



USD 492 Flinthills

Middle/Senior High School

2011-2012

Student Handbook

Updated 08/22/2011

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I _____, do hereby acknowledge receipt of the student handbook (online or hardcopy) for 2011-2012. I have read, and I understand the contents. Further, I understand:

This handbook contains information and notifications concerning the school including the following:

- Nondiscrimination policy
 - Graduation requirements and academic policies
 - Discipline and student conduct policies
 - Attendance policies
 - Drug free schools and communities policy
 - Co-curricular and extracurricular activities
 - Directory information
 - Other expectations
- As a condition of enrollment, I am required to abide by all regulations contained in this handbook as well as other policies established by the USD 492 Board of Education.
- If I choose not to abide by the regulations contained in this handbook, any other policy established by the Board of Education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.
- After you and your parents sign this form, tear this page out and return it to your first hour teacher. Thank you!

Date: _____
Signature of student

Date: _____
Signature of Parent

**Flinthills Middle/High School
Mission Statement:**

Assure a safe, positive learning environment.

Provide a well-rounded curriculum.

Promote academic excellence.

Recognize individual differences and needs.

Provide opportunities for involvement by all students.

Develop pride in self, school, and community.

Lead the way to successful citizenship and lifelong learning.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral, age, or disability in admission or access to, or treatment of employment concerning USD 492 compliance with the regulations implementing Title VI of the Civil Right Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), Age Discrimination Act of 1975 (AGE), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) are directed to contact Superintendent Justin Lockwood, P.O. Box 188, Rosalia, Kansas, 67132, (620) 476-2215. Mr. Lockwood has been designated by USD 492 to coordinate the institution efforts to comply with the regulations implementing Title VI, Title IX, AGE, Section 504, and the ADA. Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights:

U.S. Department of Education, Region VII
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114

REQUIREMENTS FOR GRADUATION

1. The requirements for graduation from Flinthills Middle/Senior High School shall be twenty-four credits (24 credits minimum from high school).
2. Students must attend four years of high school full-time unless a modified plan is approved by the administration in advance, e.g. part-time college attendance.
3. Students must earn the minimum credits in the following academic areas in high school:
 - * Mathematics 3 credits (to include Algebra I or higher)
 - * Science 3 credits (to include Biology)
 - * English/Language Arts 4 credits (to include English I-IV)
 - * Social Science 1 credit of World History/Geography
1 credit of American History
1 credit of American Government
 - * Computer Studies ½ credits of Computer Applications
 - * Physical Education/Health# 1 credit of PE 9
 - * Speech ½ credit
 - 1 credit of Fine Arts
 - 9 credits of electives
4. Students should earn credits in the following academic areas in middle school:
 - * Mathematics 2 credits (to include Math 7 & 8 or Algebra I)
 - * Science 2 credits (to include Science 7 & 8)
 - * English/Language Arts 2 credits (to include English 7 & 8)
 - * Social Science 2 credits
½ credit Kansas History (7th or 8th grade)
 - * Physical Education/Health 1 credit (to include ½ credit during each year)
 - * Computer Studies ½ credit (to include Keyboarding)
 - Fine Arts ½ credit (Band, Vocal, Art-7th or 8th grade)
 - Electives 3 ½ credits
5. Students must achieve proficient or above on the Kansas State Assessments in all math and reading assessed. Students receiving below proficient will be enrolled in a learning lab where they must demonstrate the appropriate competency in the assessed area to meet this requirement. Any exception must be approved by the principal or written into the student's IEP.
6. All students will enroll in seven classes per semester unless approved by the administration.
7. During a student's junior or senior year, he/she **may** be allowed to enroll in and attend college/vocational educational classes and possibly receive dual credit provided a plan is approved in advance, the student is on track for graduation, the student maintains a 3.0 grade point average, and is in good standing. All plans will have to be approved by the college and the administration.
8. Students who complete requirements after their determining class has graduated will be part of the present graduating class, will not attend the senior class trip, and shall not participate in graduation ceremonies.

9. Students may petition the Administration and/or Board of Education for exception to these requirements.

(#) The PE requirement may be waived: (a) upon receipt of a statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program; or (b) when the requirement is contrary to the religious teachings of the pupil as indicated in a written statement, signed by the parent(s) or legal custodian(s) of the student.

BOARD OF REGENTS QUALIFIED ADMISSIONS

QA Curriculum

- 4 units of English (same as graduation requirement)
- 3 units of Mathematics must include Algebra I or higher (e.g. Alg. I, Geometry, Alg. II)
Note: All courses must be taken in high school. Algebra I taken in middle school will not count.
- 1 unit of Computer Science (1/2 unit beyond graduation requirement)
- 3 units of science must include biology and chemistry or physics.
- All other requirements are the same as graduation requirements.
- The above curriculum must be completed with a 2.0 (C) or above.

Students graduating in the upper 1/3 of their graduating class can be admitted to BOR schools.

Students earning an ACT composite score of 21 or above can be admitted to BOR schools

KANSAS SCHOLARS CURRICULUM REQUIREMENTS

1. 4 Units of Math including Algebra I & higher
2. 3 Units of Sciences including Biology, Chemistry & Physics
3. 2 Units of the same Foreign Language
4. Other requirements are the same as the QA curriculum

*The graduating class of 2009 and thereafter must have 1 full unit of Fine Arts.

OUT-OF-DISTRICT
Permission to Attend Flinthills USD#492
CONTRACT

“All non-district students approved for attendance shall be required to maintain good scholastic standing*, good citizenship and good moral character. Any non-resident student who fails to maintain good scholastic standing*, good citizenship and/or good moral character shall be subject to having the privilege of attendance revoked.”

Guidelines for Out-of-District Attendance:

Students must be in good standing with the district’s behavioral expectations.

Students must be in good standing with the district’s attendance policy.

Students must be in good standing with the district’s academic expectations.*

Students shall not act in a way that is disruptive or detrimental to in-district students.

All out-of-district students will be encouraged to participate in extra-curricular activity. This requires the student to be eligible to participate in KSHSAA activities.

USD#492 has the right to terminate this contract at any time the out-of-district student fails to meet these guidelines.

