term and you will be successful.

Your participation in classroom and extracurricular activities will help determine the benefits and enjoyment of your school life. School is set for you to be as successful as you desire and for you to enjoy as much as you can. The harder you work and the more you put into your high school experience will determine the level of greatness that can be obtain through your high school years. You have opportunities far more reaching than you will ever imagine; make the most of it.

We look forward to this being a promising year. Many challenges await each of you and the time to begin conquering them is NOW. Put your best foot forward on the first day of classes and keep the momentum going until the end of the school term. With mutual respect and cooperation, we can succeed together. One final reminder, my door is always open and I will stand ready and willing to assist you at any time. Good luck with the opportunities that await you for the 2017-18, school term and make the most of them. Every day is a great day to be a Larned Indian.

Have a fantastic school year.

Troy Langdon
Principal

Larned High School aims to promote high scholarship, worthy citizenship, and good sportsmanship. Planning and working to achieve these worthy aims and upholding high standards will make you proud of your school and your school proud of you.

Your school is fully accredited by the Kansas State Department of Education and by the North Central Association of Colleges and Secondary Schools.

The regulations in this handbook apply in every situation in which you are involved, including:

- 1. School activities on property owned by the Board of Education**
- 2. Travel on school buses**
- 3. Off-site school sponsored activities**

YOUR RIGHTS AND RESPONSIBILITIES

EDUCATION

RIGHTS

The rights of all students, including those rights guaranteed by the Constitution of the United States, and by federal and state statutes, shall be recognized without regard to race, religion, sex, creed, ability to pay, national origin, handicapping condition or intellectual ability. This includes the right to a public education.

RESPONSIBILITIES

It is your responsibility to come to school each and every day with an open mind, positive attitude, and a willingness to learn and to conscientiously apply yourself to the task of learning and being the best possible student that you are capable of becoming, within the parameters of your own given abilities. In order for you to reach your fullest potential, it is your responsibility to be in school on a regular basis. It is also your responsibility to come to class each day with all of the supplies, materials, books and assignments that you will need to function effectively in class.

RIGHTS

You have the right to come to school day in and day out and obtain a quality education in an environment which is free from disruption, harassment, intimidation, extortion, threats, fear, violence and conflict.

ENVIRONMENT

RESPONSIBILITIES

It is your responsibility to comply with all of the rules, regulations, policies and procedures that have been established for the operation of L.H.S. and the individual classrooms to which you are assigned.

RIGHTS

You have the right to expect that administrators, teachers, and staff members will treat you courteously and display fairness, objectivity and consistency in their treatment of you.

RESPECT

RESPONSIBILITIES

You have the responsibility to respect the rights and authority of teachers, students, staff and administrators of L.H.S. and to conduct yourself in a manner which does not infringe upon or invade the rights of others.

RIGHTS

You have the right to expect that other students and school personnel will respect your personal property.

PROPERTY

RESPONSIBILITIES

You have the responsibility to respect the personal property of other students, teachers, and administrators. You also have the responsibility to protect, maintain, and preserve the large financial investment that the citizens of the school district have made in your future by providing you with L.H.S.. This is your school, it is your responsibility to help keep it clean and safe.

Bell Schedule

Class Schedule			Assembly Schedule		
Seminar	8:00	8:30	Seminar	8:00	8:05
1 st pass	8:30	8:34	1 st pass	8:05	8:09
1 st Block	8:34	10:01	1 st Block	8:09	9:35
2 nd pass	10:01	10:06	2 nd pass	9:35	9:40
2 nd Block	10:06	11:33	2 nd Block	9:40	11:06
3 rd pass	11:38	11:38	3 rd pass	11:06	11:11
3 rd Block	11:38	1:33	3 rd Block	11:11	1:05
A Lunch	11:33	12:03	A Lunch	11:06	11:36
B Lunch	11:58	12:28	B Lunch	11:32	12:02
C Lunch	12:23	12:53	C Lunch	11:58	12:28
4 th pass	1:33	1:38	4 th pass	1:05	1:10
4 th Block	1:38	3:16	4 th Block	1:10	2:46
4A	1:38	2:25	4A	1:10	2:46
5 th pass	2:25	2:29	5 th pass	1:56	2:00
4B	2:29	3:16	4B	2:00	2:46
			Assembly	2:46	3:16

MISCELLANEOUS

No visitors allowed in classes without prior permission- ALL VISITORS MUST SIGN IN THROUGH THE OFFICE AND GET A VISITORS PASS

ATTENDANCE EXPECTATIONS

USD 495 Board Policy – Regular school attendance is required of all pupils enrolled in elementary and secondary schools under Kansas compulsory attendance statutes (KSA 72-1111). The Kansas Compulsory School Attendance Law makes parents responsible for requiring a child under their control or charge who is between seven (7) and under eighteen (18) years of age to attend school on a continuous basis.

-Parents and pupils are expected to:

1. **ENROLL** – Take the first step as parents to help your child get off on the right foot by enrolling them at the assigned school in a timely manner.
2. **ATTEND** – A pupil is required to attend school every day. Not only is this one of the most important keys to getting a quality education, but it is also state law (KSA 72-1111).
3. **PHONE** – It is the responsibility of parents or guardians to call the school when a student will be absent for any reason. This call should be made to the school office no later than 9:00AM on the day of the absence. Your child will be recorded as unexcused if no phone call is made.

-PLEASE NOTE: *Students accumulating more than 10 days/80 hours of absences will be required to provide a doctor's note on letterhead stationary or court documentation for all future absences OR be recorded as unexcused.*

There are three types of absences: Excused, Unexcused, and Anticipated Absences

Excused Absences

The high school administration will determine whether your absence is excused or unexcused. The school's daily attendance report will indicate what absences are excused or unexcused. You will be excused for these reasons:

- (1) **Personal illness/injury:** Students may be required to provide written confirmation of appointment on a doctor's letterhead stationary if the absences become excessive.
- (2) **Personal/family matters:** Funeral of an immediate family member or grandparent, religious holiday, or other circumstance deemed appropriate by the principal.
- (3) **Participation in school activities:** Students who are on the list to participate in a school event on the day of the absence will be excused.

The student must make sure they check out at the office when leaving the building and that they check back in upon their return. Phone calls or texts to the students cell phone from parents will not permit the student from leaving school grounds. Parents still need to notify the office. Any student who leaves the building without checking out at the office will be considered truant and may be reported to local authorities.

THE PARENT/GUARDIAN IS TO CALL THE SCHOOL EVERY DAY YOU ARE ABSENT. It is the sole responsibility of the parent/guardian to provide the school with verification within 24 hours the reason why you were absent from school on a specific date.

