

# Director

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## Administration

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Superintendent . . . . .	Don Potter
Assistant Superintendent . . . . .	Michael Janzen
Principal . . . . .	Todd Dreifort
Assistant Principal . . . . .	Matthew Carroll
Athletic Director . . . . .	John Coslett
Counselor . . . . .	Deb Wheeler
Counselor . . . . .	Andrew Jamison

## Faculty

Art . . . . .	Wendy Tien
Business . . . . .	Patricia Savage
Business . . . . .	Brian Henry
Language Arts . . . . .	Sara Linscomb
Language Arts . . . . .	Marty Hays
Language Arts . . . . .	Linda Pyle
Language Arts . . . . .	Kiel Jacobs
Journalism . . . . .	Ryan Tarletsky
Lang Arts/Speech/Forensics . . . . .	Justin Ralph
Family/Consumer Science . . . . .	Dalinda Hamilton
Family/Consumer Science . . . . .	Roxanne Waltman
Foreign Language . . . . .	Annie Gilliland
Foreign Language . . . . .	Calla Raasch
Industrial Technology . . . . .	Daniel Guthrie
Industrial Technology . . . . .	Dan Rose
Industrial Technology . . . . .	Greg Rose
Instrumental Music . . . . .	Jordan Northerns
Media Specialist . . . . .	Melissa Mattern
Math . . . . .	Julie Finneran
Math . . . . .	Daniel Delzer
Math . . . . .	Raylin Ledbetter
Math . . . . .	Michelle Nibarger

Physical Education/Health . . . . .	Matt Ingram
Physical Education . . . . .	Todd Chrisman
Physical Education . . . . .	Logan Clothier
Science . . . . .	Karen Graham
Science . . . . .	Trey Harrison
Science . . . . .	Bo Horyna
Science . . . . .	Les Zoch
Social Studies . . . . .	Staci Brown
Social Studies . . . . .	Jennifer McKinsey
Social Studies . . . . .	Doug Odom
Social Studies . . . . .	Brian Henry
Vocal Music . . . . .	Leanne McKee

## Special Education

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Extended Learning . . . . .	Malinda Stuchlik
Interrelated Class . . . . .	Ashley Deaver
Interrelated Class . . . . .	Michele White
Interrelated Class . . . . .	Sherri Terrell
School Psychologist . . . . .	Todd Smith

## Secretaries/Support Personnel

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Office Secretary . . . . .	Amanda Dorey
Office Secretary . . . . .	Tracey Oliver
Registrar . . . . .	Donnette McCrea
School Resource Officer . . . . .	Scott Duryea
Maintenance . . . . .	David Bowlby
District Tech Coordinator . . . . .	Scott Dunson
Assistant District Tech . . . . .	Matt Hogoboom
Building Technology . . . . .	Patrick Stuchlik

# Circle High School

## Student Handbook 2017-2018

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### General School Information

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#### Foreword

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This handbook explains the procedures, policies and regulations of Circle High School. It is not intended to be an all-inclusive listing of rules and regulations. Items that fall outside those listed in this handbook will be handled by administrative discretion. Every effort will be made to recognize the human dignity and worth of each individual student attending Circle High School.

#### District Mission Statement

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Circle USD 375 is committed to student achievement.

#### Admission Requirement – Resident Students

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To be permitted to enroll as a resident student (living in the boundaries of USD 375); the applicant must provide proof of residency and meet one of the following:

1. A student must have completed all requirements at Circle Middle School.
2. A student who has completed the 8<sup>th</sup> grade in another accredited school must present a transcript of all subjects taken.

#### Admission Requirements – Nonresident Students

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In accordance with the Board of Education policy JBC, all nonresident students wanting to attend Circle High School must file a Nonresident Student Application form and have it approved by the building principal and superintendent. Nonresident students must furnish their own transportation to and from school or to the nearest bus that would have available seating. Prior attendance, behavior and academic progress will be evaluated, as well as class sizes in determining admission.

Nonresident students who exhibit poor attendance, behavior or lack of academic progress will not be allowed to continue attending Circle High School.

#### Withdrawals and Transfers

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The parent should initiate withdrawal three (3) days in advance of the actual moving date. This advance notice allows sufficient time to get the necessary paperwork completed. Parents should notify the office personnel at the respective building. All books and materials must be returned at the time of withdrawal.

#### Daily Announcements

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The daily announcements will be read over the intercom during 2<sup>nd</sup>/6<sup>th</sup> blocks and posted on the Circle High School website. Emergency and cancellation announcements will be read as needed.

#### Daily Time Schedule (A and B Days):

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##### Monday and Fridays

Blocks 1/5 8:07-9:41  
Blocks 2/6 9:46-11:20  
Blocks 3/7 11:25-1:25  
Blocks 4/8 1:30-3:05

\*Lunch is held during blocks 3 and 7

##### Tuesday, Wednesday, Thursday

Blocks 1/5 8:07-9:27  
Blocks 2/6 9:32-10:52  
Blocks 3/7 10:57-12:45  
Seminar 12:50-1:40

Blocks 4/8 1:45-3:05

\*\*Lunch is held during blocks 3 and 7

## Lunch Schedule

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### Mondays and Fridays

A Lunch: 11:30-11:55  
B Lunch: 11:55-12:20  
C Lunch: 12:20-12:45  
D Lunch: 12:45-1:10

### Tuesday, Wednesday, Thursday

A Lunch: 11:00-11:25  
B Lunch: 11:25-11:50  
C Lunch: 11:50-12:15  
D Lunch: 12:15-12:40

## District Electronic Communications

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Circle USD 375 encourages communication. Our website has a variety of information on it and is updated frequently. E-mail addresses for staff members, district policies and other information may be obtained from the district home page at [www.usd375.org](http://www.usd375.org).

## PowerSchool/Student Progress

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PowerSchool provides parents/guardians and students with detailed online information (grades, attendance, discipline, lunch transactions, student fees, student information and emergency contacts). Parents/guardians may obtain access information from the building secretaries. Students receive passwords when they pick up their semester schedules. PowerSchool can be accessed by using the following link <http://powerschool.usd375.org/public>.

## Student and Course Fees

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All textbooks at Circle High School are available to students for a rental fee. The textbook rental fee does not include workbooks or other consumable items such as art or shop supplies, etc. Students will pay the current fees in the office and obtain a receipt. Specific classes in which a large amount of consumable supplies are used will require that the enrolled students pay for the supplies used. Teachers will issue books, noting the book number and the condition of the book when issued and returned. Students will be assessed a charge for textbooks that are lost or turned in damaged.

**Before participating in graduation ceremonies, all student fees must be paid in full.**

## Class Dues

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Class dues will be assessed at enrollment throughout the student's four years in the amount of \$15.00 per year. The money will be put into each class account and roll over each year and will not be used until the junior year. Class dues must be paid throughout the student's junior year, a total of \$45.00 before the student can attend prom. Senior dues will be used to cover senior class expenses such as the class panel, graduation flowers, and senior awards night. The junior class will leave enough money to help cover those expenses the senior dues do not. Any money left in their account when the class graduates will be distributed among student activity accounts or may be donated to charity.

## Student Identification Cards

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Student ID cards will be used for student identification, school security and lunch and library bar codes. Cards that have been defaced will need to be replaced. Students will have their ID cards available at all times. Failure to comply may be subject to administrative sanctions. Prices for ID's will be as follows: Initial ID will be free, first replacement will be free and any replacements after that will be \$5.00 per time.

## Lunch Cards

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Student ID's will serve as lunch cards. Students without their student ID will go through the lunch line last. Ala carte selections must be purchased with ID. **No cash will be accepted.** In order to comply with state and federal meal reimbursement guidelines, student meal accounts are not allowed to incur debt larger than five times the high school lunch rate. If a student's account reaches a negative balance that exceeds the charge limit, the student is no longer allowed to charge meals and will be provided an alternative meal by the district for up to 5 days. The alternative meal consists of a carton of milk and a cheese sandwich. Since it is provided free to the student, it must be at a minimal cost to the district. After this period, parents/guardians must send money or make arrangements for student meals. When a student's meal account balance gets below \$10.00 an automated message alerts each parent/guardian of their student's meal balance. Parents/guardians may also log in to Powerschool at any time to check meal account balances. School personnel make every effort to collect unpaid meal charges by contacting the parent/guardian through phone calls, emails, and or letters in order to avoid students not receiving a hot meal. Parents/guardians are encouraged to fill out an application for Free and Reduced Price School Meals at the beginning of the school year or any point thereafter. Families who do not qualify initially, but have a change in circumstances, should reapply. If a student's meal status changes to a free or reduced

status, all outstanding balances must still be paid in full. No charges will be allowed the last two (2) weeks of the current school year.

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## Free and Reduced Lunches

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Families who wish to apply for free and reduced lunches may pick up applications in the high school main office. Students may choose (1) of the entrées offered to make their reimbursable meal. If they choose to take more than (1) entrée, they must have money in their lunch account. By state law, students are not allowed to purchase meals for other students.

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## Locks/Lockers

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The school lockers shall be under the supervision of the building principal or designated representative and assigned to students to store necessary school materials and clothing. (Whenever the principal is mentioned in this rule, it shall be construed so as to include *designated representative*.) **The building administration shall have the combination or key to all locker locks and may search any locker at any time.** Use of law enforcement officials and dogs may be utilized in performing locker searches. The student will be held responsible for their assigned locker and its contents and will be assessed a fee for damages, painting, and/or cleanup according to the district's vandalism policy.