Prior to granting attendance privileges the building administration will review the student’s history. A recommendation will be made to the BOE by the building administration regarding the benefits to the student and a statement as to how this student will impact the district’s attendance, behavior expectations, activities and state assessments. The Board of Education will have the final approval.

I have received, read and understand that upon signing this contract I agree to the provisions stated in this contract.

Student Name _____ Student Signature _____

Parent Signature _____ Date _____

Administrator’s Signature _____ Date _____

- * The district’s “good scholastic standing/academic expectations” are defined as follows:
 1. Maintain a cumulative grade point average of 2.0 or higher. A cumulative grade point average below 2.0 may result in dismissal.
 2. Maintain a semester grade point average of 2.0 or higher. Two (2) consecutive semesters below 2.0 may result in dismissal.

The intent of this contract is to help facilitate a positive educational opportunity for out-of-district students who wish to attend USD#492 without jeopardizing the educational opportunities of in-district students.

Approved by BOE 1/12/2009

Counseling and Guidance Services

The counselor seeks to assist all students to mature in self-understanding, self-responsibility, decision-making, value development, and to attain the attitudes and skills required for being productive citizens in our society. Guidance and counseling services are concerned with the total life activity of each student. Services include assisting students with present and future educational, personal and vocational concerns.

The counselor provides the following services:

- Individual Counseling
- Parent Conferences
- Vocational Planning
- Student Appraisal
- Parent/Teacher Conferences
- Group Aptitude, Interest and Achievement Testing
- High School Planning
- Student Records and Transcripts
- College Planning
- Post High School Vocational or Trade Education
- Referrals: School Psychologist and/or Outside of School Agencies
- Scholarship(s) Procurement

Student Records

A sizable file of records is accumulated for each student during his/her school years. These records are maintained for the invaluable assistance that they provide the professional staff in dealing with students as individuals. It is the policy of the board to assure that the welfare of each individual student is the only criterion used in releasing information from student personnel files.

All student personnel records are to be treated as confidential and primarily for local school use or as otherwise stipulated. Where such records or data include information on more

than one student, the parents or any student shall be entitled to receive, or to be informed of, that data as pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

Grade Point Average/Class Rank

A student's cumulative grade point average (GPA) is computed at the end of each semester. A GPA is a numerical evaluation of a student's overall academic achievement. To compute a student's GPA the following points are assigned for each unit of credit earned:

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

Pass/Fail classes are not counted toward a student's GPA.

Class rank is the numerical ranking of students in comparison with other members of their class. For purposes of selecting Valedictorian and Salutatorian, an eight semester's GPA and class rank is used. Recognition of all seniors according to their GPA's will be by the following classification.

Cum Laude - 3.2 to 3.49 Magna Cum Laude - 3.5 to 3.99 Summa Cum Laude - 4.0

Awarding of Valedictorian and Salutatorian will be based on a student's cumulative GPA and on the completion of the Kansas Board of Regents Scholars' curriculum. The final class rank will include every grade earned from the ninth grade year through the twelfth grade and is recorded on the student's final transcript. By contacting the counselor's office, students and parents may obtain both their grade point average and class rank.

When an incomplete grade is changed, the grade point average shall be computed. "Incomplete" is not a passing grade. If an incomplete is not changed within 2 weeks after the semester is complete, the grade will be changed to an F.

Honor Roll

At the end of each semester, the Honor Roll list will be compiled. This list will contain the names of all those students whose academic grade average was a B or better. To be eligible for the Honor Roll, students must be enrolled full-time. Students should realize that it is considered a great accomplishment to be an Honor Roll member, and that this honor only comes about as a direct result of exceptional work and diligence by the student. Those so recognized should justifiably be proud of their accomplishments.

Flinthills High School has three honor rolls, which have the following requirements:

Principal's Honor Roll: The student must maintain a 4.0 grade point average.

Black Honor Roll: The student must earn a 3.5 grade point average.

Red Honor Roll: The student must earn a 3.0 grade point average.

No student with any grade of D or F is eligible for the honor roll. Pass/Fail courses will not be considered in computing the honor roll. A failing grade in a Pass/Fail course will disqualify student's eligibility for the honor roll.

ATTENDANCE RESPONSIBILITIES

As of July 1, 1997, mandatory attendance is required of all students under the age of 18. In compliance with state statutes and because research confirms the positive impact of attendance on academic success, the Flinthills Middle/High School Attendance Policy is designed to encourage attendance while holding students accountable for their own learning.

1. Students are expected to attend each class and to arrive on time. Students should check into the office upon arrival anytime after the school day has started.
2. Attendance records will be maintained in the attendance office for state and truancy accounting purposes.
3. Parents are responsible to provide notice/documentation to excuse an absence within 24 hours based upon the following guidelines:
 - * doctor/dental - medical office written verification
 - * court appearance - court written documentation or subpoena
 - * illness - up to 3 excused per class by parent, above 3 requires medical verification.
 - * special circumstances - when requested in advance and/or approved by administration (examples: funeral, college visits, family emergency)
 - * oversleeping, errands, childcare are **NOT** generally viewed as legitimate excuses for missing school and will be treated as unexcused.
5. Work missed due to absence must be made up in a timely manner. It is the student's responsibility to make arrangements with the teacher to make up the work. Late papers may receive reduced points or no points, depending upon the completion date and classroom deadlines.
6. A student arriving up to 10 minutes late will be considered tardy, but may be considered absent after that time.
7. Students who arrive at school after 8:10 should present written excuse/verification to the attendance office.
8. Students receiving unexcused absences will receive no credit for the time missed.
9. Students should carry a Request to be Absent form to all classes and return it to the office prior to the absence if the absence is known in advance unless it is a school activity. If an

absence is known in advance, every effort should be made to complete the work **before** the absence occurs.