Leaving a class or leaving the building

When leaving a class, students are to have their agenda books signed by the classroom teacher for that hour with the designation noted in the book.

When leaving the building for, the student must first sign out through the main office. If such a departure is necessary, the student must first:

1. Have parents call the office, preferably the day before the student must leave.
2. Check out through the Main Office when it is time to leave.
3. Check in with the Main Office upon return.

If you need to leave during school in an emergency or unforeseen circumstance:

1. Go to the Main Office.
2. Contact your parent on the phone.
3. Have the parent speak to the secretary or principal.
4. Check back in with the Main Office upon return.

Leaving school without checking out through the Main Office is considered truancy. Student aides, who leave the building on school business, and at the request of teachers or office personnel, must sign out through the Main Office and have a permission slip on file in the Main Office prior leaving on such business.

Make Up Assignments

If you are present part of the day, you are responsible for all assignments for the entire day. You must hand in assignments due that day. You must also get make-up work and turn it in when it is due.

All make-up work is due two days following an absence unless you make arrangements with the individual instructor. (e.g. a student is absent on Monday then their make-up work is due at the beginning of each hour on Wednesday. If the student is gone on Wednesday, the make-up work is still due).

If you have a long term assignment with the deadline dates known (term paper, travel projects, etc...) those projects are still due on those days, even if you are not in attendance. It's your responsibility to get the assignment to school.

Anticipated Absences

If you know you are going to be absent, you must arrange in advance by notifying the office and each of your teachers of this intent. For any excused absence in advance, you will notify each instructor and obtain the necessary work. This work is due prior to leaving; you will not be given any make up time.

Unexcused Absences

Unexcused absences are all other absences. If you are absent and your parent/guardian does not call the school office (285-2151) the day of or the morning after, you will be given an unexcused absence and you are subject to disciplinary action (students are required to make up every hour that they miss from an unexcused absence – a full day missed will automatically earn a student Thursday/Friday School detention – NO credit will be received for the assignments or class time missed for an unexcused absence). If a student fails to sign out when leaving the building the absence will be considered truant and unexcused.

If you are absent and the office can verify that your absence does not meet the requirement for an excused absence, the absence will be ruled unexcused.

If you miss any class during the school day for such things as baby-sitting, needed at home, hair appointments, shopping, photographic sessions or personal business which can normally be taken care of outside of regular school hours, your absence will be considered unexcused and you are not to attend or participate in extra-curricular activities that day.

Any student missing 8 or more days in a semester excused or unexcused will automatically be put on an attendance contract.

Plagiarism

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information *within your paper* using an internal citation. It is not enough to just list the source in a bibliography at the end of

your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism.

Plagiarism, therefore, is a very serious offense that can even result in expulsion from a university. LHS takes academic integrity serious and has provided the following guidelines and stipulations to help students avoid the consequences associated with plagiarizing their work.

Plagiarism is:

- not citing the source for words or ideas which are not your own;
- incorrect documentation in the body and in the works cited;
- carelessness or sloppiness in the research which results in faulty documentation;
- use of purchased or acquired papers;
- submission of work not prepared during the semester in which it was assigned.

Consequences for plagiarism:

1. First offense will result in a zero on the particular assignment and a parent phone call will be made.
2. A second offense in the same class will result in a zero on the particular assignment and a conference with teacher, parent, student and administration.
3. A third offense in the same class will result in a loss of credit for that semester class.

Truancy

USD 495 Board Policy: In compliance with requirements of the Kansas Compulsory School Attendance Law, reports shall be filed with the appropriate authorities when a child is not enrolled in a public school or non-public school or when a child is enrolled in school and is inexcusably absent or truant.

Truancy occurs when a student misses class without permission of the school. The school has an enormous liability when students who are suppose to be in school and under our supervision are not in attendance. This will be treated as a very serious discipline problem.

In accordance with State law, a truancy report will be filed with the County Attorney whenever a student has:

- 3 consecutive unexcused absences in a row**
- 5 unexcused absences in a semester**
- 7 unexcused absences in a school year**

Students will not be allowed to make-up assignments missed for unexcused absences.

If you are a student which has been emancipated/or no longer living at home, it is your responsibility to notify the office of the absence. Failure to do so will result in an unexcused absence.

Tardies

Being on time to class is an important part of the student's academic day. It shows respect for everyone in the school, particularly the classroom teacher, when students take this seriously. A tardy is considered less than 15 minutes late to class. A student is counted absent if they are more than 15 minutes late to class.

All first period tardies will be dealt with by the office. Students will be considered tardy, regardless of parent call, unless there is an emergency or medical reason. The individual teacher will handle all other tardies for the rest of the school day. Teachers reserve the right to use their own discretion in deciding discipline measures for each tardy occurrence and subsequent tardies as long as it is consistent from student to student. Students will be required to serve their teacher's disciplinary action on each tardy. Failure to do so after two documented attempts will result in an office referral with the student receiving an automatic Thursday/Friday School Detention for failure to comply as well as 5 points added to their discipline total.

SCHOOL AND WEATHER

If it becomes necessary to cancel school, start late, run snow/mud routes because of hazardous weather this year, U.S.D. 495 will notify the following TV/Radio stations and the First National Bank and Trust Community Bulletin Board.

KSNW	Channel 3
KAKE	Channel 10
KWCH	Channel 12
KNNS/KGTR Larned	1510 AM/96.7 FM
KHOK Great Bend	101 FM
KVGB Great Bend	1590 AM
KZLS Great Bend	107.9FM

DISCIPLINE AND CLASSROOM EXPECTATIONS

One of the most important lessons education should teach you is that of self-discipline. It is the foundation of proper conduct and appropriate work habits that are essential to a successful life. In an effort to facilitate self-discipline, appropriate behavior and dress will be required at Larned High School.

Each teacher will hand out and explain an expectation sheet. This sheet will inform the student of classroom rules, expectations, grading system and the course outline. If a teacher's attempt to resolve a problem fails, the student who is not in compliance with the class expectations will be referred to the administration for disciplinary action.

LOCKERS

Lockers are provided by USD No. 495 for your convenience. You do not have a reasonable expectation of privacy as it relates to school lockers. Students are to use the locker they have been assigned. Locks are provided by the school district and any lock not approved by the school district may be removed at any time. If it is not working properly, report the problem to the office. Do not change lockers unless the office is informed. Any damage to the locker will be charged to the student assigned to it. The school will not be held responsible for lost or stolen items.