Each freshman and sophomore student at Circle High School will be assigned an individual locker with a built in combination lock. Juniors and seniors may receive one upon request on a first come, first served basis. **This locker is to be kept locked at all times.** The office will make all locker assignments. Students must keep the locker assigned to them. Do not tell other students the combination. Students will be charged a \$5.00 replacement cost for physical education locks, which are lost or returned damaged.

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## Student Insurance

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Students may purchase Nationwide Life student accident insurance. There are different plans to choose from. One plan covers accidents at school during the day and while attending a school-sponsored and supervised activity. Another plan will provide 24 hour accident insurance. Coverage for football players is not covered under either of these plans. A separate plan for football coverage is available for purchase. This information is available online at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).

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## Guidance and Counseling Services

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Guidance and counseling services involve the total activity of each student. Services include assisting students with educational, personal and career concerns.

The counselors provide the following services: individual counseling, parent conferences, high school planning, college planning, financial aid information, vocational planning, student appraisal, group aptitude, interest and achievement testing, student records and transcripts, and referrals to the school psychologist and outside school agencies. Parents/guardians are encouraged to call the counselor whenever they have questions or concerns that fall within the realm of guidance and counseling.

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## Classification of Students

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For the purpose of grade classification, the units required are as follows: **Senior, 21 credits; Junior, 14 credits; Sophomore, 7 credits.** Students are not promoted to the next higher class rank until the end of each school year.

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## Units of Credit

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Grades and credits are posted to student transcripts at the end of each semester. Each semester course is worth ½ unit of credit with the exception of Seminar and Driver's Education. They are worth ¼ credit each. Students have the opportunity to earn 8 ½ credits per year.

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## Dual Credit Classes

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Butler Community College offers classes at Circle High School for sophomores, juniors and seniors during the regular school day. Students who enroll in a BCC class taught at Circle High School will earn credit from each institution. This grade and credit will appear on both the Circle High School and Butler Community College transcripts. Students must have acceptable ACT, ASSET or ACCUPLACER scores to enroll. Beginning in the fall of 2016, BCC will waive tuition for these courses. However, a student fee of \$24 per credit hour will be paid by the student and purchase/rent of a textbook

will also be required. Colleges will not release transcripts, necessary for dual credit, until all financial obligations have been paid.

With approval, students may take classes for dual credit at a district approved post-secondary institution. Students must meet with their counselor to discuss scheduling options. The following credit will be given by Circle High School for each college credit hour: 1 college hour =  $\frac{1}{4}$  high school credit; 2 or 3 college hours =  $\frac{1}{2}$  high school credit; 4 or 5 college hours = 1 high school credit.

To be eligible to participate in any KSHSAA sponsored activity at Circle High School, a student must meet the following guidelines: the student shall be enrolled in and attending a minimum of six new subjects of unit weight (five new subjects for second semester seniors) which does not include Seminar. Students may take a combination of BCC and CHS classes as per the formula stated above. For eligibility purposes, second semester seniors must enroll in at least one class of unit weight at Circle High School.

## Graduation Requirements

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To be awarded a diploma signifying graduation from Circle High School, a student must have satisfactorily completed 29 units of credit at CHS. Of the units of credit needed for graduation, passing grades must be earned in the following required courses:

1. Language Arts - FOUR credits which must include:
  - a. English I (1 unit of credit)
  - b. English II (1 unit of credit)
  - c. English III (1 unit of credit)
  - d. English electives (1 unit of credit -  $\frac{1}{2}$  unit during senior year)
2. Math - THREE credits
3. Health & Fitness - ONE credit
4. Science - THREE credits which must include:
  - a. A physical science (1 unit of credit)
  - b. A life science (1 unit of credit)
5. Social Sciences - THREE credits which must include:
  - a. World Geography (  $\frac{1}{2}$  unit of credit)
  - b. World History (1 unit of credit)
  - c. American History (1 unit of credit)
  - d. American Government (  $\frac{1}{2}$  unit of credit)
6. Business Communications- ONE-HALF credit (Beginning with the Class of 2015)
7. Fine Arts - ONE credit (Drama, Dance, Music, Art, Photography and Forensics)

All students are required to enroll in 8  $\frac{1}{2}$  units of credit each semester, with the exception of second semester seniors who may enroll in fewer classes if all graduation requirements have been met. Seniors may choose to "graduate at semester" if they have met requirements, however, the diploma will not be issued until the May graduation ceremony.

Students also have the option of taking college or vocational-technical classes if this can be arranged with his/her high school schedule and if they meet the necessary qualifications for enrollment as determined by the college. Several courses are being offered with tuition waivers and this provides an excellent opportunity for dual credit. Fees and other financial obligations, such as purchase or rental of necessary textbooks, will need to be paid by the student. Colleges will not release transcripts, necessary for dual credit, until all fees are paid.

A senior must be enrolled in at least five classes second semester to be eligible to participate in KSHSAA sponsored events and school activities. These can be a combination of CHS and college courses. Seminar does not count.

## Schedule Changes

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The master class schedule, which includes teaching assignments and class offerings, is developed from the pre-enrollment requests that students submit in the spring. **Course requests and an overall plan of study should be given careful consideration prior to pre-enrollment by parents/guardians and students, as schedule changes are rarely approved. Students are not allowed to request a schedule change due to teacher preference.** On occasion, a schedule change may be made if requested by a teacher or administrator or if the counselors need to balance class loads. **Approved changes must be made within the first week of the semester.** Classes dropped beyond the third week of the semester will result in a withdraw-failure (WF) grade being recorded on the transcript and figured into the student's semester and cumulative GPA. Exceptions to this may be made by the administration. Should a student need to be placed in a new class for credit purposes, it will be at the discretion of the teacher whether or not the student will be required to make up all work assigned prior to enrolling in the class.

## Finals

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1. All students will take finals.
2. Most finals will occur on the last two days prior to the conclusion of the fall and spring semesters.
3. Teachers giving “lab” or “performance” finals may begin their finals prior to the last two days in order to provide more time.
4. Students may request that one final be moved to a different day, pending teacher, counselor and principal approval.
5. The weight of the final shall be determined by department and should count no more than 15% and no less than 5% of a student’s cumulative grade.

## Grade Cards

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Course grades and credits will be posted to the student’s transcript at the end of the semester. Parents/guardians may request paper copies of the semester grades.

## Grade Meanings and Ranges

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The following is the standard grading scale:

A = Excellent, (90 - 100%)

B = Above Average, (80 - 89%)

C = Average, (70 - 79%)

D = Below Average, (60 - 69%)

F = Failure, (59% & lower)

P = Passing

Any work that is not completed at the end of a grading period will be given a zero (0) and averaged in with all other grades received. If a student has extenuating circumstances or severe health problems, exceptions may be made. **It is the student’s responsibility to complete the work by the deadlines agreed upon so the grade can be changed.**

## Grade Point Average

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A student’s cumulative grade point average (GPA) is computed at the end of each semester. **All** classes taken at Circle High School and for dual credit are used to determine cumulative GPA. 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 one-half ( $\frac{1}{2}$ ) 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. For each one-fourth ( $\frac{1}{4}$ ) unit of credit earned: A=2pts, B=1.5pts, C=1pt, D=.50pts, F=0pts. Classes earning P=Pass are not calculated in GPA.

## Honor Roll

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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 3.125 or better. To be eligible for the honor roll, students must meet KSHSAA guidelines for eligibility. Pass/Fail courses will not be considered in computing the honor roll. All college classes taken for dual credit will be used in determining semester honor roll. Circle High School has two honor rolls which have the following requirements: **Gold Honor Roll: student must earn a 4.000 GPA and Blue Honor Roll: student must earn a 3.125 GPA.**

## Valedictorian Requirements/Class Rank

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Class rank is the numerical ranking of students in comparison with other members of their class. **In order to be considered for valedictorian, a student must have completed the Kansas Scholars Curriculum for scholarship consideration.** Cumulative GPA will then be used to determine ranking for valedictorian purposes. The final class rank includes every grade earned from the 9<sup>th</sup> grade year through the 12<sup>th</sup> grade and is recorded on the student’s final transcript. By contacting the counselor’s office, students and parents/guardians may obtain both the student’s grade point average and class rank. Students earning the following GPA’s will be recognized: **High Honors, 3.85-4.00; Honors, 3.50-3.84.**

The valedictorian award shall go to the student(s) with the highest cumulative GPA at the conclusion of the eighth semester who have met the following criteria:

Beginning with the graduating class of 2017, the students must meet the curriculum requirement for the Kansas Scholars Curriculum, in addition to Circle High School graduation requirements. The Kansas Scholars Curriculum includes:

1. 4 credits of English (not including speech, journalism or debate/forensics).
2. 4 credits of math to include an advanced math (algebra II or above).
3. 3 credits of science - biology, chemistry and physics.
4. 2 credits of the same foreign language.
5. 3 credits of social science.

## Commencement Participation

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Seniors must have met all graduation requirements as defined by the Circle Board of Education to receive a **diploma** and **participate** in the commencement exercises. Foreign exchange students receive a Certificate of Attendance. **Before participating in graduation ceremonies, all student fees (enrollment, textbook, library, lunch, etc.) must be paid in full.**

## Attendance

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### When Students are Absent from School

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Regular attendance is expected of all students. Parents/guardians are responsible for excusing the absence on the day of the absence. A telephone call before 3:05 pm of the day the student returns is preferred but a **note** when the student returns will be accepted. **If parents/guardians have not contacted the school by 3:05 pm on the day the student returns, the absence will be unexcused and the student may receive disciplinary action.**

#### Excused and Unexcused Absences

1. **Excused Absence means an absence, which is excused by the student's parents/guardians and by the principal.** Thus, **excused** means **absent with parental permission** and with principal's approval.
2. **Unexcused Absence means an absence, which occurred without the permission and knowledge of the parents/guardians or without the permission of the principal.** Unexcused absences are subject to disciplinary penalties. **The principal reserves the right, with good cause, to declare any absence unexcused.**
3. If a student needs to be dismissed from school early for an appointment, etc., the parent/guardian **must** call or send a note to the school prior to the student leaving.
4. **At no time does a student leave the building without permission from office personnel and signing out in the office.** If a student becomes ill or needs to leave school grounds for personal or other reasons, a phone call must be made in the office to a parent/guardian and permission given to a school official **before** the student leaves. **If a student leaves the building without obtaining permission and signing out in the office the absence will be considered unexcused.**
5. Students who are dismissed during class and miss more than half of the class period will be considered absent.