10. Students who need to check out of school during the school day for reasons such as medical or dental appointments must bring a written request from their parents and present it to the office administrative assistant before 8:25 on the day of the appointment. A permit to leave the building will be issued to the student stating the reason and the time of departure. Administration has the right to request medical office verification upon return in order to excuse the absence.
11. If it is necessary for any student to leave school because of illness, arrangements must be made with the office staff. Parent notification will be made prior to student leaving campus.
12. The school requires parent contact for each case of student absenteeism in one of three ways to determine excused absence:
 - a. Written note with the appropriate signature
 - b. Telephone calls by parent or guardian
 - c. Personal contact by parent or guardian

USD 492 BOARD OF EDUCATION POLICY REGARDING ABSENCES

Absences and Excuses (B.O.E. Policy - JBD)

Examples:

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

Significant Part of a School Day

Definition: If a student misses four or more periods of the school day, this shall be considered a significant part of the day and counted as a full day absence.

TRUANCY

(KSA 72-1113) The building principal (or his designee) shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are unexcused absent for a significant part of any school day shall be considered truant. Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter

shall be sent to the student's parent(s) or guardian(s) notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

(B.O.E. Policy - JBE) In addition to state truancy regulations, (KSA 72-1113A student with more than ten absences in a semester will receive “no credit” grades in all classes starting with the eleventh absence. Students that exceed the 10 day rule may apply for an appeal to the rule. The administration, after consulting with the student, their parents, teachers and counselor may grant the appeal and award credit.

Release of a Student During the School Day

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

SCHOOL MAKE UP WORK REMINDERS

Getting work made up after missing classes is the responsibility of the student. The student must take the initiative to contact each teacher to determine work to be done.

A student is allowed one day for each day missed, excused, to get work in. If, after this time, the work is not handed in, the student will receive a zero for work not finished. Under unusual circumstances, the principal may extend this time if deemed necessary. Students are encouraged to make up work **before** any absence.

The school encourages parents to make student appointments after school or at a time which does not conflict with the student's academic work whenever possible.

Students absent from school without an excused absence the day of an activity will not be allowed to participate that day without permission from the principal.

If you are absent and wish to know your assignment before returning to school, you should either call another person in your class or call the office. The assignments may be picked up in the office. This allows teachers time to prepare your assignments without interrupting classes.

TARDY POLICY/INCENTIVES

The focus of improving attendance and eliminating tardies centers on the belief of the Flint Hills Mission Statement-“Promote Academic Excellence; Develop Pride in Self, School, and Community; Lead the Way to Successful Citizenship and Lifelong Learning.”

Definition of Tardy: A student is tardy to class if he/she is not completely inside the classroom when the tardy bell rings. A tardy is classified as excused or unexcused. Further definition is up to the classroom teacher.

Tardies during school day:

Tardies that occur during the rest of the day (2nd through 7th hour) will be handled by the teacher or an administrator.

Tardy Policy

CONSEQUENCES FOR UNEXCUSED TARDIES

(Total Unexcused Tardies From All Classes)

1-4	Documentation
5	Administrative Warning
6	One Detention
7	One Detention
8	One Day ISS
9 and Above	One Day OSS for each tardy

Incentives (Semester Exam Opt-Out Policy)

A student may have 3 excused absences and an “A” in the class to opt-out of the final.

A student may have 2 excused absences and a “B” in the class to opt-out of the final.

A student receiving a “C” or lower must take the final in that specific class.

Any student receiving in-school or out-of-school suspension will not be eligible to opt-out of any finals.

Three unexcused tardies will result in an unexcused absence.

Any unexcused absence during a class will forfeit the student’s privilege to opt-out of the final.

Students who qualify for the semester exam exemption may choose to take the final exam in order to improve their percentage grade. However, taking the semester exam will not lower their percentage grade. Absences due to school-sponsored events will not be included in a student’s total absences from class. All other exceptions are at the discretion of the principal.

Students may not opt out of semester exams for all classes taken for college credit based upon our agreement with the appropriate college.

ENTERING AND LEAVING SCHOOL

All students who enter school after the first period begins or leaves before the end of school must sign in and out in the main office. Students must have permission from parents and from the office in order to leave early.

The Board of Education of USD #492 approves and supports the intent of KSA 72-1113, which recognizes that regular school attendance is essential to the complete education of each student. KSA 72-1113 defines truancy as ". . . whenever a child is required by law to attend school and such child is inexcusably absent on either three (3) consecutive school days or five (5) or more days in any semester." A child meeting these guidelines is truant. A child is inexcusably absent from school if he or she is absent all or a significant part of a day without a valid excuse to the school employee designated by the Board of Education to have responsibility for the school attendance of each child.

Principals are designated by the USD #492 Board of Education to report cases of attendance violations as designated by the state statute. Principals are authorized by USD #492 Board of Education to determine whether individual student absences will be recorded as "unexcused" or "excused." Prompt and regular attendance is important for good academic success. Parents should encourage and see that their children attend and are in school every day.

When a student is absent, parents or guardians are required to call the school office on the day of the absence between the hours of 8:00 AM and 9:00 AM or to send a written excuse with the student when he or she returns to school.

Parents are requested to notify the office by telephone on the day of the absence if possible. The administration feels this type of communication is needed because of the reasons listed below:

1. The procedure allows for a more accurate record of all absences, thus reducing the possibility of students skipping school.
2. With the number of students driving daily, this reduces the possibility of a student suffering car trouble or an accident going unnoticed.
3. Arrangements can be made to have the student's assignments sent home, thus keeping assignments up to date.

It will be understood that for grading purposes, an excused absence will allow the student the privilege of making up the work missed for credit. This may be done before or after the absence, according to the agreement of the teacher and/or principal. Students will be given one school day plus the number of school days missed to make up work for credit.

Students will be excused from school at the discretion of the attendance officer for the following reasons:

- Illness and health related appointments
- Parental requests with administrative approval, preferably prior to event
- Funerals
- Emergency situations

- Post-secondary educational opportunities must be verified and scheduled by the counselor before leaving and confirmed afterwards. Unverified/unconfirmed college visits will be considered unexcused absences.

Students needing to leave during school hours will be given permission to do so provided the school office is notified by telephone or a note from the parent or guardian. The student will be recorded as absent for those hours not in school.

Computer Responsibility

With the proliferation of the computer virus problem and incompatibility of some programs and systems, the following shall apply:

1. No student shall bring any computer program to the school or add any computer program to any school computer without the expressed consent of the technology coordinator or the principal. Any student found to have done so shall be denied the use of school computers for the remainder of the school year.
2. No student shall obtain access to outside resources, such as the Internet, without permission of the supervising teacher or sponsor. Students who violate or misuse Internet access will lose said access for the remainder of the year.