CELLULAR PHONES

Cell phones can be used as an appropriate source of communication and technology in the classroom. Each teacher will be allowed to develop and write their own classroom policy for the use of cell phones, iPods or any other

electronic devices in the classroom. The teacher must turn in a written cell phone policy as a part of their classroom expectations.

Students need to remember that messages posted to social media websites or messages sent to other students that are deemed inappropriate or a distraction from the learning environment can be disciplined.

If a student is using their cell phone inappropriately, it can be confiscated and turned into the office.

SIGNED AGENDA AS YOUR HALL PASS

- Except for emergencies, which the classroom teacher has the authority to determine, you will not be allowed to leave the classroom for insignificant reasons, such as:
 - to get a drink
 - to use the restroom
 - to use the telephone
 - to go to your locker
- When leaving a class, **students are to have their agenda books signed by the classroom teacher** for that hour with the designation noted in the book. The signed agenda will act as your hall pass.
- If you have completed your work in one class and wish to go to another teacher's class to work on an assignment, you will not be permitted to do so unless you first have a signed agenda permitting you to leave.
- When you are allowed to leave the class, you are to go only to the destination stated on your agenda and you should do this by the most direct route and in the most expeditious manner.
- The acquisition of a hall pass is a privilege and not a right. If you cannot or will not accept the responsibility that goes with the acquisition of a pass, it might become necessary for the school to deny hall passes to you.

VANDALISM AND PROPERTY DAMAGE

Our school building and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If a student willfully destroys school property, the student is liable to, but not limited to, being suspended, expelled or reported to the local law enforcement agencies.

BOOK RENTAL

Lost or damaged books will be subject to replacement costs. Workbooks become the property of students upon payment of enrollment fees and no refunds will be made on them.

U.S.D. 495 EXTRACURRICULAR ACTIVITIES REGULATIONS

(APPLIES TO HOMECOMING AND WINTER ROYALTY CANDIDATES)

Academic Eligibility

- Student is a bona fide undergraduate student in good standing with regular attendance.
- Student has passed in three subjects of unit weight their last term in attendance. The student is currently enrolled in 3 full blocks or two full and two mini's and in attendance during the present term.

•The student has passed an adequate physical examination and has written consent of their parents or legal guardian. The KSHSAA physical must be on file in the Activities Directors' office prior to the student participating in an activity.

•**Student must be present at school by 10:00 am the day of the activity in order to be eligible to participate or practice. This requirement may be waived with the prior approval of the school administration. Students who miss the day/or part of the day following an activity could be withheld from the next activity pending administrative meeting.**

•In cases where an activity is an extension of a class and a grade is involved, such as band, choir, debate, a student not in good standing may perform depending on the situation. The director will present a written report to the administration for a final decision.

Weekly Eligibility

•Students must be passing 3 credits to be eligible to participate in activities/athletics.

• Extra help will be provided before school, during seminar, or after school for those failing.

•If a student is not passing 3 credits they will be put on probation the 1st week. The second week of not passing, the student is out of activities/athletics for the next week (even if the score is raised during the week). This will continue until the score has been raised.

•Grades are turned in the last day of the school week, and eligibility will run from Monday-to-Sunday the following week.

•All decisions will be made through the administration.

Combined Eligibility

- To receive post-season recognition one must be eligible at the completion of their season and finish the season in good standing with the coach.

Students in Good Standing

•Student conduct and standards of sportsmanship are satisfactory and do not bring discredit to themselves or U.S.D. 495.

•Students realize that misbehavior, destruction of school property, suspension, unexcused absences, etc. may cause them to lose their good standing in school and as a result, their eligibility to participate in interscholastic activities.

•**Students will not be allowed to perform at, or attend extra-curricular events while they are in out-of-school suspensions. Students will not be allowed to perform or attend while in in-school reassignment. Students will be allowed to practice while on in-school reassignment.**

•Any student/athlete of LHS while a member of an extracurricular activity shall not, at any place (on or off school grounds) or at any time (whether at school, a school sanctioned event, or any other time) (24 hours per day) use, sell, distribute, or possess alcoholic beverages, tobacco, or illegal drugs or actively support another student's consumption of alcohol, tobacco or drugs.

Participation in extra-curricular activities as defined by KSHSAA is a privilege. This privilege is available to a student for as long as the student complies with District policies, Kansas State High School Activities Association (KSHSAA) policies and coach/sponsor rules. In the event it is confirmed by a teacher, coach, administrator, or law enforcement officer that a student participant fails to comply with the guidelines established; it will be interpreted by the School District as an indication that the participant does not have sufficient desire to participate in interscholastic activities. The failure to comply with any of the

guidelines will result in suspension of the privileges of competing in extra-curricular activities.

a. The first offense the student will be ineligible to practice, compete, or perform for 5 consecutive school days beginning the day after the student's situation has become known. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice days will not count towards days of suspension, but the student will not be allowed to practice during this time.

b. The second offense will result in the student being ineligible to practice, compete, or perform for a minimum of 25 school days. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice days will not count towards days of suspension, but the student will not be allowed to practice during these times.

** Seniors who have violated the above standards, at any point in the year, will not be allowed to be a part of the Homecoming or Winter Royalty Court.

Activity Regulations

•Any student sponsored by the school is expected to ride a district vehicle to and from the activity on that vehicle. If a parent/guardian gives permission for a son/daughter to ride home with them, that permission must be in the form of a note presented to the administration before the bus leaves. The parents must also inform the coach/director after the activity. No student will be given permission to ride home with another student, sibling, grandparent, etc. There are cameras that will monitor students to and from events with both video and audio, this is to provide a safe environment for all involved.

Specific Rules

•Each director, sponsor and coach will have specific rules and regulations that will be written out and given to each participant with an explanation at the beginning of the season. These rules and regulations will adhere to school policy and be approved by the school administration.

Rule 52

All Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY-Activities are an important aspect of the total education process in the American School. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

General Regulations of Rule 52

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

- a. Be courteous to all participants, coaches, officials, fans.
- b. Know the rules, abide by 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.

Breathalyzer Procedure for Dances

It is the goal of Fort Larned USD 495 to provide dances for the students of USD 495 for the development of social skills and for the students to have a fun activity in which they can come together as a student body. It is the responsibility of the administration to provide a safe, alcohol and drug free environment for the students.

As with all extra-curricular school activities, student attendance at a school dances is voluntary. Upon entering the dance, all students, in order to gain admittance, shall agree to the following policy and the guidelines set forth by USD 495 or otherwise are denied access to the dance.