### Making Up Missed Work

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The teacher's primary function in the classroom is to provide instruction to the students who are in attendance in the classroom. Learning opportunities should not be lost for students who are not present in the class. To protect teaching and learning opportunities, all requests for make-up must be made either before or after school or during Seminar.

**The student is responsible for obtaining all missed assignments from their teachers.** If a student has an excused absence on the due date of an assignment, the student must turn in the assignment on the day she/he returns to class, provided that the assignment was made prior to the absence. It is the responsibility of the student to meet with the teacher prior to missing class due to a school-sponsored activity. Furthermore, **a student who misses class because of a school-sponsored activity may be required by the instructor to complete assignments in advance of the activity.** Students should understand that it might be impossible to earn a daily participation grade if not present in a class.

Two class periods are given to complete daily work missed due to each day of excused absence. **For example, you are absent on Monday, you meet in class on Wednesday; the missed assignment is due on Friday. If you are absent on Tuesday, you meet in class on Thursday; the missed assignment is due on Monday.** For extended illness, the student will be limited to five (5) school days following their return to makeup work missed. Exceptions to this rule may be made through special arrangements with the teacher or administration. **No makeup credit will be allowed for unexcused absences.**

Students and parents/guardians are asked to wait at least twenty-four (24) hours before retrieving homework assignments in regard to absences resulting from out-of-school suspensions. In the event of an illness, it is helpful if homework requests are made prior to 8:15 am to allow teachers to prepare the assignments. Please pick up the homework in the main office between 3:15 and 3:45 pm. A minimum of one (1) day make-up for each day absent will be allowed. This may be extended only with the consent of the teacher or administration and in extenuating circumstance.

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## Anticipated Absence

Students/parents/guardians having prior knowledge of anticipated absences of three (3) days or more are to notify the office. It is the student's responsibility to meet with teachers prior to leaving to discuss work that may be missed.

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## Excessive Accumulated Absences

Students, who have excessive absences, six (6) or more in an individual block or ten (10) days total, not including school business, will be required to bring a professional note for each day missed thereafter. If a professional note is not returned/provided in a timely manner, the absence will be considered unexcused and truancy may be filed. No makeup credit will be allowed for unexcused absences.

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## Truancy

According to K.S.A. 1113 sect C: the building principal shall report students who are inexcusably absent from school to the appropriate authority. A student under 18 years of age is truant when he/she is inexcusably absent for three (3) consecutive school days or a total of five (5) school days during one semester or seven (7) in a school year. Students who are under the compulsory school attendance law can expect legal truancy notices to be delivered to their parents/guardians by the county attorney's office and subsequent court action if the truancy problem is not resolved.

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## Tardies

1. **Tardy** – Students arriving to class within five (5) minutes after the tardy bell. Students who arrive five (5) minutes or later into the class period and without a teacher pass must immediately report to the office, sign in, and receive an admit to class. Failure to do so will result in the student being considered absent from class and may receive disciplinary action. Students will have (3) minutes to return to class after the conclusion of their lunch period. Those later than (3) minutes will be considered tardy.
2. Each teacher will develop his/her own class policy to deal with a student's first two (2) tardies for the semester. Any student receiving his/her **third tardy within a class** during the semester shall be referred to the office for administrative disciplinary action. Tardies are **not accumulative** from one semester to the next semester.

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## Discipline Guidelines

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### Safe School Act

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report **all felony and misdemeanor crimes** committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information which indicates a crime (felony or misdemeanor) **may** have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement) or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) suspect during school hours, the building administration shall make reasonable attempts to contact parents, guardians or representatives of the student(s) prior to questioning. Reasonable requests of parents, guardians or representatives shall be followed. Notification or attempted notification of parents, guardians or representatives shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove the student from the school jurisdiction is the prerogative of law enforcement and *not* under the authority of school personnel.

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### Bullying Prevention

The Circle School District prohibits acts of bullying, and we invite you to join with us in developing a theme of caring and respect throughout our entire school community. Bullying is an intentional, harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. We strongly believe that schools can be a safe and nurturing environment for all. One of our goals is to replace negative behaviors with skills that involve treating others kindly. To facilitate this effort, the district has adopted a bullying prevention program which is a district-wide approach against bullying and is in place at all schools. This approach will be most effective when the parents/guardians, administration, students and the staff all have a shared belief that caring and respect is of great value in our schools. If



you are being bullied or know of someone being bullied, please log on to the district website <http://www.usd375.org/District3/bullying.htm> and complete the "Bullying Form".

## **Racial Harassment or Intimidation**

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District employees and students shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation - White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other hate groups. This list is not intended to be all-inclusive.)

Violations of this policy shall result in disciplinary action by school authorities. For students there will be a three (3) day out-of-school suspension for the first offense with a required parent/guardian conference prior to re-admittance. The second offense will result in a three (3) to five (5) day out-of-school suspension with a possible expulsion hearing. The third offense will result in a suspension from school pending an expulsion hearing. Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

Any student who believes he/she has been subjected to racial harassment should report the problem to his/her principal or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial harassment complaint will not adversely reflect on the student. The initiation of a student's complaint will not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

## **Sexual Harassment**

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District employees will not sexually harass or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of this policy will result in disciplinary action, including termination of an employee or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent will be heard by the board.

Definitions - Sexual harassment will include, but not be limited to:

- A. sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- B. subtle pressure or requests for sexual activity;
- C. creating a hostile school environment, including the use of innuendoes or overt or implied threats; sexually explicit or suggestive pictures, magazines, drawings, etc.
- D. unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- E. requesting or demanding sexual favors accompanied by an implied or overt promise or preferential treatment with regard to a student's grade status in any activity, or
- F. sexual assault or battery as defined by current law.

Any individual who believes he/she has been subjected to sexual harassment should discuss the problem with his/her principal or another certified staff member. Complaints regarding sexual harassment or intimidation will be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a sexual harassment complaint will not adversely reflect on the student. The initiation of a student's complaint will not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

## **Weapons - Firearms**

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A student shall not possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device or any facsimile of a weapon. (JCDBB – see JDD, EBC and KGD). Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one (1) calendar year. The Superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Expulsion

hearings for possession of a weapon shall be conducted by the Superintendent or the superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency(ies).

## Definition of Weapons and Destructive Devices

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As used in this policy, the term *weapon* and/or destructive device means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
  - Any bludgeon, sand club, metal knuckles or throwing star;
  - Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
  - **Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.**
  - Any other article that could be considered a weapon (e.g. small knife, etc.), which does not specifically meet the definition under state and federal statute, may also result in expulsion for up to one calendar year.

## Suspension and Expulsion

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Kansas Law 72-8901 states that the Board of Education of any school district may suspend, expel or by regulation authorize any certified employee or committee of certified employees to suspend or expel any pupil or student guilty of any of the following:

- A. Willful violation of any published regulation for student conduct;
- B. Conduct which substantially disrupts, impedes or interferes with school operation;
- C. Conduct which endangers the safety or substantially impinges upon or invades the rights of others;
- D. Conduct which constitutes the commission of a felony;
- E. Conduct which constitutes the commission of a misdemeanor;
- F. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operations; and
- G. Possession of a weapon at school, on school property or at a school sponsored event.

The following violations may result in a short-term suspension, a long term suspension, expulsion or other disciplinary measures:

- A. Vandalism and destruction of property.
- B. Possession or use of tobacco products.
- C. Use, possession or distribution of alcohol or other drugs, simulations of drugs or drug paraphernalia.
- D. Disrespect, intimidation or harassment toward teachers, students and other staff members and/or defiance of teachers or staff members.
- E. Fighting.
- F. Leaving school at lunch or at any time without permission.
- G. Discharging or possession of fireworks, explosive devices, other incendiary devices or simulations thereof.
- H. Throwing food, containers, utensils or other items is prohibited. Students engaged in such activity at any time during the school year may be subject to a suspension or expulsion.
- I. Inappropriate use of fire alarms.
- J. Possession or use of matches or lighters.
- K. Setting or attempting to set any fires.
- L. Use of inappropriate language or inappropriate language directed toward any staff member.
- M. Committing an act that is dangerous or potentially dangerous to students or staff members.
- N. Stealing or possession of stolen items.
- O. Repeated violations of school policies.

- P. Carrying or possessing a weapon or simulation of a weapon on USD 375 property or at any school-sponsored activity. **It should be noted that any device that has the potential of delivering an electrical charge or any material such as mace or pepper spray will be considered as weapons.**
- Q. The use of a weapon or simulation of a weapon on USD 375 property or at any school sponsored activity with the intent of harassment, intimidation or defense.
- R. Computer violations.
- S. Assault and/or battery to another student or a staff member.
- T. Terroristic threats.
- U. Participation in any student strike, walkout and/or student demonstration.
- V. Wearing or in possession of clothing or any item, or using verbal or written statements or derogatory insults/slurs that create racial unrest, promotes bigotry and prejudice, or is a source of disruption or a disturbance.
- W. Inciting racial issues and/or gang rivalry through signs, language or dress.