All students will be held responsible for damage done to computers by misuse or misapplication of hardware or software. Students who attempt to gain unauthorized access to the control panels, hard drives, file servers, printers, zones, etc., or programs, shall be subject to banning from the use of computers for the remainder of the school year.

Students working in the area of the computers shall not be in the possession of food products, drinks, or other substances that could cause damage to the computers or keyboards.

(Sec. 34 K.S.A. 1993 Supp. 21-3755 defines computer responsibility and computer crime)

Driving and Parking

Parking is available in the school parking lot. Students should use the parking privilege properly at all times. Improper parking, careless driving, reckless driving or excessive displays of speed will result in the loss of parking privileges. Only FHS students, staff or school visitors may park in the parking lot or be on school grounds from 7:30 AM to 4:00 PM on school days without advance permission from school authorities. Upon entering the parking lot, students are not to leave without permission. Students are to park their vehicles and enter the building. Students who ride the bus to school are not allowed to leave school grounds after arriving at school without permission from the office.

Hall Passes

Students are not to be in the hallways without a proper pass. The official pass for all high school and middle school students is a signed student planner and/or block. These passes are a privilege and are not to be abused. Students will go to their destination by the shortest route and without delay. Abusing hall passes may result in removal of all hall pass privileges during every class period. Students should never ask to go to another classroom unless arrangements were made in advance with both teachers. Students should have the teacher requesting the student's presence sign his or her planner. Before returning to the original classroom, the student will have the teacher sign and put the time in the planner.

SCHOOL REGULATIONS/BEHAVIOR CODE

All school regulations are made to provide orderly operation of the school and to assure each student the opportunity for a good education. Regulations will be modified, added, or eliminated as necessary. Our goal is to provide a school atmosphere and attitude that will encourage excellence in education.

Students must be in good standing to participate in extracurricular activities. Administration will determine if a student is in good standing.

Students will not deface damage, steal or destroy school or private property.

Students will not fight, push or engage in horseplay.

Students will not run in the building.

Special permission may be granted by teachers (with administrative approval) for students to use Ipod's,MP3 and/Headphones in the classroom.

Cell Phone Use (Approved 9/8/08)

*Cell Phones may be used before school, during lunch and after school and during passing time. The rest of the time the cell phone will be turned off. Using the phone as a watch or calculator will not be a reason for having the phone turned on. Exceptions will be approved by the administration.

*During class, the cell phone will be turned off and placed out of sight in the student's pocket, purse or backpack. Teachers and Administrators reserve the right see a student's cell phone to check for compliance. Failure to do so will result in:

*1st time – phone will be confiscated and taken to office. Student may retrieve after school.

*2nd time - phone will be confiscated and taken to office. Student will serve one detention. Only parent may retrieve phone.

*3rd time - phone will be confiscated and taken to office. Student will receive one day OSS. Only parent may retrieve phone. Student may not bring a cell phone to school for the rest of the semester.

*Incidents over 3 times will be handled individually by the principal.

***Any illegal use of the cell phone will be turned over to the sheriff or legal authority.**

Due to the enormous time spent on stolen cell phones, the school will NOT investigate stolen cell phones. Their security is the sole responsibility of the student.

****This policy will be reviewed and adjusted as necessary by the administration.****

Students will not gamble, use tobacco, narcotics or intoxicating liquors on school grounds or at any school-sponsored activity.

Students will not use profanity on school grounds or at any school-sponsored activity.

Students will not be disrespectful to other students, staff, faculty, or administrators.

Cheating (plagiarism) in any class will result in a zero for the assignment and in-house suspension as determined by the administrator.

Students will not play cards in the building during class time or study hall.

District personnel may refer students to any medical, treatment or social service agency when a student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Immunity from civil liability for any such referrals will be given to district personnel unless such referrals were made in bad faith or with malicious purpose. Law enforcement will be contacted in all such cases. When appropriate, the parents of students under 18 years of age will also be notified of the referral in a timely fashion.

Students will not display affection while on school property or during school activities. Affection may be defined as: petting, kissing, sitting excessively close together or any other actions not conducive to good school behavior. (Examples: defined as a close personal contact that is considered out-of-place for the school activity or any other actions not conducive to good school behavior.)

Students shall submit to the authority of all staff members of the school.

Students cannot assume rights of privacy regarding vehicles parked on school grounds, book bags, purses, lockers, etc. “Reasonable suspicion” searches and will be rendered in an appropriate manner.

School authorities or the principal will handle all other behavioral matters not mentioned above. Law enforcement may be contacted as deemed necessary by the principal or designee.

Dress Code

The Board of Education and the administration of the district are proud of our school system. The responsibility for upholding the standards and pride in the school system are the responsibility of the school board, administration, teachers, staff and the students. The student is charged with part of the responsibility of administering this dress code.

The purpose of the dress code is to create a more acceptable learning environment for the student body of Flinthills Middle School/High School. The proper appearance and behavior of the students are essential.

Students will be clean and neat at all times while at school or at school activities.

Students will be properly dressed at all times. This means that clothing should fit properly and be in good taste. Proper dress for school will not draw unnecessary attention and will not carry any message advertising sex, drugs, alcohol, tobacco, or any questionable/unlawful behavior. Any student wearing this type of clothing will be asked to change to an acceptable manner of dress. The students and parents must realize that some clothing that is in style may not be appropriate at school. Dress comfortably, but maintain proper restraint. A teacher may reasonably request that a student change his or her clothing if it is deemed to violate the dress code. Students in any building are not to wear hats or sunglasses.

Teachers, coaches, and administrators may prescribe dress for activities.

This dress code will be in effect and will be enforced at all middle/high school activities and events, home and away. If extreme styles become a problem, the code will be reviewed and changes made by the board. Recommendations of the student council will be considered.

Inoculations

All students enrolling in any school district shall provide the principal or his designated representatives with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. A copy of this policy shall accompany applicable state law, which shall be distributed to all students at the beginning of the school year. The superintendent shall annually issue a news release regarding this requirement of state law.

