

BASEHOR-LINWOOD HIGH SCHOOL 2018-2019

2108 N. 155th STREET
P. O. BOX 255
BASEHOR, KANSAS 66007
Telephone: (913) 724-2266
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www.usd458.org/blhs

BLHS OFFICE HOURS
7:00 AM - 4:00 PM

Jarred Fuhrman Principal
Jared Jackson Assistant Principal
Ross Schwisow. Athletic Director/Assistant Principal
Vicky Herbster Sr./So. Counselor
Stephanie Billet..... Jr./Fr. Counselor
Sherry McKinleyBookkeeper
Tina LohaferAthletic Secretary
Vicki Holmgren Attendance Secretary
Robin Sharp.....Psychologist
Kathryn Harter Social Worker
Kinsley Pister..... School Nurse
Lynn Nahrebeski..... Building Technology
Stephanie Price Head Custodian

MISSION STATEMENT

BLHS is committed to building a tradition of excellence for its students and community.

Agendas must be carried with student at all times. If the agenda is lost, defaced or destroyed, the student must purchase a new one.

This agenda belongs to:

****This Handbook is also available online at
http://www.usd458.org/Schools/BasehorLinwood_High_School**

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BASEHOR-LINWOOD USD
#458
PHILOSOPHY STATEMENT

We of USD 458 believe that our students are individuals with different needs. They have the ability to learn in a variety of ways and situations in an environment conducive to learning.

We provide a general education with curricular and extracurricular opportunities to develop specific skills and interests for life. Students will have the opportunity to reach their potential intellectually, emotionally, and physically.

We encourage students to understand and respect the dignity and rights of others as responsible citizens in a democracy.

We further believe the success of our educational process is dependent upon the cooperative efforts of school, home, and community.

Vision Statement

BLHS, through high expectations and a rigorous and relevant curriculum, will work together with the community to ensure each student will:

*Become responsible citizens and leaders in family, community and work settings.

*Maintain a positive lifestyle and accept responsibility for one's actions and successes

*Develop and use effective communication skills.

*Be provided with a safe and supportive learning environment through communication and cooperation with the community.

*Incorporate acquired knowledge while continuing to empower themselves to achieve challenging goals.

BLHS Core Values

**Members of the Basehor Linwood
High School
community value...**

Respect

We hold the utmost level of regard for ourselves and those around us.

Character

We believe that what we say and do defines who we are.

Integrity

We observe a code of moral strength and consistency.

Responsibility

We are accountable for our own choices.

Leadership

We conduct ourselves as role models for everyone around us.

Perseverance

We remain focused on our goals despite obstacles or adversity.

Compassion

We show kindness and concern for everyone around us regardless of our differences.

Academic Excellence

We believe that everyone is responsible for upholding a high standard of academic achievement.

BLHS STUDENT AGENDA

Each student will be instructed on the use of the agenda. The program objectives include improved organization, school-home communications and reinforcing goal setting. Each student will be expected to carry the agenda to each class, to use it as a hall pass, and to pay a replacement fee if the agenda is lost.

NONDISCRIMINATION

The Basehor-Linwood School District does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, ADA or Section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons may be directed to the Compliance Officer, who can be reached at 2008 N. 155th Street, Basehor, Kansas, 66007 - 724-1396 or 723-3400.

2018 - 2019 BELL SCHEDULE

ADVISORY SCHEDULE

7:40 a.m. - 9:05 a.m.....**Block 1**

9:05 a.m. -9:10 am. Passing Period

9:10 a.m. - 10:38 a.m....**Block 2**
Announcements at beginning of Block 2

10:38 a.m -10:43 a.m Passing Period

10:43 a.m. - 11:23 a.m...**Advisory**

11:23 a.m. - 11:28 a.m
Passing Period

11:28 a.m. - 1:15 p.m....**Block 3**
Lunch (Group A) 11:23-11:48
Lunch (Group B) 11:52-12:17
Lunch (Group C) 12:21-12:46
Lunch (Group D) 12:50-1:15

1:20 p.m. - 2:45 p.m...**Block 4**

PEP RALLY/ASSEMBLY

SCHEDULE 7:40 a.m. - 9:05 a.m.....**Block 1**

9:05 a.m. - 9:10 a.m Passing Period

9:10 a.m. - 10:38 a.m....**Block 2**

10:38 a.m. - 10:43 a.m. Passing Period

10:43 a.m. – 12:30 a.m....**Block 3**

Lunch (Group A) 10:43 - 11:06
Lunch (Group B) 11:10 - 11:35
Lunch (Group C) 11:39-12:04
Lunch (Group D) 12:08 - 12:30