**This list is not intended to be all inclusive.** Acts outside of this list will be handled on an individual basis (e.g. Students in possession of, or found under the influence of, drugs and/or alcohol, or because of other disruptive behavior may lose privileges to attend activities and events for a length of time to be determined by administration.)

Students who are suspended or expelled cannot be on school property or at school activities during the time of suspension or expulsion. Violation of this policy will be considered criminal trespassing and will be handled by the police department.

**Any student who is suspended out of school for a short term (one to ten days) is expected to make-up all work missed. Refer to Make-up Work on page 7.**

**All disciplinary guidelines are subject to administrative discretion.**

## **Academic Integrity Policy**

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The Circle High School staff expects students to maintain high standards of academic and ethical behavior. Academic honesty is an integral component of that desired behavior. To ensure it is practiced and followed, Circle High School has developed an Academic Integrity policy in an attempt to not only clarify the expectations we have for all students, but foster, teach, and encourage appropriate and ethical behavior, while embracing student achievement.

**Cheating:** An act or attempted act by which a student deceives or misrepresents work that he/she has produced on an academic exercise or assists another to misrepresent his/her work. The items listed below are some examples of cheating:

1. Copying from others during an examination or allowing others to copy your work during a test;
2. Collaborating on a test, quiz, homework, assignment, or project with others without authorization;
3. Using unauthorized materials to complete an exam or an assignment;
4. Programming of notes, formulas, or other aids into a programmable calculator or electronic device without prior authorization;
5. Using a communication device such as a cell phone, PDA, or electronic translator to obtain unauthorized information during an exam;
6. Using online resources while completing an online exam without the permission of the teacher;
7. Taking an exam for another student or permitting someone else to take a test for you;
8. Allowing others to do research or writing of an assignment;
9. Submitting substantial portion of the same academic work for credit in more than one course without consulting the second teacher.

**Plagiarism:** The inclusion of another's words, ideas, or data as one's own work. Examples of plagiarism are as follows:

1. Representing another person's work as your own;
2. Utilizing another person's ideas, opinions, or theory without acknowledgment of the source;
3. Using resources without documentation on a task that is to be completed without resources;
4. Paraphrasing or summarizing the ideas or text of another work without documenting the source;
5. Citing sources incompletely with the intention to deceive;
6. Using pictures, visual imagery, video or audio without permission of the author and acknowledgment of the source;
7. Copying or allowing another student to copy a computer file that contains another students' assignment, and submitting it in part or in its entirety as one's own;

### ***Academic Misconduct:***

1. Stealing, buying, bribing, selling or giving away all or part of an exam;
2. Selling or giving away all or part of an exam, including answers; e.g., telling someone in the prior exam period what was on your class exam;
3. Copying and/or distributing an exam;
4. Continue to work on an exam or project after the specified allotted time has elapsed;
5. Changing, altering, or being an accessory to the changing or altering of a grade on a test, assignment, or project;
6. Logging on to an account without the knowledge or permission of the owner;
7. Changing, deleting, and adding to the programs, files, and data without authorization of the owner;
8. Stealing program data and machine resources;
9. Fabricating an excuse to obtain an extension on a deadline for a test, assignment, or project;
10. Falsifying or inventing any information, date, or citation in any academic work;
11. Using cheat sheets during test situations;
12. Sharing student work that should be individually/independently produced;
13. Submission in a paper or other academic exercises of false or fictitious data or, deliberate and knowing concealment or distortion of the true nature, origin, or function of such data;
14. Submitting as your own any academic exercise prepared totally or in part by another.

### ***Consequences:***

A student who demonstrates a lack of academic integrity will receive no credit for the work in question and will be reported to the office. Discipline will be as follows:

- 1<sup>st</sup> Violation** – Teacher will make contact with parent/guardian via phone or email. Zero (0) points will be earned on the assignment, five (5) demerit points will be given.
  - 2<sup>nd</sup> Violation** – Teacher will make contact with parent/guardian via phone or email and a meeting will be held with the teacher(s), administration and parent/guardian. Zero (0) points will be earned on the assignment, five (5) demerit points will be given.
  - 3<sup>rd</sup> Violation** – One (1) day of OSS and zero (0) points will be earned.
  - 4<sup>th</sup> Violation** – Three (3) days of OSS and zero (0) points will be earned.
  - 5<sup>th</sup> Violation** – Five (5) days of OSS and zero (0) points will be earned.
- \*Violations are accumulated on a semester only basis.**

## **Dress Code**

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It is the school's expectation that students develop acceptable standards in dress and demeanor which reflect appropriateness for the occasion. Student dress should not create a disturbing/distracting influence in the educational setting and which are not contrary to public good taste. School authorities do reserve the prerogative to counsel students in the matter of dress and grooming.

- Individual shirts or tops must have at least a three-inch shoulder strap (width of student ID card).
- No hats, sweat bands or bandanas worn as head wear.
- No shirts or tops that leave the midsection bare.
- No t-shirts cut to have open sides.
- No see-through blouses or shirts, halter tops worn alone, short miniskirts, short shorts, biker shorts, boxer shorts, compression shorts as well as clothing and accessories with rude pictures, sexual innuendos or language or with drug, alcohol or tobacco advertisements of any kind are prohibited.
- Shorts and skirts must be to mid-thigh or longer. To determine whether or not shorts or skirts are mid-thigh a good rule of thumb is for the bottom of the shorts/skirt to be no shorter than fingertip length.
- Sagging is not permitted. Pants must be worn above the hips.
- Any clothing that is too short or too revealing will be in violation of the dress code. Students will remedy the situation.
- No house slippers.
- No jewelry that exaggerates its intended use (including chains).

## **Discipline Point Values**

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Circle High School will use a discipline plan, which will attach a point value to every discipline referral that is sent to the office and seen by an administrator. Any time any student accumulates fifty (50) discipline points during any semester or eighty (80) points during a school year, a hearing/staffing will be scheduled with a committee, which could include the

superintendent. The purpose of the hearing/staffing is to afford the student their due process rights and determine future placement.

**Discipline Point Values are as listed:**

- Administrative assigned detention – 5 pts.
- Doubling of detention – 7 pts.
- One (1) day out-of-school suspension – 10 pts.
- Two (2) day out-of-school suspension – 15 pts.
- Three (3) day out-of-school suspension – 20 pts.
- Five (5) day out-of-school suspension – 25 pts.

**Guidelines for Detention**

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Administrative assigned detention will convene promptly by 7:00 am and again at 3:10 pm and will last up to 60 minutes. Students will be given the choice of attending morning and/or afternoon detention. Students will observe CHS regulations.

Other obligations, **including work**, will not be cause for dismissal from detention. Exceptions to this policy will be handled on a limited and individual basis. **Parents requesting that a detention be postponed must make the request to a building administrator prior to the date the detention is to be served.** Failure to serve detention will result in further sanctions.

**1<sup>st</sup> Offense (per semester)** – Additional hour (1) of detention assigned, **plus the student still has to serve all assigned detention time.**

**2<sup>nd</sup> Offense (per semester)** – Additional two (2) hours of detention, **plus the student still has to serve all assigned detention time.**

**3<sup>rd</sup> Offense (per semester)** – One (1) day out-of-school suspension. Parent conference will be scheduled prior to readmittance back to school. **Students will have to serve all assigned detention time.**

**4<sup>th</sup> Offense (per semester)** – Three (3) days out-of-school suspension.

**5<sup>th</sup> Offense (per semester)** – Five (5) days out-of-school suspension.

**Teacher Assigned Student Detention**

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Teachers have the authority to assign detention to a student to be served before or after school. It is the student's responsibility to serve all of his/her assigned detention. Failure to serve teacher assigned detention may result in increased detention time by the teacher, a referral to the office for disciplinary action or both. In the case of an office referral the detention time will be doubled and appropriate points will be assigned.

**Transportation for administrative or teacher assigned detention is the responsibility of the student and/or parents/guardians.**

**Out-of-School Suspensions (OSS)**

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In the event that a student is suspended out-of-school, the student will not be allowed to attend any school activities, including both home and away events, during the suspension time. The student is not allowed on any school property without administrative approval. Failure to abide with this policy could result in the student being arrested for trespassing.

**Athletics/Activities**

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**Eligibility**

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1. All students participating in activities at Circle High School must comply with the eligibility rules as outlined by the Kansas State High School Activities Association. **In addition, to remain eligible students will be required to pass six (6) units of weight per semester.**
2. During second semester, seniors who wish to participate in any KSHSAA sponsored activities/athletics must be enrolled in a minimum of at least one-half (½) unit of credit at Circle High School and be dually enrolled in college courses to equal a total of five half units of credit.
3. A student must be a bona-fide undergraduate member of his/her high school, and in good standing: A student who is under the penalty of out-of-school suspension will not be allowed to participate in practice sessions or games during the day or days of the assigned suspension.
4. Each incident which results in a student being assigned one to five days (1-5 days) out-of-school suspension will be considered as one (1) unexcused absence in regard to activity programs.

5. Any student participating in activities must be in attendance **the last two instructional blocks, not including seminar**, in order to participate or perform on the day of the activity in any school activity/athletic event. Any waiver of this policy is left to administrative discretion.
6. A student cannot participate in two sport related activities during the same season if either coach/sponsor feels there is a conflict of interest that cannot be worked out involving games or attending practices.

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## **Athletic Physical Examination**

All students who participate in athletics or cheerleading must have a KSHSAA physical examination and concussion form on file in the high school office. The student, their parents/guardians and a physician must sign this form before the student **practices** or participates in competition. These forms are available in the Circle High School office or from their respective coaches.