The superintendent or his designated representative may exclude students who fail to provide said documents as required by law from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

The appropriate principal shall forward evidence of compliance with health tests and inoculation law to other schools when evidence of compliance with health tests and inoculation law to other schools is requested by such schools or a child's parents/guardians.

Driver Education

USD 492 offers driver education as a summer program in June and July each year. Students who wish to take the course must meet one of the two following age/grade criteria. Students must have completed the 9th grade or be 14 years old by June 1st of the year they enroll in the class. Students will also need to have a valid Kansas learner's permit and a signed driving log from the student's parent. Fees for the course will be set by the Board of Education on an annual basis.

School Lunch Service

USD 492 will provide each student with the opportunity to participate in the school lunch program. The superintendent, clerk, and the building principal will develop rules and regulations governing this activity.

Students are to remain at the school through the lunch period. Lunch will be eaten in the designated area according to the schedule established by the building principal. Lunch may be purchased at the lunch program, or lunch may be brought from home. Milk may be purchased to supplement lunches brought from home.

Requests for exceptions from the lunch regulations are to be made directly to the principal. Exceptions from the regulations will be made only for specific instances in the same manner in which a student may be excused from class.

Library/Lunch Cards

Each student will be issued a library/lunch card. Students are expected to present their lunch cards to the lunch clerk before receiving trays. Students who do not have lunch cards will go to the end of the line. Students who lose their cards will be assessed a replacement charge of \$.25.

Assignment Planners

Each student will be issued a handbook and assignment planner during the fall of each school year. Students are asked to review the handbook and keep it with them daily. Students are also asked to record daily assignments, homework, and test information in their assignment planner. The planner should be with a student anytime he or she leaves the classroom, as it will serve as the hallway pass. If the student loses his/her planner, a replacement one must be purchased in the office for \$3.50.

Suspension and Expulsion

The board extends its authority to suspend any student as authorized by law to the principals. The superintendent is authorized to expel a student up to 186 school days upon recommendation by a principal after an expulsion hearing has satisfied the student's due process rights while the student is on a short-term suspension of up to 10 days.

The principal may suspend up to 10 days, recommend long-term suspension exceeding 10 consecutive days, or the superintendent may expel upon recommendation of the principal any student guilty of any of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the board.
2. Conduct that substantially disrupts, impedes, or interferes with the operation of any public school.
3. Conduct that substantially impinges upon or invades the rights of others.
4. Conduct, which has resulted in conviction of the student of any offense, specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
5. Disobedience of any order of a teacher, peace 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.
6. Weapons/Drug violations.

No short-term suspension shall be for more than ten schools days. No long-term suspension shall extend beyond the current school semester, and no expulsion shall extend beyond the current school year except in cases where law prescribes the period of suspension for certain drug and weapons violations.

A written and oral notice of any short-term suspension and the reason therefore shall be given to the student involved and to his/her parents or guardians (for students younger than 18) within 24 hours after such suspension has been imposed.

No student will be expelled without first being suspended and written notice of proposal to expel given to the student. 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 student. Such notice shall be accompanied by a copy of the state of Kansas Act relating to public school suspension and expulsion of students.

The superintendent or designated hearing officer will conduct the hearing and follow the procedures as stated in the state act. All appeals will follow the procedure of the state act. A copy of the Kansas school law on suspension and expulsion shall be attached to these rules.

Detentions

All detentions must be made up by the end of the week they are handed out. All weekly unserved detentions will result in immediate placement in in-school suspension. Continued abuse of this policy could result in out-of-school suspension.

In-School Suspension

- The length of suspension shall be the decision of the principal.
- For each day of in-school suspension, the student shall report to the principal's office by 8:00 A.M.
- The student will be taken to the in-house suspension room.
- Students will not leave the in-house suspension room, unless accompanied by principal or teacher.
- Meals will be brought to the in-house suspension room.
- The procedure for in-house suspension will follow board policy on suspension and expulsion.

Concurrent/Dual Enrollment Classes

Concurrent and/or dual enrollment classes will adhere to and follow these requirements:

1. Dual enrollments on college campuses must be a non-required class/course for Flinthills High School graduation.

2. Student must provide in writing where the class will be taken, time of day, and the specific course description to be presented to the BOE. There is not a need to pay for the course before being approved.
3. Students must enroll and bring a copy of the enrollment to the principal and counselor so that the student's schedule may be completed with proof of enrollment.
4. The class will not be any class presently being offered at Flinthills unless the class has already been taken at FHS and has received credit.
5. The course or courses taken at college campuses should be scheduled either at the beginning or end of the school day.
6. Concurrent/dual enrollment will only be for juniors or seniors. No underclassmen will be permitted to attend college while attending classes at Flinthills unless in a gifted program and approved by the administration and the college.
7. Flinthills class schedule will not be changed to accommodate college enrollment. Students must fit the college class(es) around the classes offered at FHS.

Credit for Virtual or On-line Classes Policy

Flinthills USD 492 may grant credit for classes taken on-line or from a virtual school if the following criteria are met:

- The standards, outcomes, and objectives for the class meet KSDE standards for the subject.
- The standards, outcomes, and objectives for the class meet USD 492 standards for the subject
- The class must be approved by USD 492 administration before enrollment.

Drug Free Schools

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, solicitation or distribution of illicit/illegal drugs and/or paraphernalia and/or 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.

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

Drug, Alcohol, and Tobacco Education

All the district's students shall be made aware of the legal, social and health consequences of drug, alcohol, and tobacco use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit/illegal drugs, alcohol, and tobacco. Students shall also be informed that the use of illicit/illegal drugs and the unlawful possession and/or use of alcohol and tobacco are both wrong and harmful. Students 18 years old enrolled in Flinthills schools are prohibited to possess and/or use tobacco by school policy on school grounds or at school-sponsored activities and will be subject to school disciplinary policies.

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

Weapon Free School

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon, including knives, on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, (as per Kansas State statute) or any facsimile of a weapon.

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

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

Basic Program

The board shall consider the basic program of the district each year. The program shall constitute the basic curriculum of the district. The board in advance of the school year in which the courses are to become operative must approve handbooks outlining any course held in the district. When approved, the handbooks will become a part of these policies and rules.