1. Everyone who wishes to attend dances at Larned High School will undergo a Breathalyzer test with an Alco-Wand.
2. If a student tests positive on the wand test the parent(s) or legal guardian(s) will be notified. The student will not be allowed to enter the dance and must be picked up by their parent(s) or legal guardian(s).
3. Students will not be allowed to drive and will be kept in a designated location until parents arrive.
4. Students who refuse to take the Wand-test will not be allowed to attend the dance. Their parents will be notified and they will determine whether the student is to stay, be picked up by them or if they will allow them to drive home. If they are suspected of being under the influence of alcohol by school administration they will not be allowed to drive away. In said case parents and/or Larned Police Department will be notified.
5. If attempts to contact parents fail, then the Larned Police Department will be notified to deal with the student/transportation, and they will evaluate and or conduct further testing as needed.
6. Students who are combative and/or disruptive or are suspected of illicit drug use will be turned over to the Larned Police Department. They will evaluate and or conduct further testing as needed.
7. Dances occur at several facilities, but a room will be designated where students who test positive will go. If this involves more than one student, we will place them in individual locations until retesting or parents/police have supplied transportation home. This process should not interrupt the dance as scheduled.

GUIDANCE AND COUNSELING

The counseling office is a service to help you with questions or problems about classes, educational plans, future occupational plans and personal problems.

The counselor will receive all scholarship information and advertise those applications. If you are interested in applying for scholarships, you will make arrangements through the counselor's office.

The Guidance Office has an "open door" policy. This means that the school counselor is available to you at any time she does not have a previously scheduled appointment. Feel free to make an appointment with the Guidance Office whenever you need assistance.

YOUR EDUCATIONAL PROGRESS

Graduation Requirements

The Board of Education requires 26 credits for students to graduate from Larned High School. To earn a diploma a student must be enrolled at Larned High School in his/her last semester and have the following credits:

4	Credits of Language Arts (3 English, English 12 or English IV)
3	Credits of Social Science (1 World History,
1	American History, 1/2 Government, 1/2 Social Studies Elective
3	Credits of Math
3	Credits of Science (1 credit of Laboratory Science)
1	Credit of Physical Education
1	Credit of Fine Arts
1/2	Credit of Consumer/Personal Finance
10 1/2	Credits of Electives
26	Credits for graduation

Student Classification

Sophomore	Must have 6 credits
Junior	Must have 12 credits
Senior	Must have 18 credits

*Students are classified at the beginning of each school year. This classification will stay with the student until the next school year. If a student is classified as a Sophomore at the beginning of the school year, he/she will not be eligible for prom even if they make up enough credits to be classified as a Junior during that same year.

Kansas Qualified Admissions

Qualified Admissions is a set of criteria that guarantee admission to a state university in Kansas for certain Kansas residents.

High School Graduates through Academic Year 2013-2014:

Graduates of accredited Kansas high schools under the age of 21 with fewer than 24 credit hours are admitted to a state university if they meet one of the following requirements:

- Achieve an ACT score of 21 or higher, OR
- Graduate in the top one-third of their class, OR
- Complete the precollege curriculum with a GPA of 2.0 or higher.

Pre-college curriculum consists of:

- 4 approved units of English
- 3 approved units of natural science (one unit must be Chemistry or Physics)
- 3 approved units of Math (classes must be at or above the Algebra I level – Courses must be completed in 9-12 grade)
- 3 approved units of Social Science

High School Graduates Beginning Academic Year 2014-2015 and After:

Graduates of accredited Kansas high school, under the age of 21, MUST:

- Complete the precollege curriculum with at least a 2.0 GPA, AND,
- Achieve ONE of the following:
 - ACT score of 21 or higher, OR
 - Graduate in top one-third of their class, AND
 - Achieve a 2.0 GPA or higher on any college credit taken in high school.

The Precollege Curriculum is for graduates beginning academic year 2014-2015 and after is the same as listed above with the following additions:

- 3 approved elective units
- 3 approved math units, AND
- students must meet the ACT college readiness math benchmark, OR
- 4 approved units, with one unit taken in the graduating year. Three units selected from the following:
 - Algebra
 - Geometry
 - Algebra II
 - Any course with Algebra II as a prerequisite

NCAA Clearing House Information

Students planning to enroll in college as freshmen wishing to participate in Division I or Division II athletics, must be certified by the NCAA Eligibility Clearinghouse. The NAIA Clearinghouse must certify students wishing to participate in NAIA athletics.

It is the student's responsibility to register, keep track of appropriate required classes and send documentation to the clearinghouses.

Registration and informational materials can be found at:

- www.playnaia.org
- www.ncaaclearinghouse.net

LHS Library Expectations

Hours: Monday - Thursday 7:30am to 4:00pm; Friday 7:30am to 3:30pm

The LHS Library provides a variety of materials and equipment for students to use. All students are asked to be aware of the following expectations concerning use of the LHS Library facilities.

- All Students will show respect for themselves, library staff and other students.
- All students must have an academic reason to use library resources, or be looking for a book to check out to spend class time and/or seminar time in the library.
- Individual students that report to the LHS Library are required to have a **SIGNED AGENDA ONLY** (complete with time, date, and a teacher's signature).
- Students must report back to their seminars or class before the end of the block.
- **NO** food or drink will be allowed in the library.
- Cell phones must be placed on silent, and are **ONLY** to be used with permission by Librarian.
- Headphone use is required to listen to music while working.
- Students are responsible for all fines, damages and lost articles.

- Overdue Books: Students will not be allowed to check out materials until the past due materials are checked in. If not returned by the end of the year, student will be charged the amount needed to replace the materials.
- Book check out is for a two-week period. Magazines are checked out for 4 days. Reference materials are for overnight check out only. Laptops, Digital and Video cameras are checked out for one block only.
- **Book renewal must be done before book is overdue.** Renewals may be done in person or by email (sandie.kigar@usd495.net).
- There is a checkout limit of five items per student.
- Please do not re-shelve books. Place books in book drop or any designated area.
- All school expectations, computer and internet policies will be enforced in the LHS Library.