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## **Substance Abuse Policy**

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### **Philosophy Statement**

Circle USD 375 recognizes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Circle USD Substance Abuse Policy addresses Prevention, Intervention and Discipline. Circle USD 375 has a comprehensive age-appropriate substance abuse prevention curriculum with outcomes identified in the district's health curriculum. This curriculum includes the legal, social, and health consequences of drug and alcohol abuse. It also provides information about effective techniques for resisting peer pressure. The district's Substance Abuse Policy is provided to parents, students, and staff annually. The buildings' Site Councils and administration to determine program effectiveness will review Circle USD 375 Substance Abuse Policy biennially and that Policy is consistently enforced.

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### **Discipline Policy — Substance Abuse**

When a student is found to be in possession of, or using, a tobacco product, a controlled substance or alcoholic beverage the school will implement appropriate disciplinary measures.

1. A student shall not possess, sell, use, consume, transport or be under the influence of any intoxicating beverage, controlled substance or tobacco product during school or at any school sponsored activity.
2. The school has the right to search and seize illegal/harmful substances from lockers, persons, automobiles, or personal possessions based upon reasonable suspicion to believe that violation of this policy is occurring or has occurred in the immediate past.
3. The behavior, appearance and demeanor of the student or the detection of the odor of an intoxicating beverage or any controlled substance resulting from consumption or use may be used to determine if the student is under the influence of any intoxicating beverage or controlled substance.
4. Proper use of a drug authorized by a medical prescription from a licensed medical person shall not be considered a violation of this rule.

Violation of the above regulations shall result in appropriate disciplinary action. The procedures outlined below shall be followed:

1. The instructor and/or administrator will call the student to a private conference. An inquiry shall be made of the student's condition. If it is obvious to the administrator by behavior and/or condition that the student is under the influence of an intoxicating beverage or controlled substance, the student shall be kept in the office until a parent/guardian has been contacted.
2. The appropriate law enforcement agencies shall be notified, as required by state law.
3. A decision will be made at the conclusion of the parent conference based upon available alternatives. Some of the alternatives may include the following:
  - The student may return to school following a signed agreement between the school, the-student, and parent(s) concerning future conduct.
  - A suspension may be issued giving the student time for assessment.
  - The student may receive a short-term suspension, a long-term suspension, or expulsion.
  - If circumstances warrant, the administration MAY reduce the suspension/expulsion provided the student and parents participate in an established community-based treatment program.
  - The school reserves the right to impose other alternatives as dictated by individual facts and circumstances.

## **Athletic/Activities Substance Abuse Policy**

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The CHS substance abuse policy is designed to create a positive, healthy, drug-free atmosphere for athletics and activities. CHS recognizes that the use of alcohol, tobacco, and drugs, all of which shall be referred to as “substances”, increase long term injury and physical damage, and lessen the chance for a student to reach his or her full measure of excellence. The primary goal of this plan is to prevent the use, possession, purchase, sale and transfer of these substances. CHS encourages students to participate in a variety of academic, social and athletic activities while maintaining healthy, drug-free lives.

During the school year\* **(including out of season)** a student shall not:

- use, possess, sell or distribute a beverage containing alcohol
- use, possess, sell or distribute tobacco products
- use, possess, sell or distribute or abuse illegal drugs
- use, possess, sell or distribute drug simulations

\* School year is considered: first day of fall practice and/or first day of school to the last day of spring sports and/or last day of school.

### **Confirmation of Violation:**

1. A violation is confirmed by admission of the student or by a signed written statement by an observer.
2. The reliability and validity of an observer shall be determined by a majority vote of a panel consisting of the CHS principal, CHS assistant principal/activities director, Circle District resource officer, one faculty member, the coach/sponsor of the student in question, and one impartial coach/sponsor.
3. The CHS principal and assistant principal/activities director will be responsible for documentation and implementation of this program.

### **Violations and Penalties: (tobacco)**

**1<sup>st</sup> Violation** - After confirmation of the first violation, the student will be ineligible to participate for the next competition date. The student will be required to continue practice and prepare for their sport or activity.

**2<sup>nd</sup> Violation** - The student will be ineligible to participate in competition for 30 calendar days from the administrative recognition of their second violation.

**3<sup>rd</sup> Violation** - The student will be ineligible to participate in any sport/activity for the remainder of the school year.

### **Violations and Penalties: (for illegal drugs, drug simulations and alcohol)**

**1<sup>st</sup> Violation** - After confirmation of the first violation, the student will be ineligible to participate in any sport/activity for the remainder of the school year. Eligibility can be regained by the student if they and their parents agree to a contract for the remainder of the current school year. The contract will have the following stipulations: The student will be ineligible for the next 30 calendar days of competition that they are eligible for. The student will be required to continue practice and prepare for their sport/activity.

The student will agree to a UA at least once every 30 days for the rest of the school year. If the student fails the test or refuses to take a UA, the student will be ineligible the rest of the school year.

The student and the parents will agree to seek counseling at the expense of the student/parents and provide the administration with the results. The student will not have any alcohol or tobacco violations for the remainder of the school year. If the violation happens, the student will be ineligible for the rest of the school year.

**2<sup>nd</sup> Violation** - After confirmation of the second violation, the student will be ineligible to participate in any sport/activity for the remainder of the school year.

## **Practices**

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**Missing practice - Unexcused by the Head Coach.** If a student leaves school, the student must notify the coach prior to leaving. The coach has the final say as to whether missing practice will be excused or unexcused.

**1<sup>st</sup> Offense** - Conference with the head coach. Penalty to be decided by the head coach.

**2<sup>nd</sup> Offense** - The student will not participate in the next day of competition for which he/she would be eligible. (Placed on probation)

**3<sup>rd</sup> Offense** - Dismissal from the squad for the remainder of the season with no honors or awards received.

**Missing contest - Unexcused by the Head Coach.** The coach has the final say as to whether missing a contest will be excused or unexcused.

**1<sup>st</sup> Offense** – The student will not participate in the next day of competition for which he/she would be eligible. (Placed on probation)

**2<sup>nd</sup> Offense** – Dismissal from squad for the remainder of season with no honors/awards received.

## **AVCTL Sportsmanship Statement**

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**Preamble:** Let it hereby be resolved that we, the schools comprising the Ark Valley Chisholm Trail League, will be united in common effort to promote better sportsmanship. The following points are set forth to provide a better relationship among all students and adult fans, to discard the elements of dissension among all schools, to promote friendly rivalry, and to further a closer relationship among the schools and communities included in this league.

**Cooperation:** We will cooperate with each other in making pregame arrangements; exchanging cheerleader courtesies and exhibit a willingness to cooperate with opposing teams and all of their representatives.

**Courtesy:** We will strive to maintain courteous association before, during, and after all interschool activities. Through maintaining an open-mind we will keep our emotions and sentiments from overcoming our better judgment and common sense.

**Fair Play:** We dedicate ourselves to practice fair play in both reality and spirit. We will seek to win by fair and sportsmanlike means, according to the rules of the game and as interpreted by the officials. We can best understand and appreciate the other person's point of view, his/her feelings and situations by practice of the golden rule "Do unto others as you would have the do unto you."

**Friendliness:** We will respect the other schools and be courteous and gracious to the fullest extent. We will reserve a student section at all games and treat our opponents as our guests. We will congratulate our opponents, win or lose, to further the friendship throughout the league.

**Respect:** We will respect the rights of others and the officials' decisions. We will respect all school songs, and property of others, the school spirit of our opponents, and all people attending the games, by staying in the stands during the game and not blocking the view. We will refrain from uttering abusive or irritating remarks from the sideline.

**Unsportsmanlike conduct:** A conference with the head coach and activities director. Sanctions could vary up to suspension from the squad for the remainder of the season with no honors or awards received.

**Definition of Probation** – If a student violates the same rule again he/she will be dismissed immediately for the remainder of the season from the activity he/she is presently participating in.

## **Transportation for School Sponsored Activities**

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All students will ride district transportation to and from an activity when provided. Exceptions can be made with the consent of the coach/sponsor and a building administrator. Parents/guardians of students must inform the activity's sponsor/coach in writing and in person that the student will be returning home with them or a responsible adult. No student will be permitted to ride home with another student.

## **Dances**

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Each organization sponsoring a school dance must provide a minimum of three (3) faculty sponsors. These functions may be limited to Circle High School students. Such activities must be scheduled with the Activities Director. All dances will conclude by midnight (12:00 am) if not before. Such functions will be permitted only under the following conditions:

1. No outsiders will be permitted, unless the activities director, principal or school resource officer approves a date list. Form letters must be turned in on time.
2. An administrator and a sponsor will verify ID's and check for any violation of Circle High Substance Abuse Policy and/or other policy violations. Circle High School ID's will be required of all Circle High School students at the door prior to admittance to the dance. Students will not be admitted without current school ID's.
3. Students attending the social function must have all school student obligations (examples: detention, uniforms, missing books, library fines) met before attending.
4. No one younger than a freshman in high school and no one older than the age of twenty (20) will be allowed at social functions.
5. Students who leave the dance will not be allowed to re-enter.
6. All school policies concerning behavior apply.
7. Dance guidelines apply on and off the dance floor. Lewd and inappropriate dancing such as freaking/grinding or other similar dance styles will result in the student being asked to leave the event. Parents/guardians will be notified. Dance guidelines include, but are not limited to:
  - No straddling legs
  - No bending over (dancers must be in a vertical, standing position)



- No front-to-back touching/grinding
  - No inappropriate touching
  - No making-out (no overt and/or prolonged public displays of affection)
  - Both feet on the floor
  - No hands on the floor
8. Students are encouraged to leave personal items at home as the school is not responsible for lost or stolen personal property during dances.
  9. Circle High School students are responsible for any date they bring to a dance. All dates will follow Circle High School rules and regulations while attending a high school activity.
  10. School grounds outside and in the parking areas are off limits to groups for visiting or loitering.