Goals and Objectives

The district's goals and curricular objectives are on file in the district office and available for inspection as required by current law.

Work-Study Programs

The board believes that work-study programs are worthwhile and encourages the certified staff and administration to cooperate with students and members of the business community who request to participate in such a program.

Participation by students in a work-study program will be handled by the principal or designated representative on an individual basis with the approval of the Board of Education. The principal or designated representative will develop guidelines for use in approving/rejecting applications from students or the business community for participation in a work-study program.

Only seniors are eligible to participate in the work-study program.

Homebound Instruction

It is the responsibility of the district to educate all school-age children who are located within the district. Therefore, if a child is unable to attend school because of lengthy illness or other causes, the parents may request homebound instruction provided those parents request homebound instruction from the superintendent or his representative.

The family physician should forward a letter with his or her recommendation for homebound instruction. The superintendent or his representative will obtain a teacher for the student to receive services. If the student has an Individual Education Plan (IEP), the director of special education should be notified to ensure that special services are provided.

The superintendent or his representative then notifies the principal of the building in regard to the status of the student and supplies him with the name of the homebound teacher. The principal then notifies the student's teacher and supplies the teacher with the student's status and the name of the homebound teacher. The reentering of the student to regular classes discontinues the homebound instruction.

Extracurricular/Co-curricular Activities

A number of extracurricular and co-curricular activities are offered at Flinthills Middle/Senior High Schools. Co-curricular activities are defined as activities that require out-of-school participation and also earn school credit such as fine arts classes.

Flinthills High School is a member of the South Central Border League. Serious rivalry throughout various events allows each student to be challenged in individual as well as team competitions. Member schools of the league include:

Argonia	Dexter	Sedan
Caldwell	Elk Valley	South Haven
Cedarvale	Flinthills	Udall
Central	Oxford	West Elk

Extracurricular activities at Flinthills High School include, but are not limited to, the following:

Football	Volleyball	Basketball	Track
Baseball	Softball	Wrestling	Cheerleading
Quiz Bowl	Vocal Music	FCA	Band
Musicals	Drama		
Student Council	NHS		

Flinthills Middle School is a member of the South Central Border League. Member schools of the league include:

Argonia	Dexter	Sedan
Caldwell	Elk Valley	South Haven
Cedarvale	Flinthills	Udall
Central	Oxford	West Elk

Extracurricular activities at Flinthills Middle School include, but are not limited to, the following:

Football	Volleyball	Basketball
Track	Wrestling	Quiz Bowl
Vocal Music	Band	Student Council
Cheerleading	Spelling Bee	National Geography Bee

Extracurricular/Co-curricular Activities

The board encourages the development of extracurricular activities compatible with these policies. Any student who does not wish to participate in any required, school-sponsored activity must file a written statement with the superintendent requesting that the student not be required to participate in the activity. The written statement must be signed by one of the student's parents if the student is under the age of 18 and must explain the reason(s) why the student should be exempt from participating in the activity.

Any high school student who participates in any extra-class activity that is adjudicated (athletics, music, speech, debate, drama, etc.), in any student government body such as a student council or in service as a class officer or president of a student organization or association must meet the following scholastic requirements:

- Comply with all KSHSAA requirements for participation in the said activity. The student must also be passing all classes he/she is currently enrolled in at FHS as determined by the weekly eligibility report.
- Current enrollment in at least five subjects of unit weight and a satisfactory citizenship record.

This rule also applies to the last grading period preceding Middle School or High School.

USD #492 Flinthills Activities Codes

Assumption of Risk

There are many special benefits being afforded student-athletes by the athletic programs at Flinthills Middle School and High School. It must be understood that participating in athletic activities may lead to injury to student athletes. Therefore, the purpose of this section is to make all student-athletes and their parents aware that dangers do exist and that participation is voluntary with the understanding that risks are involved. It is to be further understood that student-athletes must share in the responsibility for their own safety and the safety of others as each participates in the district athletic program.

The student-athlete participating in the athletic program could mildly, moderately or severely injure the anatomy in one of several of the following: muscles, tendons, ligaments, bone, skin, teeth, spinal column, and any of the vital organs. Catastrophic injuries, or death or permanent paralysis may also occur during sports participation. There is no absolute prevention against any of the mentioned potential injuries.

Classroom Attendance

Student-athletes are expected to attend all classes on game day. If a student athlete is ill or has an unexcused absence from class on a game day, he/she will not be allowed to participate on that day. An exception on the day of a game would be made for a doctor's appointment, funeral or religious observances of the student's own faith. If this violation is learned of after participation then he/she will not play in the next contest. An unexcused absence on a game day is also a violation of the KSHSAA rules. All players are expected to be in school the day after a contest. Teachers should report these absences to the principal, athletic director, or head coach of that sport on the day of the contest.

Conduct

When an athlete is sent to the principal and the athlete is officially suspended in the on-campus suspension program or off-campus suspension, the athlete will not be allowed to participate in practice sessions or games until the terms of the suspension period has been completed.

Guidelines for Behavior on Athletic Trips

1. All members of a squad shall travel to an athletic event and return by the same conveyance or as stated in #2.
2. With the coaches' permission, an athlete may leave a contest with his/her parent. An athlete may leave with another adult if the coach has written permission from the athlete's parent, which has been signed, notarized and approved by the school administration.
3. General rules covering mannerly conduct will be observed and enforced by the coach.
4. All athletes on a traveling squad will dress appropriately as determined by the coach or team rules and adhere to current school policy.
- 5.

On The Playing Field or Court

In the area of athletic competition, an athlete is expected not to use profanity or illegal tactics. He/she should be gracious in defeat and modest in victory. However, if an athlete has nothing good to say to his/her opponent, the athlete should leave the area rapidly. A TRUE athlete maintains control at all times. Officials in a game are there for the purpose of insuring both teams that they will receive a fair deal. **OFFICIALS DO NOT INTENTIONALLY LOSE A GAME.** It is an athletic tradition and rule that no one except the appointed captain speaks to the official and he should speak in a tone of respect and for the purpose of clarifying a rule.

Any behavior contrary to the above is a direct reflection on the school, team and coaches, and will not be tolerated. Violations of a minor nature may result in a removal from the game. Violations of a major nature, such as removal by the official from the playing area, may result in suspension and possible removal from the team.