HONOR ROLLS

Two types of honor rolls will be published. Honor Roll which includes any student who is carrying at least three credits and who has a grade average of 3.5 or higher with no grade lower than a "C"; Honorable Mention, which includes any student carrying at least 3 credits and who has an average of at least 3.0 but less than 3.5 with no grade lower than "C"; These will be published at the end of each Term. *Students with incompletes will not be included on the honor roll.*

SELECTION PROCEDURE FOR NATIONAL HONOR SOCIETY

Criteria for the Larned Chapter of National Honor Society selection is based on the student's grade point average (scholarship), leadership skills, character and service. To be eligible for membership consideration students must have a cumulative grade point average of 3.4, and be recommended by at least twenty percent of the faculty. Leadership is based on student's participation in two or more activities, which would include, debate, music, athletics, academic contests and forensics. Character is measured in terms of integrity, behavior, ethics and cooperation with students and faculty. Students must have some service hours in order to be selected. Only students who apply are considered. The procedure for selecting students into the Larned Chapter of the National Honor Society include the following steps: 1) Sophomores, Juniors or Seniors complete an information form. 2) Teachers then evaluate the eligible students from one to five in the areas of character, leadership, service and academics. 3) A selection committee's chairman then meets with the principal for the final approval of the selections. 5) All students who completed an informational form will receive either a congratulatory or a regret letter.

JUNIOR-SENIOR BANQUET AND PROM

ONLY Larned High School students who are classified as a Senior or Junior at the start of the current school year may attend the banquet and prom. A student who is classified as a Sophomore at the beginning of the school year and earns enough credit to become a Junior during the current year will not be eligible to attend the banquet or prom. The banquet and prom is a FORMAL event, no jeans will be allowed. Students must have met semester

requirements set forth by KSHSAA and in good standing with LHS in order to attend prom.

Members of the Sophomore class will be chosen as servers. The servers will be guests at the prom. Servers must be academically eligible and also not have served any Thursday/Friday School or OSS during their Sophomore year.

CAR PARKING AND DRIVING

Before 3:16 on school days your car must be parked legally only in the area designated for students **(NO STUDENT SHOULD PARK IN THE FRONT OF THE HIGH SCHOOL – THAT IS RESERVED FOR FACULTY ONLY)**. Cars must be parked headed into the parking spaces and must be between the lines.

For the safety of all concerned, you must follow safe driving practices at all times when driving on or near the school campus. Do not jeopardize your driving privilege by driving carelessly or exceeding the 15 mile-per-hour school speed regulation.

If you fail to observe these parking and driving regulations, you may be subject to disciplinary actions, towing and/or fines. LHS parking lots share jurisdiction with the Larned Police Department who has the authority to issue tickets for driving/parking infractions.

- **Freshman and Sophomores park in the Southwest parking lot.**
- **Juniors park in the North parking lot along the perimeter.**
- **Seniors have a designated stall in the middle section of the North lot.**
*Subject to change based on new construction.

EMERGENCY PROCEDURES

There will be regularly scheduled drills throughout the year. You should become familiar with the exit procedures for each classroom.

Fire Drills	Tornado Drills
•the signal is one continuous ring of the fire bell.	•the signal will be a true tornado alarm system along with an announcement of tornado evacuation procedure.
•you should walk and remain quiet.	•you should walk and remain quiet.
•Walk away from the building but stay on school grounds.	•All students will go to the boys locker room.
•Remain quiet for instructions from the teacher in charge.	•Remain quiet for Instructions from the teacher in charge.

MEDICATION PROCEDURE

In order to comply with the Board of Education policy on administration of medication, school personnel are not to dispense any medication unless a licensed physician or dentist has prescribed it. If it is necessary for you to take prescribed medication during school time, the school will cooperate as long as

the prescription is in the original container with the label and directions on the container. Aspirin, Tylenol, cough drops, supplements, or other non-prescription medicine will be given at school by school personnel, if we have parental consent signed in the office and the medicine is provided.

USD 495 HEAD LICE PROCEDURE

The KHDE's (Kansas Department of Health and Environment) Office of Surveillance and Epidemiology regulates the Kansas Administrative Regulations, including KAR-28-1-1, relating to lice treatment. The regulation states, "Each student infested with lice shall be excluded from school, child care facility or family day care home until treatment with an anti-parasitic drug is initiated." (1)

Therefore, the USD 495 School Board approved the following procedures which will be followed for all students in attendance in USD 495 schools.

*A student infested with lice will be excluded from school until treated with an anti-parasitic drug (i.e. an over-the-counter lice shampoo) AND shows a significant reduction in the number of nits present as determined by a school official.

*After readmission to school, the student will continue to be reassessed daily until the student is determined to be nit-free. Subsequently, frequent follow-up assessments may be performed by a school official to ensure that a re-infestation does not occur due to inadequate treatment of personal items (i.e. hats, brushes, pillows, etc.)

INSURANCE PROGRAM

For students who participate in interscholastic activities the district has an insurance program, which acts as a back-up to the family's basic medical insurance program. Should the family's insurance not cover the full expense of the injury incurred during practice or play, the school's Activity Insurance could pay covered medical expenses up to the maximum allowed by the policy- \$10,000 per injury.

If a participant in school activities is injured and the family does not have a basic family medical insurance, the school's Activity Insurance becomes the primary carrier.

Should the injury and complications become extensive and medical costs become too great for the family's basic medical insurance and the School District's Activity Insurance, then the School's Catastrophic Insurance Policy becomes applicable.

Parents should report the injury immediately to both the family insurance carrier and to the Larned High School.

The injury may not seem serious at the time and later develop into a problem. If the 90-day notification period has lapsed, this student will not be covered by the School's Activity Insurance nor the School's Catastrophic Insurance.

Students eligible are those sustaining accidental bodily injury (not sickness) incurred while the student is:

•Practicing for or competing in, as a representative of the member school and under direct supervision of a full-time school employee, an inter school activity which is exclusively sponsored and supervised by the school; or traveling directly to or from such practice or competition in a vehicle designated by the school and under the supervision of an employee of the school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the provision of the Family Educational Rights and Privacy Act, parents of students and eligible students (those 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by USD 495. In accordance with FERPA, you are required to be notified of those rights, which include:

- The right to review and inspect all of your educational records except those, which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. the school has your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information;
 - c. disclosure without your prior consent is permitted by law, including, but not limited to the following;
 - I. the district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
 - II. the district shall disclose, without your consent, educational records to officials of another school district in which a student seeks to enroll or intends to enroll.
- The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may provide evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 495, has failed to comply with FERPA's requirements.

The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, D.C. 20202-4605

- The right to obtain a copy of USD 495 policies for complying with FERPA. A copy may be obtained from:

Fort Larned Unified School District #495
District Office
120 East Sixth Street
Larned, Kansas 67550

Directory Information

For the purposes of FERPA, USD 495 has designated certain information contained in educational records as directory information, which may be

disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file a written notification to this effect with USD 495, at the District Office, 120 East Sixth Street, Larned, Kansas 67550, on or before October 1 of the current school year. If refusal is not filed, USD 495 assumes you have no objection to release of the directory information designate.