## **King and Queen Selection Procedure**

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Selection of King and Queen for Fall and Winter Homecoming will be in accordance with the following procedure:

1. All candidates must be seniors.
2. A student is not eligible if he/she has violated the Circle High School Substance Abuse Policy during the current school year.
3. A student is not eligible if he/she has had any out-of-school suspension days during the current school year.
4. All candidates are limited to one major honor as a King or Queen or as a King or Queen attendant during their senior year. This includes Fall and Winter Homecoming Kings and Queens and all attendants.
5. The girls of the senior class and girls' athletic squads will nominate three candidates from the list of eligible senior boys.
6. The boys of the senior class and boys' athletic squads will nominate three candidates from the list of eligible senior girls.
7. Eligibility for King and Queen selection is defined as: Any student eligible to participate according to Circle High School's eligibility rule and with the additional stipulations above.
8. After the three Queen and three King finalists have been chosen, by that season's sports/activity participants, the entire student body will have the final vote for the King and Queen.

## **General Building Rules and Regulations**

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### **Philosophy**

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The students who attend Circle High School have the right to come to school and obtain a quality education in a safe and orderly learning environment. To insure that a safe and orderly learning environment does exist, Circle High School has developed the following belief statements.

#### **We believe . . .**

1. Historically, boards of education and patrons have held to the philosophy that every student should have the opportunity to obtain a quality education.
2. Who is in charge:
  - Teachers are in charge in the classrooms.
  - Support staff is in charge of their respective areas.
  - Building principals are in charge of the building.
  - The Board of Education delegates to the superintendent the responsibility to be in charge of the district.
3. Students and parents/guardians should be aware that students are responsible and accountable for their behavior, and understand that there are consequences for inappropriate behavior. Students are responsible for knowing the rules and if they choose to violate those rules, they should be prepared to accept the consequences for those actions.
4. Those students who cannot or will not discipline themselves or follow the rules may face consequences utilizing appropriate and legal means established by the school district and the courts in order to maintain a safe and orderly learning environment.

### **After School Hours**

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Unless involved in an after school activity or attending a meeting, all students are required to leave the building and be off school grounds fifteen (15) minutes after the end of the school day.

## **Alcohol and Other Drugs**

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To insure the safety of our students, Circle High School administration reserves the right to use dogs to conduct searches without warrant for any reasonable purpose.

## **Behavior – False Emergency Alarm**

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Those persons responsible for a false alarm will be subject to expulsion from school and prosecution to the fullest extent of the law.

## **Behavior – Hazing and Initiations**

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Incidents involving initiations, hazing, intimidation and/or related activities which are likely to cause bodily danger, physical harm and personal degradation or disgrace resulting in physical or mental harm or which affect the attendance of another student are prohibited.

## **Behavior – Interrogations and Investigations**

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Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violations.

## **Change/Checks**

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Change will be given only when students are paying bills. **NO** change will be provided and no refunds will be given for the vending machines. Checks will be accepted for exact amount owed. The office will not cash checks.

## **Computer and Internet Use**

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The purpose of the computer network is to support the curriculum, enhance the educational opportunities of students and support the administrative efforts of USD 375. To that endeavor, the following list is examples of unacceptable actions:

1. Accessing or attempting to access any computer systems with another user's authentication information.
2. Disclosing your authentication information to another user. You are accountable for any computer activity associated with your authentication information.
3. Accessing any resource on the network through any means other than a district established personal login process.
4. Gaining access to other user's data for which you have not been explicitly granted access by district personnel.
5. Storing, downloading, installing or running any executable/program/macro which is not authorized by the district on a network server or a networked/stand-alone workstation.
6. Altering desktop settings in any way, such as, but not limited to wallpaper or screensavers.
7. Accessing any network resource for which you have not been explicitly granted access by district personnel.
8. Accessing DOS (disc operating system).
9. Creating or renaming icons.
10. Renaming system files, such as, but not limited to .ini, .exe. or .dll files.
11. Using the network for commercial/financial gain or fraud.
12. Accessing the Internet without teacher consent.
13. Forging email messages.
14. Posting anonymous messages/materials.
15. Harassing, insulting, threatening, invading the privacy of others or using inappropriate language in any form of electronic communication or data.
16. Student printing without teacher's permission.
17. Circumventing any network security system, such as, but not limited to GPO's (global policy object), internet filtering or configuration.
18. Disrupting the network or a computer system.
19. Damaging, modifying, altering, destroying or removing licensing labels from computer equipment.
20. Any act of vandalism to computer equipment.
21. Requesting, transmitting or possessing obscene or threatening material.
22. Accessing any gaming site without permission from authorized classroom instructor or administration.

## **Kansas State Statutes 21-3755:**

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Computer crime; computer password disclosure; computer trespass.

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, service or any other thing of value by means of false or fraudulent pretense or representation;
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

## **Consequences for Violations**

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1. Confiscation of any questionable disks, drives, other medium or equipment.
2. Payment for damages and/or costs of replacement.
3. Conference with administration, detention or out-of-school suspension with the possibility of a due process hearing.
4. A review by the administration for appropriate disciplinary sanctions. Students who violate school and/or state regulations regarding the use of the computer hardware or software will be prohibited from using the network.

Students will be responsible for actions resulting from the use of their I.D. and/or password. **Students are responsible for any files stored on their directory.**

## **Internet Use**

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The district has the right to restrict or terminate network access at any time for any reason. USD 375 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the computer network.

## **Privacy Rights**

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Users should have no expectation of privacy in regards to email or data files. The high school administration or designee has access to and may monitor them at any time for security reasons. The district retains the right to duplicate any information created on the computer system.

## **Compliance with Copyright Laws**

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The district will adhere to all copyright laws as applied to computer software; this includes license agreements and/or policy statements contained in the software packages. Therefore, all software used on district computers shall be purchased by the district, properly licensed and installed by the Technology Department designated personnel.

Further, transmission of any material over the internet that is in violation of any state or federal law is prohibited. This includes, but is not limited to: copyrighted material; inflammatory material. Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions:

- Suspension of internet access;
- Revocation of internet access;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer access;
- Revocation of computer access;
- School suspension;
- School expulsion, and/or legal action and prosecution.

## **Crisis Plan**

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The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crisis, from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. Persons wishing to know more about the crisis plan should contact their building administrator.

## Drills

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**Fire:** Fire drills are required by law and held on a monthly basis, so orderly evacuation of building/classrooms may be accomplished without panic for student's safety. Instructions are posted in each room. At the sound of the alarm, students should walk quickly and quietly out of the building without stopping. All students and personnel must move at least fifty (50) feet away from the building. Students must remain together in class groups so the teacher can account for all students. The signal for a fire is a steady tone from the fire alarm.

**Tornado:** The signal to evacuate classrooms for a tornado will be the sound of a tornado siren played over the intercom or if the power is out, an intermittent blast from an air horn. Unless instructed otherwise, students will sit on the floor in designated shelters and wait for the all-clear signal. When the tornado alert is lifted, an announcement will be made. Remain in designated areas until the all clear is given.

**Intruder:** The signal to alert students and staff of an intruder either inside or outside of the building will be an intercom announcement. Unless instructed otherwise, students and teachers are encouraged to run, hide or fight.

## Electronic Devices – Non-Communication

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Any electronic device that becomes distracting to the learning environment may be taken from the student and is subject to classroom and/or administrative consequences.

## Electronic Devices – Communication

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The use of electronic communication devices by students on school property during the school day (8:07 am – 3:05 pm) is allowed during passing periods and their lunch period only. The district is not responsible for loss or damage to any personal property, even if personal property is lost, stolen or damaged on school grounds.

Use of electronic devices **including those** with cameras, text messaging, etc. at school or school activities that violate privacy laws, result in sexual harassment, classroom cheating or any school disruption may result in suspension and/or expulsion from school.

Personal computers (laptops) brought from home will need to be approved for use by the Circle High School Technology Department and/or administration. Laptops will be scanned for viruses and intrusive programs designed for network security circumvention. Computer settings needed to connect to the school network will be added by school technology personnel once the computer has been approved for school use. A personal computer usage agreement (PCUA) form must be completed prior to using the computer on campus.

## Health Care

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**Illness:** Students who are ill should never be sent to school. Students with temperatures at 99.6 degrees with symptoms or 100 degrees and above will be sent home. They must be fever free for twenty-four (24) hours without the use of fever reducing medication before returning to class.

The school health rooms are set up to give first aid to the sick and injured, do screenings, give necessary medications and care for students with chronic health problems. Ill students need to be picked up quickly in order to prevent the spread of illness to others.

The school attempts to provide a safe and accident-free environment. However, if an accident occurs, first aid will be administered and the parent/guardian notified. First aid is defined as immediate care given in the case of injury or sudden illness.

Parents/guardians are notified to pick up students when the school finds it necessary to send a student home. If the parent/guardian is unavailable, the emergency contact will be notified. Please keep family and emergency information current with the school.

A contagious disease may require a physician's order for your student to return to school. Contact the school nurse in your building to find out if a release is needed for your student to return.