A player who is removed from two games in one season due to roughness or unsportsmanlike conduct may be cut from the team without benefit of an award.

Any pupil found guilty of striking an official will be barred from further athletic competition at Flinthills.

School Rules

Athletes are constantly in the public eyes and should not find it necessary to gain attention through unacceptable behavior. How you act will be an example of your athletic program. Others are looking to you as an example; therefore, each athlete must adhere to acceptable campus conduct. Any athlete found violating Flinthills' rules of campus conduct may receive disciplinary action that could affect his/her practice time or game status.

Training Rules Violations

Alcohol, tobacco, narcotics and steroids negatively affect the athlete's physical well being. The following infractions by an athlete would be considered major behavior violations.

- Use or Possession of Tobacco in any form
- Consuming or Possessing Alcoholic Beverages
- Any Possession or Use of Illegal Drugs and/or paraphernalia
- Stealing or Other Illegal Activities
- Use or Possession of Steroids

In the event it is confirmed that an athlete fails to comply with necessary standards during the season in which he/she is participating, regardless of whether it is on or off school property, it will be interpreted by the administration as an indication that the athlete does not have sufficient desire to participate in the interscholastic athletic program.

Loss or Destruction of Equipment/Clothing

Should a player lose or alter the condition of any equipment or clothing in any manner other than normal wear, the athlete will be required to pay for the replacement of the equipment or clothing. Failure to do so will result in suspension from the squad and/or not lettering. The coaching staff realizes that extenuating circumstances can exist and will remain cognizant of that fact.

Quitting a Sport

Quitting a sport differs from being dropped in that the athlete has not acquired the coach's permission. If an athlete quits a sport he/she forfeits the award. He/she will not be allowed to participate in any other sport until the season of the sport, which he/she has quit, is completed.

Dropping a Sport

The proper way to withdraw from a sport is to make personal contact with the coach and obtain his or her approval. This is extremely important if the athlete expects to remain eligible for other sports.

Missing Practice

An athlete should always consult his/her coach before missing practice. The head coach for his/her respective sport will handle athletes who miss practice or a game without good reason. Sudden illness or other emergency would constitute good reason for missing a practice or game.

Locker Room Behavior

All athletes must observe all rules governing the locker room and shower room.

Letters and Other Awards

Letters are awarded according to school rules and regulations. All coaches reserve the right to deny anyone a letter who is in violation of the rules.

Grades

The student athlete must meet both USD#492 District and KSHSAA academic standards.

Eligibility

Any student wishing to participate in a sport must have parent consent and a physical examination that must be presented to the school BEFORE PARTICIPATING. A parent and student must also have signed the assumption and acknowledgment of risk athletic participation form, which will be kept on file at the school. He/she must also be enrolled in and attending a minimum of at least five (5) new subjects (those not previously passed), of unit weight, and have passed all of the subjects the previous semester. Athletes who violate school disciplinary rules and procedures must realize that they may jeopardize their status as regular squad members. Further participation will be determined after careful review of the particular situation by the necessary authorities including the building principal, the athletic director and the head coach.

NCAA Guidelines for College-Bound Student-Athletes

The following guidelines are published to answer questions potential Division I athletes may have about eligibility requirements from high school.

1. Graduate from high school.
2. GPA of 2.0 based on a maximum of 4.0 in a successfully completed core curriculum of at least 11 academic courses. Core curriculum includes at least three years in English, two in mathematics, two in social science, two in natural or physical science (including at least one laboratory class).
3. Achieve a 700-combined score on SAT verbal and math sections or an approved composite on the ACT. Specific classes considered core classes may be obtained from the Counselor's office.
4. Utilize the NCAA clearinghouse.

USD #492 Activities Code of Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages 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 the following sanctions:

1. First Offense - A first time violator shall be subject to the following:
 - A. Short-term suspension up to and including expulsion.
 - B. Suspension from all student activities for a period of not less than one month.

2. Second Offense - A second time violator shall be subject to the following:
 - A. Long-term suspension up to and including expulsion.
 - B. Suspension from all student activities for a period of not less than one semester or four months.
 - C. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the school counselor)

3. Third and Subsequent Offenses - A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following:
 - A. A punishment up to and including expulsion from school for the remainder of the year.
 - B. Suspension from participation and attendance at all school activities for the remainder of the year.
 - C. A student who is expelled from school under the terms of this policy may be re-admitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program in an acceptable program and with the approval of the Board of Education.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and the 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. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

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

Grievance Procedure

- A. The USD 492 Board of Education recognizes the right of students and employees to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices or differences of interpretation of policy, which might arise between USD 492 Flinthills, its employees, and students.
- B. The procedures for processing grievances will be as follows:

Should a student or employee feel, after oral discussion with his or her immediate supervisor or administrator, that personal rights under USD 492 policy have been violated, he or she may originate a grievance. The complaint must be in writing asking for a hearing with the program coordinator within 42 calendar days after the alleged violation.

1. Within 14 calendar days after the written request has been submitted, a hearing with the program coordinator will take place. At this time the employee or student will submit information to support the grievance. The coordinator will tape-record or have a stenographer record the hearing for accuracy. The complainant may have a designated representative at this meeting. Within seven (7) calendar days the coordinator will communicate with the complainant in writing with his decision.
2. If the complainant does not feel that the decision was correct, within 14 calendar days he or she may appeal to the USD 492 Board of Education for a hearing. The President of the board will direct the administration to place the hearing on the agenda of the next regular board of education meeting. The tape or written record of the hearing with the program coordinator will be given to the President to distribute to the board members. The hearing will be in executive session. The complainant may have a designated representative. Within 21 days of the hearing, the USD 492 Board of Education will send its decision in writing to the complainant. The decision of the board is final.
3. If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with the:

Dept. of Kansas Commission on Civil Rights	Health, Education & Welfare	Landon State Office Bldg.,
8 th Floor	Office for Civil Rights	900 Jackson, Suite 851 South
10220 N. Executive Hills Blvd.	Topeka, KS 66612-1258	Kansas City, Missouri
64153		