LARNED HIGH SCHOOL STUDENT EXPECTATIONS

In addition to the USD 495 Board of Education Policies relating to discipline, Larned High School will also adhere to the following student expectations. The faculty and administration at Larned High School believe that all students are responsible for their own actions and behavior.

Food/Candy/Pop

Students will not have food, candy or pop outside the student lounge during school hours. (Teachers may obtain permission from the administration). Food or drink brought in from outside the building is not allowed outside of the student lounge. This includes food brought in from outside restaurants. Water is allowed only in a clear bottle and upon teacher permission.

Public Display of Affection

The expression of affection shall be limited to holding hands.

Dress Code A,B, C

Appearance does affect the learning atmosphere of a school. Neatness, decency and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. Attire, which detracts from a positive learning atmosphere will be considered inappropriate. The administration will have final decision.

Inappropriate clothing is defined as follows:

- a. Clothing containing objectionable terms, such as the following:
 - (1) that which is profane, obscene, or sexual in nature
 - (2) that which indicates or makes reference to gangs, tobacco, illegal drugs, or alcoholic beverages, obscene language, or violent acts
 - (3) that which is determined to contain a double meaning concerning the subjects outlined in (1) and (2) above
 - (4) that which is considered not in good taste by staff
- b. Clothing that is excessively short, excessively tight, or excessively low-cut including backless, one-strap shirts, or spaghetti straps. This will also include tank-tops, and sleeveless t-shirts(outside of PE).
- c. Hoods, hats, caps, sunglasses, and bandanas, will not be worn in any fashion from 7:30 a.m. to 3:16 p.m. on school days
- d. Torn, tattered or mutilated clothing and sagging pants.
- e. Chains or any other items that could be used as a weapon. This would include key lanyards hanging out of pockets.
- f. Only necklaces with a jewelry clasp will be allowed.

- g. Any worn items harmful to individual students or others.
- h. When a teacher determines that a student is wearing an inappropriate item, the teacher will provide the student with the opportunity to remove or change that item. If the student refuses, the student will receive a discipline notice and be sent to the Principal.
- i. Make-up and/or hairstyles that are considered excessive and extreme will not be allowed.

Safe and Productive Learning Environment A, B, C

- Students will respect school and private property
- If a student's behavior has been judged by a teacher to interfere with the learning of others or with teachers ability to teach class. Behaviors such as horseplay, annoying others, or being loud, etc.

Respect A, B, C

- Students will be respectful to one another and to all school employees. _____

Leaving Class/Building C

Leaving class and/or the building without proper permission from classroom teacher and or administration will not be tolerated. Student must receive a signed agenda for a pass from teacher to leave class or have a blue slip from the office to leave the building. Students that do not check in/out in the office will receive administrative consequences.

Detention

Students who fail to serve a teacher detention will have the detention doubled as well as a written discipline notice sent to the office, which could result in Thursday/Friday School. Students have 24 hours to comply with a teachers' request to serve a detention, or make arrangements to serve. The student can do the detention before school or after school.

Disciplinary Actions

For violations of these rules, the following disciplinary measures will be taken.

A---Conference between student and teacher.

B---Teacher contacts parent to discuss situation and develop a plan of action to correct behavior.

C---After documentation of dates and times that both A and B have been completed, a detention will be assigned. A detention is defined as a thirty-minute study period which will be served before or after school, in the room of the staff member who issued the detention. It is the responsibility of the person issuing the detention to notify the parent regarding the detention.

Note that the sequence of disciplinary actions follows each expectation above. Some rules violations are serious enough that detention is automatically given, In addition these consequences do not start over with each new infraction.

USD 495 BOARD OF EDUCATION POLICIES RELATING TO DISCIPLINE

Pupils Due Process JCAA

Every pupil shall be afforded due process of law as required by statute and judicial decision and as further implemented by rules and regulations developed by the administration.

Pupil Conduct JCD

Pupils shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school.

Pupil Behavior Code JCDA

The principal of each school is authorized and directed to develop such rules and regulations pertaining to pupil behavior that are consistent with Board policies.

Disruption of School JCDA-R

A pupil shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall the pupil engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall the pupil urge other pupils to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful mission, process, or function of the school if a disruption or obstruction is reasonably certain to result from his/her urging.

Drug-Free Schools 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. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

REFOCUS

The administration may use the refocus room for a student's time to refocus on his or her actions in the classroom. While a student is in Refocus they will not be allowed to work on schoolwork. A student must visit with the teacher to determine what steps will be taken to exit refocus and return to the class.

CATEGORY I (5 - 15 Points)

OFFENSE	PTS	PENALTY
Tardies – Teachers will assign	0-5	3-4 30 minutes
Seminar --Only allowed 2 parent excused		5-7 60 minutes for
Office assigns Seminar Tardies		8+ Th/F School

8+ Th/

Behavior Inappropriate (dress code, PDA, electronic devices, cell phone, profanity, hallway & educational areas (Behavior during class could be Th/Fr School not Det)	5	1st – 30 min. det 2nd - 2 30 min. det. 3rd - Thur.or Fri.S 4th - Thur.& Fri.S
Insubordination (failure to Particip./Comply leaving w/o permission)	5	1st- Thur.or Fri.S 2nd- Thur.or Fri.S 3rd - Thur.& Fri.S 4th - 2 Thur.& Fri.S
Language: Inappropriate (profanity/or derogatory remarks)	5	In Classroom 1st- Thur.or Fri.S 2nd - Thur.or Fri.S 3rd - OSS
Detention Violation	5(After T/F assigned)	1st - Time doubles 2nd - Thur.or Fri.S (Det still owed)
Miscellaneous School Rules Violation	0-15	Detention - Discussion as progress (consequences to fit the behavior)
Parking Lot Violation (includes driving, parking, speeding, wreckless driving)	5	1st - warning 2nd - Loss of priv 1 wk. 3rd – Thur.or Fri.S, 20 days/PR 4 th – Thur.& Fri.S, up to 90 days/PR
Tobacco or illicit paraphernalia (use or possession)	10-25	1st/2nd Thur.& Fri.S OSS/PR 3rd - 3 days
Computer Violation (any student using computer equip. w/o authorization or in an unauthorized manner)	5-25	As of computer contract policy
Harassment (sexual, racial, or other)	5-15	Thur.& Fri.S or OSS 1 to 5 day suspension
Behavior: Disruptive (horseplay, instigating/ inciting)	15	1st - Thur.or Fri.S 2nd - 3 OSS 3rd – 5 OSS
Open Defiance -	5-15	1 st /2nd Th/Fr S. or 3 out Sub – 3-5 out
Forgery (false call/note or	10	1st - Thur.or Fri.S