Contact the school office or school nurse if your student is diagnosed with:

1. **Streptococcal infections:** Excluded until on treatment for twenty-four (24) hours: Fever free for twenty-four (24) hours without fever reducing medication.
2. **Ringworm:** Excluded until treatment is started and affected area is covered.
3. **Pinkeye:** Excluded until on treatment twenty-four (24) hours and no discharge in the eye.
4. **Impetigo:** Excluded until treatment has started and lesions covered until healed. Doctor's release needed to return to school.
5. **Scabies:** Excluded until treated with a scabicide and a doctor's release needed to return to school.
6. **Shingles:** Excluded until all of the blisters are crusted/scabbed over or until six (6) days after the first crop of blisters occur, whichever comes first. Doctor's release needed to return to school

7. **Pediculosis (head lice):** Individual infested with lice shall be excluded from a child care facility, family day care home or from school until treatment with a pediculicide drug is initiated. Proof of treatment, product container or receipt, and recheck in office before student may return to school.
8. **Mononucleosis:** Doctor's note on attendance and/or restrictions needed prior to students return to school.

**Immunizations:** Each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolling or enrolled for the first time in a preschool or day care program operated by a school, prior to admission to and attendance at school, shall present proof that the pupil has received such tests and inoculations as are deemed necessary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to complete all required immunizations within ninety (90) days shall be deemed non-compliance.

\*\*Students who are exempt or not properly immunized may be subject to exclusion according to the recommendations of the Kansas Department of Health and Environment regarding reportable contagious disease. Exclusion could vary from several days to 21 days or more based upon exposure, incubation and communicability.

*As an alternative to the certification required:*

1. An **annual** written statement signed by a licensed physician stating the physical condition of the child to be such that inoculations would seriously endanger the life or health of the child.

**OR**

2. A written statement signed by one parent/guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to inoculations.

If one of the above documentation of immunizations is not received, a pupil may be subject to exclusion from school attendance until such time as the pupil shall have complied with the requirements. A written notice will be sent to the parent/guardian stating the reason for exclusion.

**Health Assessment Policy:** As required by Kansas State law, all students up to the age of nine (9) must have on file, at the appropriate school, a completed health assessment (physical) form. The assessment may be completed by a physician or by a nurse certified by the Kansas Department of Health and Environment. Failure to comply with this policy will result in a student being excluded from school until compliance is achieved. Exemption under this policy may be obtained by a written statement signed by one parent/guardian that the student is adherent of a religious denomination whose teachings are opposed to such assessments.

**Medication Policy: Prescription Medication:** Under certain conditions, prescribed medication may be given at school by the school nurse or designated person. Some exceptions may apply such as inhalers, epipens and diabetic supplies. Prescribed medication, over-the-counter drugs, vitamins, herbals and food supplements can be given only after the physician and parent/guardian have completed the district medication request form. The dosage intervals on many medications can be adjusted so that times for taking the dosages come outside school hours. If at all possible, medication needs to be given prior to coming to school or after returning home from school under parent/guardian supervision. The initial dose of medication must be given by the parent/guardian to determine if the student will have an adverse reaction.

The following information must be completed and on file with the school health office before the prescribed medication can be given:

1. A Request for Administration of Medication form must be completed for administering prescription or over-the-counter medication by the prescribing physician and parent/guardian. The office is not allowed to give ibuprofen or Tylenol without a doctor's note.
2. A Request to Self Administer Medication form must be completed for use of inhalers, epipens, diabetes supplies and insulin.
3. The medication needs the correct information: student name, medication, dosage, frequency, date, prescription number, physician, pharmacy, expiration date.
4. Parents/guardians shall submit their instructions in written form and understand that school personnel and/or the school district will not be held liable for any action resulting from this request to self-medicate. Inappropriate decisions by the student relative to this policy may result in disciplinary action.

**School Liability:** USD 375 employees, including registered nurses (as an individual and as an employee) or designated person, who administer medication in accordance with physician instructions or parents/guardian instructions (not to

exceed over-the-counter bottle directions) shall not be held liable for damage resulting from adverse reactions. In the event of an adverse reaction, the student will be treated according to standard emergency care guidelines.

## Hall Passes

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No student is to be in the halls without a pass from staff or instructor. Each student will report to class first and then, with permission from the teacher, obtain a pass to go to another class or to the office. The student must comply with the above regulation; otherwise, he/she could be counted absent or tardy from class. No student is to be in the parking lot area during class time, between classes or during lunch without permission from the office.

## Library Media Center Procedures

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All Circle students and staff are invited to visit the library media center. Procedures and policies include the following:

- Hours: Open one-half (½) hour before and after school.
- Passes: Students must present a pass stating their purpose in the library during that class period unless their teacher accompanies them.
- Seminar Passes to the library are available only in the library until 12:30 pm on Seminar days.
- Overdue Charges: If an item is not returned by the end of the semester, there is a \$5.00 fine for each semester for each item.
- Lost Material Charges: Replacement cost.

## Library Media Center Regulations

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Passes to the Library will be limited during Seminar. Students are expected to stay on task for the entire fifty (50) minute Seminar block. **No food or drinks will be allowed in the Library Media Center. No exceptions!**

**NO PASS/NO GO** - It is the responsibility of the student to get a pass from the library or office for the Library Media Center by the end of last lunch on the day of Seminar. Failure to stay on task will result in the student being sent back to class and loss of points. Repeat problems may result in suspension of Library Media Center use.

## Lunchroom Guidelines

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Students will be assigned a lunch period according to their 3<sup>rd</sup> and 7<sup>th</sup> block class. **Circle High School has a closed lunch period.** No outside food or beverages from commercial vendors are allowed without administrative approval. Students are required at the beginning and end of their lunch period to move through the academic areas as quietly as possible. Once in the cafeteria, students may not leave until the end of the period unless they have permission from a staff member. Students are to use the restroom and drinking fountains adjacent to the commons area during lunch. While in the cafeteria, students are not to make excessive noise or infringe on the rights of others. Students are asked to return their trays as soon as they finish so that tables can be cleaned and trays washed for the next lunch. Students are also responsible for throwing away all trash and returning tables and chairs to their original locations. Visitors are prohibited from coming to school during lunch, without administrative approval at least two days prior notice.

## Notice of Surveillance

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Circle High School and its premises are monitored twenty-four (24) hours a day by surveillance cameras and alarms.

## Office Telephone Use

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The office phone is to be used **only for school business**. Students will **not** be called out of class for telephone calls except in cases of extreme emergency or parent/guardian request. Students are not to use teacher's office phones.

## Parking Regulations

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1. Parking will be on a first-come, first-served basis. All parking must be in painted stalls.
2. Student parking is located in the parking lots south and northwest of the main building.
3. The following items are deemed as violations of the parking policy. Each ticket may result in a fine.
  - b. Parking in any red area. Fire lanes are marked in red. Vehicles parked in fire lanes may be given tickets by both the Circle High School Police Dept. and/or the Butler County Sheriff Dept. and towed away at the owner's expense.
  - c. Parking in a handicapped area. The Circle High School Police Dept. and/or the Butler County Sheriff Dept. may ticket these vehicles.
  - d. Vehicles must remain on the roadway. Reckless driving may ticketed.

- e. Parking in visitor's spots is prohibited.
4. Students are not to loiter in the parking lots or in vehicles during the school day; this will be considered a discipline policy violation.
5. The school will not be responsible for theft or damage to vehicles or motorcycles. Students are encouraged to lock their vehicles and remove all valuable items.
6. The speed limit in the parking lots is 15 MPH.
7. Going to a vehicle during the school day is prohibited without checking out through the office.
8. Students in the act of violating school policy who are detected by the security cameras - or any other means - may be subject to appropriate disciplinary action.
9. Any vehicle entering Circle High School property is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

Students who have repeated violations with driving or parking their vehicle may lose the privilege to have their vehicles on USD 375 property. Driving privileges may be taken away upon the discretion of the Circle High School administration and school resource officer.

## **Personal Property**

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Students are discouraged from bringing personal property to school. Circle High School or USD 375 is not responsible for loss or damage to items of personal property either in the school building or in vehicles in the parking lot. Incidents involving lost, stolen or damaged personal property are to be reported by the student to the Circle High School resource officer who will investigate.

Teachers may determine in their classrooms whether or not students may use portable musical devices. Personal property items that become distracting to the learning environment may be taken from the student and kept in the office until a parent picks them up.

## **Posters**

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Administration will review materials prior to posting to ensure that materials will not substantially interfere with the work of the school, materially disrupt the school, or cause substantial disorder, invasion or infringement upon the rights of other students. All unauthorized postings will be removed immediately and become the property of school.

## **Seminar**

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The purpose of Seminar is to serve as an extension of the educational programs of Circle High School. The mission of Seminar is to enhance classroom instruction and enrich the educational program, enabling the students to take responsibility for increasing their academic achievement.

The structure of Seminar will allow each student to tailor this time for his/her needs. Class interruptions will be decreased because out-of-class activities such as assemblies, class meetings, etc. will be scheduled during Seminar when possible.

Seminar will decrease instructional distractions since assignments and tests will be made up during this time. Students will have the opportunity to get additional help and to complete homework.

Seniors who do not have a last block class during second semester are excused from attending Seminar. However, if the student is failing a class that is required for graduation, he/she may be required by the building principal to attend Seminar until the failing grade is raised to at least a 65%.

## **Expectations of Students**

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- Students are expected to behave appropriately in Seminar.
- Students should bring all study materials to Seminar.
- **NO PASS/NO GO** - It is the student's responsibility to get a pass from the teacher they need to see in advance.
- This pass should be secured by the end of last lunch on the day of Seminar.
- The same procedure will be followed for the Library Media Center.
- When passing through the halls during Seminar, students must have a Seminar pass, and in full view to any staff hall monitor.
- Misuse of Seminar hall pass privileges will result in suspension of those privileges.