12:35-2:00p.m. **Block 4**

(Students will be released for Pep Rally/Assembly @ 2:00)

BOBCAT SCHEDULE

7:40 a.m. - 9:07 a.m.	Block 1
9:07 a.m. - 9:12 a.m.	Passing
9:12 a.m. - 10:41 a.m.	Block 2
10:41 a.m. - 10:43 a.m.	Passing
10:43 a.m. - 11:43 a.m.	Bobcat Advisory
11:43 a.m. - 11:46 a.m.	Passing
11:46 a.m. - 1:13 p.m.	Block 3
1:13 p.m. - 1:18 p.m.	Passing
1:18 p.m. - 2:45 p.m.	Block 4

SCHOOL EMERGENCY CLOSING NOTIFICATIONS

School will not be dismissed because of weather conditions that arise during the school day, if it is feasible for students and staff to remain safely at school. If a situation should arise and an early dismissal is needed, our phone notification system will be activated. If adverse weather conditions exist before school begins, and we decide to cancel school, Mr. Howard will first tweet the news (@dlhoward32). Notifications will also be placed on our District home page (www.usd458.org) and the official Basehor-Linwood Facebook page (www.facebook.com/Basehor-LinwoodUSD458) and sent via our school notification system and the Basehor-Linwood mobile app (available for iOS and Android devices).

You can also check the following TV/radio stations for school closing announcements:

Channel 6 News -	KCTV TV (5)	92.9 FM
Lawrence	WDAF TV (4)	105.9 FM
KMBC TV (9)	KSHB TV (41)	1320 AM

It is very important that the phone, email and SMS text messaging contact information we have on record for parents and guardians is accurate and up-to-date, so please remember to let your school's secretary know if any of your information has changed.

Severe Weather/Emergency Drills

We are required to participate in one fire drill a month and three severe weather drills a year. Other drills we will participate in include but are not limited to: Bus Evacuation drill, lockdown drill, lock-in drill, intruder drill and shelter in place drill. Students will be expected to follow the rules and guidelines set by the school to assure the safety and security of each and every person in the building. If a student does not follow appropriate expectations there may be consequences.

BOBCAT ADVISORY

Bobcat Advisory is an hour in the middle of the day for students to use for lunch, studying, socializing, academic review, clubs, and more. The time will be split into an A and B section. The teachers' will have a designated 25-minute lunch during one portion and office hours or designated duties during the other 35 minutes. The students will have the freedom to choose how to most productively use this time during the day.

INTERNSHIP/WORK EXPERIENCE

The Basehor-Linwood High School Internship Program provides selected seniors the opportunity to participate in real work opportunities the semester before they graduate from BLHS. Internship students will apply and be selected during the spring semester of their junior year.

COLLEGE RELEASE

Seniors may enroll in College Release. An approved institution must provide instruction. Students planning to enroll in college release courses must do the following:

- * Successfully pass the Compass test or earn qualifying scores on the ACT.
- * Complete an application.
- * Complete the Concurrent Enrollment form.
- * Pay appropriate fees.
- * Bring "proof of enrollment" to counselor (class schedule or receipt).
- * Provide proof of regular college attendance to BLHS.

The student will be released one block for every three-hour course. *Please note that college release is either at the beginning or the end of the day. Students do not come and go from BLHS during the day.*

On-line courses do not qualify for college release.

It is the student's responsibility to choose college courses and to take care of enrollment obligations. It is also the student's responsibility to ensure that KHSAA rules of eligibility are met if he/she plans to participate.

NCAA & NAIA ELIGIBILITY

It is the student's responsibility to register during junior year with NCAA and/or NAIA if he/she plans to participate in athletics at a post-secondary institution. For detailed directions and updated requirements, visit the NCAA Eligibility Center at <http://www.ncaa.org/student-athletes/future/eligibility-center>. You may also visit the NAIA at www.playnaia.org

BLHS GRADUATION PATHWAYS

Students select graduation pathways based on future career interests and educational plans. Those going directly to the work force or to certain technical programs should consider the **Basehor-Linwood High School Basic Graduation Requirements**. Those going to a 4-year college program or a 2-year community college program should consider the **Qualified Admissions PreCollege Pathway**. Those planning to attend selective universities should consider the **Kansas State Scholars Pathway**. ***Any student who hopes to be in the top 10% of the senior class must complete the Kansas State Scholars Curriculum.*** Both the Qualified Admissions and State Scholar curricula have been developed by the state Board of Regents