altering record)		2nd - Thur.or Fri.S 3rd - 3 days OSS
Inappropriate Language/ gesture (towards staff)	15	1st - Thur.or Fri.S 2nd - Thur.& Fri.S 3rd - 3 days OSS
Possession of Stolen Property	15	1st-1 to 3 days OSS Sub-5 out RPR (RPR = Restitution/Police Report)
Theft (<\$250)	15	1st - 3 out/ RPR Sub. - 5 out/RPR
Assault: Student Threat Verbal, Written or Other (any offense includes, but not limited to intimidation & verbal abuse)	15	1 -5 days out
Trespass (USD property)	15	1st - 3 out 2nd - 4 out 3rd - 4 out
Vandalism (<\$250)	15	1st-1 to 3 days out/RPR Sub. 3 - 5 out/RPR
Possession of Dangerous Devices includes; weapons, knives < 2 1/2 inches, explosive devices such as firecrackers, stink bombs, facsimile of a weapon, etc.)	5-15	1st - 3 out 2nd - 4 out 3rd - 5 out
Other Behaviors	5-50	Up to 5 days OSS

Dress Code Violation: 1st Off (Referral) Warning & 0 pts.
Student may change to LHS shirt or be unexcused to go home
to change into appropriate clothes. 2nd Off - 5 pts. 1 P.M.
detentions same options as 1st offense. 3rd Off - 5 pts. 2 P.M.
detentions same options.

CATEGORY II (25 points)
Police Report filed as needed

OFFENSE	PENALTY
Alcohol (use/possession or under the influence of)	5 days out/ 3 with assessment
Extortion	5 days out
Fighting	3-5 days out /PR
	PR - Police Report

Fire Alarm/Emergency Alarm	5 days out/PR
Theft >\$250	5 days out/RPR
Vandalism >\$250	5 days out/RPR
Verbal/Written/Electronic Assault against School Employee	5 days out
Other Behaviors	5 days out

Category II - All subsequent offenses will result in recommendation for long-term suspension or expulsion.

CATEGORY III (50-75 Points)

Mandatory 5 - 10 day suspension with possible Long Term Suspension or Expulsion. Police Report Filed.

Alcohol, (Sale or Distribution)

Bomb Threat

Drug/Drug Look-Alike (Sale or distribution)

Drug/Drug Look-Alike (use or possession or under the influence)

Endangerment

Physical Assault: School Employee

Physical Assault: Student/Battery

Possession of Weapons or Facsimile of - See KS State Law 72-8901)

(Blade over 2 1/2 in.)

Use of Weapons

Other Behaviors

40 points - Students reaching a total of 40 points any time through out the year will have a parent conference with their administrator.

75 points - Students reaching a total of 75 points will a hearing scheduled and possible long-term suspension from school will be recommended.

Category IV-School Attendance

School attendance is the responsibility of the student and parent/guardian.

Students should be in attendance to maximize their learning.

Any absence regardless of length of time, which is not excused by the building administrator including leaving school ground without permission from the school shall be considered unexcused. Once a student gets on a school bus for school attendance, that student is considered to be on school property and must stay on the school grounds upon arrival at the school building.

When a student has been unexcused three consecutive school days or five school days in a term or seven school days during the school year they will be reported to the Pawnee County Attorney as truant. Refer to pages 6-7 for consequences for unexcused absences.

IF YOUR STUDENT IS ABSENT FROM SCHOOL IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO NOTIFY THE SCHOOL WITH A PHONE CALL FOR THE REASON OF THE ABSENCE. IN ORDER TO BE ADMITTED TO SCHOOL AFTER THE ABSENCE, THE PHONE CALL FROM THE PARENT/GUARDIAN WILL BE A NECESSITY.

THE SCHOOL WILL NOT CALL THE PARENT/GUARDIAN UNLESS IT IS KNOWN THAT THE STUDENT HAS BEEN IN SCHOOL AND LEFT WITHOUT PERMISSION.

A WRONGFUL PHONE CALL WILL HAVE AS A CONSEQUENCE-Thursday and Friday School.

Category V-Truancy

Truancy shall be defined as any absence from school for all or a significant part of three consecutive school days or five school days in a term without a valid excuse (K.S.A, 72-1113c)

Student will be reported to the County Attorney for Investigation.

Use of District Computers

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Use of Trained Dogs to Search

At the request of the administration, law enforcement officers of 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

Pupil Probation

JDC

The use of probation is authorized when the achievement of discipline will be better served. Any punishment, suspension or expulsion may be deferred by the person having authority to impose same, and the pupil involved may be placed on probation for a fixed period of time. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of the probation are met by the pupil.

Pupil Suspension and Expulsion

The Board extends its authority to suspend and expel any pupil as authorized by law to the following certified personnel or committee thereof: Superintendent, or Principal of an attendance center or designee. Any pupil suspended or expelled will be afforded a hearing in the matter and in accordance with the laws of the State of Kansas. Any pupil guilty of any of the following may be suspended or expelled:

- Willful violation of any published regulation for pupil conduct adopted or approved by the Board of Education;
- Conduct, which substantially disrupts, impedes or interferes with the operation of any public school;
- Conduct, which, endangers the safety of others or which substantially, infringes upon or invades the rights of others on school property, or at a school supervised activity;

- Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.
- 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;
- 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 infringement upon or invasion of the rights of others.

Procedures to be followed with pupils who have behavior problems that may lead to Suspension or Expulsion

In cases involving school behavior problems, the procedures listed below are to be followed. These procedures are listed in sequence: however, occasionally the nature of the situation may be so disruptive that each successive step may not be appropriate or required. When such a situation occurs, the pupil is to be referred immediately to a school administrator or designated representative. Written records of all conferences and administrative actions shall be maintained.

At the first indication of a behavior problem, the teacher must arrange for a personal and private conference with the individual pupil. In the event that the behavior problem persists, the case must be referred to the principal, counselor, or director of pupil services of the appropriate school. The person to whom the pupil is referred shall schedule a conference with the pupil endeavoring to resolve the behavior problem.

When results are unsatisfactory, a conference with the parents of the pupil may be scheduled. Such a conference may include the pupil, his or her parents, teacher, counselor, a representative from special services and the principal or a representative. The number of participants in the conference may vary with each case and be dependent upon the combined judgment of the school personnel involved in the conference.