- Students will be allowed four minutes to reach their destination.
- An unexcused absence from Seminar will result in zero (0) points being earned that day. Excused absences will not result in a loss of points. Tardies will be treated the same as a tardy to any other class.
- **Students must return to their assigned Seminar classroom five (5) minutes prior to the end of the Seminar block.**

## **Seminar Grading Policies and Procedures**

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Students may earn five (5) points each day and will receive a letter grade of A, B, C, D or F for Seminar. A = 5 points, B = 4 points, C = 3 points, D = 2 points and F = 1 point. The grade will appear on the student's grade card and will be included in their GPA. Seminar is worth ¼ credit per semester. The following percentages are used for the Seminar grading scale: A = 90-100%; B = 80 - 89%; C = 70 - 79%; D = 60-69% and F = 59% and below. Excused absences are not to be figured in the student's grade.

Daily grades will be kept by the Seminar teacher and will be determined based on the following criteria: Bringing material to class, staying on task and adherence to Seminar procedures. Each student will receive productivity points for each Seminar based on the five (5) point system:

- ✓ **2 points** for bringing materials to class
- ✓ **2 points** for staying on task
- ✓ **1 point for being on time**
- ✓ **0 points** indicates none of the criteria have been met

## **Seminar Hall Pass Procedures**

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The Seminar pass helps teachers track students as they progress from one classroom to another classroom. Seminar teachers will not release students who have forgotten to make arrangements to visit teachers/sponsors or have lost their Seminar passes. Seminar passes must be filled out completely. Sending and receiving teachers must fill each **TIME** and **SIGNATURE** slot. Students must keep passes in full view when in the hallway and must show these passes to any hall monitor. Failure to have a valid pass will result in the student being returned to the Seminar teacher and receiving a zero (0) for the day. Students must report back to their home Seminar room before the end of the Seminar and return their passes to their home Seminar teachers. The score indicated on the Seminar pass should help the Seminar teacher determine the student's daily grade. A student who does not report back to their Seminar room or who reports back with an unsigned Seminar pass will receive a zero (0) for the day.

## **School Bus Pupil Conduct Rules**

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1. The driver is in charge of all students while they are being transported and shall require them to be respectable and behave in an orderly fashion.
2. Students will help see that the inside of the vehicle is kept clean. In order to maintain cleanliness of the vehicle, food (including sunflower seeds) or beverages are prohibited.
3. If the driver assigns seats, the assigned seat must be occupied until permission is given to make changes.
4. Passengers are to remain seated and facing forward until the destination has been reached and the bus **IS** stopped.
5. **BE ON TIME!** Be at the bus stop waiting for the bus unless moisture is falling. When inclement weather conditions exist, a pupil should be at the bus stop by the time the bus stops and is ready to load. All children boarding at one stop are expected to board the bus at the same time. The bus is not required to wait for students who are tardy.
6. No animals or live specimens shall be permitted on the school buses.
7. Students are prohibited from carrying weapons, explosives, matches, lighters or knives of any sort on the school bus.
8. Students shall not throw any objects on the bus or out of the windows.
9. Obscene or profane language is prohibited.
10. Written permission from the parent/guardian is required if a student wants to ride another bus or be let off at a stop other than his/her assigned stop.
11. Complete silence is required at a railroad crossing.
12. Students shall not be in possession of tobacco, intoxicating liquor or other illegal substance on the bus.
13. Large or bulky items may **not** be placed in the aisles and glass containers are not allowed on the bus.
14. Students shall not extend hands, arms, head or any part of their body through the bus windows. Bus windows will remain closed unless permission is given by the driver.
15. Pupils shall stay out of the driver's seat and shall not tamper with any of the equipment or radio.
16. Students will converse in a normal tone of voice while riding the school bus.
17. The passenger or parent/guardian will pay for any damages done to a school vehicle by a passenger.



18. A student who wants a visitor to ride the school bus or who wants to ride a different bus must request permission in sufficient time to allow the transportation department to determine if space will be available. A two day notice should be given.
19. Fighting, teasing, pushing or shoving will not be tolerated.
20. Students are not allowed to walk from their base school to their bus transfer school and then get on the bus that takes them to their final destination. Students MUST ride their transfer bus and then stay in assigned transfer school areas until they board their final destination route bus.

## **Discipline for Infraction of Bus Rules**

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Failure to observe normal rules as prescribed by the Transportation Division of the Kansas State Department of Education and/or Circle USD 375 may result in the suspension of a student's bus riding privilege.

### **1<sup>st</sup> Offense:**

1. The driver will complete a bus discipline form and confer with the student regarding the infraction.
2. The driver will notify the parent/guardian by telephone if possible and a copy of the discipline referral will be mailed to the parent/guardian and to the student's building principal.
3. The student may be subject to suspension from bus riding privileges as determined by the building principal.

### **2<sup>nd</sup> Offense:**

1. The driver will complete a Bus Discipline Form and confer with the student regarding the infraction.
2. The driver will notify the parent/guardian of the incident by telephone if possible and a copy of the discipline referral will be forwarded to the student's building principal.
3. The principal and student will confer about the disciplinary infractions and the student may be subject to suspension from bus riding privileges as determined by the building principal.
4. The parents/guardians will be notified of the infraction and resulting disciplinary action by the principal.

### **Further Offenses:**

Multiple offenses or offenses which endanger the safety of students will be dealt with by the building principal and will result in suspension of bus riding privileges.

## **Tobacco Policy**

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**At no time are students permitted to possess or use tobacco products in any form, including simulated tobacco products (i.e. electronic cigarettes), on Circle High School property. Students participating in or attending school sponsored activities are prohibited from the possession or use of tobacco products regardless of the location. Circle USD 375 is a tobacco-free school district. The use of tobacco products in any form on all grounds owned or operated by USD 375 premises is prohibited.**

Violation of the above provision will result in an automatic three (3) day out-of-school suspension. The second offense shall result in a five (5) day out-of-school suspension. The third violation will result in a ten (10) day out-of-school suspension during which time an expulsion hearing will be held. Smoking or tobacco use by anyone is not permitted at any time inside USD 375 buildings nor is it permitted on outside premises.

Students who wish help with a tobacco problem may seek help at Circle High School

## **Vandalism and Destruction of School Property**

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Vandalism, defacing or destroying school property, the property of any school employee, or other students on school premises or at school-sponsored events will not be tolerated. Disciplinary action will be initiated for any act of vandalism, and, where warranted, charges may be filed with the Sheriff Department. The student will be charged the justifiable value of school property lost, damaged or destroyed.

The following Board of Education regulation will apply in the event there is disciplinary action resulting from destruction to or theft of school property.

1. Restitution for damaged property: When a student is suspended for a violation of this policy, as a condition of reinstatement in school, he/she may be required to make restitution to the district.
2. Legal action to recover damages: In the event a student or his/her parents/guardians fail or refuse to make restitution for damages resulting from vandalism, the administration, with prior approval of the Board of Education, may take such legal action as seems appropriate to recover said damages.

## Visitors Procedure

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All visitors (anyone not enrolled at Circle) **must** check into the office immediately upon entering the building. Approval of visitor passes will be at the discretion of the administration. Infants, small children and pets are not to be brought to school with students.

## Buckley Amendment Directory Information

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Unified School District 375 reserves the right to release directory information on the students formerly enrolled in the district. The categories of personally identifiable information are as follows:

1. The student's name, address, telephone number, date of birth.
2. The student's major field of study.
3. The student's participation in officially recognized activities and sports.
4. The weight and height of members of athletic teams.
5. Dates of attendance.
6. Degrees and awards received.
7. The most recent educational agency or institution attended by the student.

The parent/guardian of any student has the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to his or her child. If parents/guardians wish this information not to be released on their child, a written statement should be presented to the principal.

## Emergency Safety Interventions

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The Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavior intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

### Definitions

*"Emergency Safety Intervention"* is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

*"Seclusion"* requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.

*"Chemical Restraint"* means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

*"Mechanical Restraint"* means any device or object used to limit a student's movement.

*"Physical Restraint"* means bodily force used to substantially limit a student's movement.

*"Physical Escort"* means the temporary touching or holding the hand, wrist, arm, shoulder or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

*"Time Out"* means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

1. Using face-down (prone) physical restraint;
2. Using face-up (supine) physical restraint;
3. Using physical restraint that obstructs the student's airway;
4. Using physical restraint that impacts a student's primary mode of communication;
5. Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
6. Use of mechanical restraint, except:
  - a. Protective or stabilizing devices required by law or used in accordance with an order from a licensed

- healthcare professional;
- b. Any device used by law enforcement officers to carry out by law enforcement duties; or
- c. Seatbelts and other safety equipment used to secure students during transportation.

**Training** All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

**Documentation** Each school building shall maintain documentation regarding the training that was provided and a list of participants. The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

1. Date and time of the intervention,
2. Type of intervention,
3. Length of time the intervention was used, and
4. School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in the instances.

#### **Reporting Data**

District administration shall report ESI data to the state department of education as required.

#### **Local Dispute Resolution Process**

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state board of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school and the state board of education.

### **Notice of Non-Discrimination**

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Circle USD 375 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.<sup>1</sup> The following person has been designated to handle inquiries regarding the non-discrimination policies: Don Potter, Superintendent, 901 Main, P O Box 9, Towanda, KS 67144, 316-536-2577 or dpotter@usd375.org. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

<sup>1</sup>Only public elementary or secondary schools or local or state educational agencies that receive funds made available through the Department of Education should include the words "and provides equal access to the Boy Scouts and other designated youth groups."

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