Basehor Linwood
High School
Basic Graduation
Requirements
28 Credits Required

English: 4 credits
English I, II, III, IV
regular or honors
levels
Math: 3 credits
Science: 3 credits
One must be Biology
or Honors Biology
Social Studies:
3 credits
*World History-
1 credit
This class is offered
during So. Year
*US History-1 credit
This class will be
taken during junior
year.
*US Gov't-0.5 credit
Starting with class of
2017
*Economics/B Econ-
0.5 credit
Foundations of P.E.:
0.5 credit
Health A: 0.5 credit
Arts: 1 credit
From following areas:
Art, Music, Drama,
FACS, Industrial
Arts, Technology
Engineering
Public Speaking:
0.5 credits
Starting with the class
of 2020. Credit may
be earned by taking
Speech, Drama,
Debate or Forensics.

BLHS Qualified
Admissions
Pre-College Pathway
Recommended for
students going
directly to
4-year college or
University
28 credits required

English: 4 credits
same as BLHS Basic
Pathway
Math: 3 approved
credits at or above
Algebra 1 plus the
ACT math benchmark
of 22 or approved
credits, one of which
is during senior year.
Science: 3 credits
Biology, Chemistry
and one other
approved course
Social Studies:
3 credits
Same as the BLHS
basic pathway
Foundations of P.E.:
0.5 credit
Health A: 0.5 credit
Arts: 1 credit
From the following
areas: Art, Music,
Drama, FACS
Industrial Technology
and Engineering
Public Speaking:
0.5 credits
Starting with the class
of 2020. Credit may
be earned by taking
Speech, Drama,
Debate or Forensics.

BLHS Kansas State
Scholars Pathway
Recommended for
students applying to
Selective colleges and
universities
28 credits required

English: 4 credits
same as BLHS Basic
Pathway
Math: 4 approved
credits at or above
Algebra 1
Science: 3 credits
Must include Biology,
Chemistry, and
Physics
Social Studies: 3
credits- same as
BLHS Basic Pathway
International
Language: 2 credits
of the same
International language
Foundations of P.E.:
0.5 credit
Health A: 0.5 credit
Arts: 1 credit
From the following
areas: Art, Music,
Drama, FACS
Industrial Technology
and Engineering
Public Speaking:
0.5 credits
Starting with the class
of 2020. Credit may
be earned by taking
Speech, Drama,
Debate or Forensics

VALEDICTORIAN AND SALUTATORIAN

BLHS does not designate a valedictorian or a salutatorian. Instead, students are recognized for being in the top ten percent. This list is determined by combining the top ten percent of the unweighted GPA's with the top ten percent of the weighted GPA's. As stated, students must have completed the Kansas State Scholars Curriculum to be counted in the top ten percent.

ALL GRADUATION REQUIREMENTS (28 credits) MUST BE **SUCCESSFULLY COMPLETED** BEFORE A STUDENT WILL BE ALLOWED TO PARTICIPATE IN GRADUATION EXERCISES.

CAREER AND TECHNICAL EDUCATION IN KANSAS & AT BLHS

Kansas' secondary Career & Technical Education (CTE) division has adopted the National Career Clusters Model of 16 Career Clusters and has developed 31 pathways within these clusters. Technological advances and global competition have transformed the nature of work. Tomorrow's jobs will require more knowledge, better skills, and highly flexible workers who continually update their knowledge and skills. The goal is to provide students with relevant contexts for learning through pathways to college and career readiness. Career Clusters link what students learn in high school to the knowledge and skills they need for success in college or further education and career.

Career cluster pathways are designed to provide a smooth transition from high school to postsecondary education (technical colleges, community colleges and universities), workforce, military and other future opportunities. BLHS has adopted 10 of these 31 pathways. For more information please visit the BLHS counseling website. There is a link to the CTE Website on the HS website.

OTHER PROGRAMS

For more detailed information about enrollment in KCKCC-TEC, KCKCC Dual College Courses, Donnelly College Dual Credit courses, College Release or Early Senior Release, contact the BLHS Counseling Center. Counselors present this material during enrollment and assist students at the beginning of each semester with necessary requirements for these programs.

CREDIT RECOVERY

The Basehor-Linwood High School Credit Recovery Program is a self-paced program provided in conjunction with the Basehor-Linwood Virtual School through their Distance Learning Program. Through Credit Recovery, students have the opportunity to recover failed credit. This program is available to students at any time during the regular school year or during the summer. To enroll, students must fill out an application and have the course(s) approved by a counselor. The Virtual School closes in late June, so students should start their courses as early as possible. The fee of \$100 per half unit of credit must be paid prior to training. Students must have Internet access in order to do credit recovery.