It may be deemed necessary to adjust a pupil's class schedule in order to secure more desirable behavior on the part of the pupil. Parents will be notified when such action is taken. When it is deemed appropriate by the principal or a designated representative, he or she should notify the parents of the services available in the special services department.

Any certified personnel named in accordance with the policy of the Board may suspend or expel pupils. A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding ninety school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

When such short-term suspension is rendered during the school day, the school shall not remove the pupil from the school until his/her parents have been notified. In the event that the pupil's parents cannot be notified during regular school hours, the pupil shall remain under the jurisdiction of the school until dismissal.

In addition to timely written notice as required by law, the certified employee or committee authorized to suspend any pupil shall also be responsible for notifying the pupil and the parent or legal guardian either by telephone or

personal conference for the purpose of informing the pupil as to the conditions governing re-admittance.

The principal of any school may establish appropriate requirements relating to parental or pupil contacts, the pupil's future behavior at school, and/or placing the pupil on probation as conditions for re-admission to school. A pupil that has been suspended for a short term shall be given the opportunity to make up missed work because of the suspension. The primary responsibility for arrangements to make up work missed during the short-term suspension lies with the pupil. Pupils who have received a suspension for an extended term or an expulsion shall not be given the opportunity to make up missed work.

Administrative Hearing

Except as authorized in the next paragraph 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 shall be conducted by the principal or designated representative or committee who has authority to suspend or expel in such a way as to have an impartial hearing. The principal may designate other staff members to be present at the hearing or to serve in an advisory capacity to the person conducting the hearing. The hearing may be conducted informally but shall include the following procedural due process requirements;

- The right of the pupil or pupils to be present at the hearing;
- The right of the pupil or pupils to be informed of the charges;
- The right of the pupil to be informed of the basis for the accusation;
- The right of the pupil to make statements in defense or mitigation of the charges or accusations.

Short-Term Suspension

A short term suspension may be imposed upon a pupil forthwith, and without affording the pupil or the parents / guardians thereof 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. A written notice of any short term suspension and the reason therefore shall be given to the pupil involved and to the parents/guardians within 24 hours after the suspension has been imposed and in the event the pupil has not been afforded a hearing prior to any short-term suspension, an informal hearing shall be provided as soon thereafter as practicable but in no event later than 72 hours after such short-term suspension has been imposed.

Formal Hearing

No suspension for an extended term and no expulsion shall be imposed upon a pupil until an opportunity for a formal hearing on the suspension or expulsion shall be afforded to the pupil. A written notice of any proposal to suspend for an extended

term or to expel from school and the charges upon which the same is based shall be given to the pupil proposed to be suspended or expelled and to the parents/guardians thereof. Any notice of a proposal to suspend for an extended term or to expel shall state the time, date and place that the pupil will be afforded an opportunity for a formal hearing. The hearing shall be held no later than ten days after the date of the notice. The notice shall be accompanied by a copy of the law regarding suspension or expulsion and the regulations of the Board of Education adopted pursuant to K.S.A. 72-8903.

The Superintendent will appoint three hearing officers from the professional staff to conduct each formal hearing for each suspension for an extended term or expulsion. The Superintendent shall designate a chairperson from among the

hearing officers. Upon the conclusion of any formal hearing which, results in a suspension for an extended term or an expulsion, the person or committee which conducts the hearing shall make a written report of findings and results of the hearing.

The report shall be directed to the Board of the District and shall be open to the inspection of the pupil who is suspended or expelled; and if the pupil has attained 18 years of age, the report shall be open to the inspection of the parents/guardians and counsel or other advisors of the pupil only upon written consent of the pupil.

Whenever any formal hearing results in suspension for an extended term or expulsion, the person or committee conducting the hearing may make a finding that returns the pupil to class, pending any appeal or during the period allowed for notice of appeal, only if that placement does not provide a reasonably anticipated disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others in which case the pupil may return to regular classes until the period for filing a notice of appeal has expired with no notice filed or until the determination of any appeal if a notice of appeal is filed. Whenever the person or committee conducting a hearing fails to make the findings specified in this subsection, the report of the hearing shall provide that the suspension shall continue until appeal from is determined or until the period of suspension or expulsion has expired, whichever is sooner.

Whenever any written notice is required under this act to be given to parents or guardians of any pupil, it shall be sufficient if the notice is mailed to the address on file in the school records of the pupil. In lieu of mailing the written notice, the same may be personally delivered.

Appeal to Board; Procedure; Record

Written notice of the result of any hearing resulting in suspension for an extended term or an expulsion shall be given to the pupil suspended or expelled and to his/her parents/guardians within 24 hours after determination thereof. Any pupil who has been suspended for an extended term or expelled or one of the parents/guardians, may appeal such suspension or expulsion to the Board of Education of the school district by filing a written notice of appeal with the Clerk of the Board of Education no later than ten calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the Board or by a hearing officer appointed by such Board no later than twenty calendar days after such notice of appeal is filed. The pupil and the parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five days prior thereto. Such appeal shall be conducted under rules, which are consistent with K.S.A. 72-8903 and amendments thereto. In all expulsion or extended term suspension cases, there shall be made a record of the appeal hearing by mechanical or electronic recording, or by an official Court Reporter and the cost thereof shall be paid by the District. The decision on any such appeal shall be rendered no later than five days after the conclusion of the appeal hearing.

Sexual Harassment

Sexual harassment is illegal under several federal and state laws. Sexual harassment can mean that someone has become offended by a physical or verbal communication that is unwanted or unwelcome by one of the parties involved. Sexual harassment has no gender boundary in that a situation may

be male/female, female/female, male/male, or female/male. If a student believes that they have been sexually harassed, the student should first advise the offending individual that the situation is unwanted and needs to cease. If the unwanted behavior continues, the student should immediately contact the student's teacher who will investigate and determine appropriate action. If the student feels that they are being harassed by a teacher the student should go to the principal and report the harassment. The building principal will investigate and determine appropriate action.

If the student feels that they are being harassed by the principal or if they feel that proper action has not been undertaken with respect to the investigation and report of the sexual harassment claim, the student should contact the District Office of 495. The Assistant Superintendent or Superintendent will investigate and determine appropriate action.

COVER ART WORK

USD 495 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding compliance with state and federal laws may be directed to the district compliance coordinator (Title IX, ADA, or Section 504), who can be reached at 620-285-3185, 120 E. 6th, Larned, Kansas 67550