Equal Employment Opportunity	911 Walnut, 10 th
Floor	Kansas City, Missouri 64106

Bus Transportation Rules

- Follow your bus driver's directions and observe all bus transportation rules.
- Be ready to board the bus when it arrives.
- Always stand a safe distance from the road when awaiting your bus.
- When approaching or leaving your bus, if you must cross the road, always cross in front of the bus where the driver can see you.
- The bus driver has the right to assign seats.
- Please remain seated while the bus is moving. Do not change seats without the permission of the driver.
- Be courteous. Treat other students and the driver as you would like to be treated.
- Violence or destruction of property is prohibited.
- Riders listening to radios or Walkman must use earphones.
- Help the driver keep the bus clean by not littering.
- Keep your arms and head inside the open windows at all times.
- Keep the aisles clear of book bags or clothing.
- Avoid horseplay or excessive noise that can distract the driver.
- Leave the emergency exits unblocked and accessible. Use them only in emergencies.
- Do not distract the driver in any way. If you have a problem, please talk to the driver at the end of the morning route.
- Sodas and drinks are not to be taken on the regular routes.
- The driver will report violation of bus riding rules to the building principals. These violations will result in disciplinary measures and loss of bus riding privileges.

First Violation: Warning and Parent Contact

Second Violation: Warning, Detention, and Parent Contact

Third Violation: Three-Day Suspension from Bus and Letter to Parents

Fourth Violation: Month-long suspension from the Bus and Letter to Parents

Fifth Violation: Expulsion from the Bus and Letter to Parents

Any violation constituting extreme behavior can result in more severe consequences on a first offense as deemed appropriate by the principal. Consequences can be up to and including expulsion from the bus and/or additional school disciplinary actions.

FLINTHILLS HIGH SCHOOL FIRE AND TORNADO EXIT SCHEDULE

FIRE DRILL

LIBRARY: Use southwest door.

MAIN OFFICE, PRINCIPAL'S OFFICE, TEACHER WORKROOM, SUPERINTENDENT'S OFFICE, COUNSELOR'S OFFICE, AND CLASSROOMS IN THE SOUTH HALL: use exit doors on the southeast side of the building.

CLASS ROOMS IN NORTH HALL, BOYS' REST ROOM, GIRLS' REST ROOM: Use northeast exit doors.

KITCHEN: use exit door in kitchen.

CORRIDORS: Those in the commons area are to use the east or west exit doors. Those in the south corridor will use west exit doors.

AUDITORIUM: Those in north half of auditorium will use north exit doors. Those in south half of auditorium will use front or west exit doors.

STAGE: use north exit doors at north end of stage.

MUSIC ROOMS/BASEMENT: exit north door of the basement, going up the stairway outside the building.

GYMNASIUM, LOCKER ROOMS & WEIGHT ROOM: use east exit doors.

SHOP: exit either the northwest door or overhead -meet north of shop at long jump pit.

MIDDLE SCHOOL: use north exit doors.

AFTER EXITING THE BUILDING GET IN A GROUP WITH YOUR TEACHER FOR ROLL CALL.

TORNADO DRILL

1. All high school students in shop or main building use the band room.
2. All middle school students use the middle school locker rooms.
3. Physical Education students in the gym use the northeast locker room.
4. Physical Education students outside use the northeast locker room
5. Teachers, bring grade book to shelter so you may take roll.

Enrollment Drop/Add Policy

Enrollment is a very important process that each student should take seriously. Student schedules must be complete and will be considered final at the conclusion of enrollment each spring. After the new school term begins, the only schedule changes that will be made will be those that meet the following criteria:

1. To balance class size
2. Inappropriate class placement
3. Change in student's career plans
4. Medical excuse in writing from a family physician
5. Failure to meet a prerequisite for a class
6. Administrative or faculty request
7. Administrative approved situations

Schedule changes during a school term may only be made through the 5th school day of the first and second semester. Students who feel that they must drop a class after the 5th day of the semester may request to withdraw from the class with permission of parents, teachers, and an administrator. If the withdrawal is approved, the student's transcript will reflect the withdrawal and the grade in the class at the time of the withdrawal. If the student wishes to add a new request to audit a class, they must have permission of the instructor. If a student audits a class, it is understood that no credit will be assigned at the conclusion of the course.

ESOL

Home Language Survey - given to all students when they enroll for the first time in a school. If a language other than Eng is listed anywhere on the form, the student gets assessed for Eng Lang Proficiency.

English Language Assessment – If Home Language Survey indicates, the student is assessed using the LAS, IPT, KELPA, KELPA-P, or LPTS assessment. If the student scores less than fluent (or whatever the top band of scores is called) on any of the domains, s/he is eligible for ESOL services.

Parent Notification Letter – parents must be notified (in a language they can read) within 30 days of the beginning of the school year, or within two weeks of a child being placed in ESOL services if they arrive after the beginning of the school year. Letter must include why the child is being placed in ESOL, the level of proficiency, the method of instruction that will be used in ESOL and a description of other methods used in the school, how ESOL will help their child learn Eng and meet academic standards, exit requirements, parents' rights (right to remove their child from ESOL at their request, right to not enroll their child in ESOL, right to choose another program available in the school). If parents choose any of those options, they should conference

with ESOL program personnel so that they are fully aware of what they are doing and how their child's education may be affected.

Individual Learning Plan – Each student will have an ILP detailing their assessment scores, programs they are placed in, how many hours of instruction will be provided (should be at LEAST 30 minutes a day), who will deliver the instruction, end of year assessment results (KELPA) and what should be done next year.

Teacher Qualifications - Teachers providing instruction to ELLs should be endorsed or working on endorsement.

Exit criteria – Students must score “Fluent” on all four domains and the composite on the KELPA for two consecutive years before being allowed to exit the program. After they have done that, they are monitored for two years.

Monitored – students are observed by classroom teachers, etc. for any signs of regressing or not keeping up with their peers. Grades are looked at, participation in class, KELPA results, etc. to determine whether students are continuing to succeed or may need additional ESOL services. If scores on a language assessment indicate that they are less than Fluent, they may be placed back in ESOL. (Schools do not get funding for Monitored students, but they are included in AYP as part of the ELL subgroup.)