BASEHOR-LINWOOD VIRTUAL SCHOOL

The Basehor-Linwood Virtual School is an important part of BLHS. Students will access credit recovery through the virtual school. If a student wishes to transfer to virtual school they first must access a BLHS counselor. If there are questions please contact the BLVS at 913-724-1727.

COLLEGE DUAL ENROLLMENT COURSES

To enroll in Donnelly dual credit college classes **OR** KCKCC dual credit college courses, students need to meet requirements, including testing. Students register and pay tuition to Donnelly College or KCKCC, but take the classes at BLHS. In all but the Monday night Composition class, students receive both high school and college credit concurrently. Counselors will provide enrollment forms and tuition information.

All admissions testing must be completed by the first day of the semester in which the course will be taken for credit. If this deadline is not met, the student may still take the course for high school credit but will not receive college credit.

DONNELLY COLLEGE DUAL CREDIT:

Fall Courses:

English Composition 1:	EN 111	3 hours
(English IV Honors or Monday night class)		

Spring Courses:

English Composition II:	EN-112	3 hours
Precalculus:	MT-133	5 hours
Calculus & Analytic Geometry:	MT-231	5 hours
College Algebra:	MT-130	3 hours
Intro. to Statistics:	MT-121	3 hours

For Donnelly classes, students may qualify with the ACT or the Accuplacer. English and social studies courses require reading and writing placement tests. Math courses require the math placement tests.

TESTING REQUIREMENTS FOR DONNELLY DUAL CREDIT COURSES:

<u>Test Areas:</u>	<u>Accuplacer</u>	<u>ACT</u>
Math subtest:	81	23
Reading subtest:	75	18
Writing subtest:	71	18

KCKCC DUAL CREDIT:

General Biology	Essential Career Skills
Human Anatomy	Occupational Internship
Marketing	U.S. History to 1877
Proofreading	U.S. History since 1877
Intro to Business	C.N.A.
Business Communication	Public Speaking

Psychology	Into to Video Prod
Intro to Corrections	Digital Video Prod
Intro to Criminal Justice	Culinary – TEC at BLHS
Medical Terminology	Carpentry – TEC at BLHS
Intro to 3D modeling	

TESTING REQUIREMENTS FOR KCKCC DUAL CREDIT COURSES:

<u>Test Areas:</u>	<u>Accuplacer</u>	<u>ACT</u>
Math subtest:		23
Reading subtest:	60-75*	23
Writing subtest:	36-70*	23

Enrollment/payment deadlines will be posted on the registration forms. Students must meet these deadlines.

EARLY SENIOR RELEASE

Seniors who have sufficient credit are eligible for a part-time schedule. **Part-time enrollment is limited to second semester seniors.** An application must be completed through the counseling office. Students/parents are responsible for checking graduation credits to be sure all graduation office. Students/parents are responsible for checking graduation credits to be sure all graduation requirements are being met. Eligibility in KSHSAA activities, class rank, and GPA may be affected. A maximum of 2 blocks of Senior Release is allowed per students. Students may not drop a full-year course to take Senior Release.

*The application, with attached transcript, will be submitted to the senior counselor. A staff committee will review the requests.

* Students will be notified prior to Winter Break as to whether or not the application was approved.

* Seniors may request approval for up to two blocks of senior release their spring semester. Should they request more, that request must be submitted through an appeal process with Building Administration.

MID-YEAR COMPLETERS

Seniors who have earned 28 credits and have completed the required courses for graduation may request to be a mid-year completer **at the end of semester one of their senior year.** Students may finish course work but will not receive diplomas until May. The following documents must be on file:

1. A mid-year completer request form signed by the building principal, the counselor, student, and parent.
2. Proof of credits earned at BLHS (via transcript).
3. A graduating senior survey must be completed in the counseling office.

TRANSFERS FROM NON-ACCREDITED SCHOOLS

Students transferring from non-accredited schools shall be tested to determine grade level placement. Placement will be made by the principal after consultation with the parents or guardians and guidance personnel. Criteria for the final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment. Note: The general requirements above are for all grade levels, however, to receive high school credit from a non-accredited school, requirements are much more specific and stringent.

GRADING

In general the Kansas uniform system of grading will be used. The grades and their meaning are as follows:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	59%-below
I	Means that the grade is incomplete pending the completion of coursework by the students. At the end of a semester, all incomplete grades become F's.

A conference for the purpose of discussing grades may be set up with the teacher if desired. As the subject matter of various classes differs a great deal in high school, teachers use several different methods for calculating grades. Therefore, a student should acquaint himself/herself with the method used by his/her instructor for determining his/her grade in a given course.

UNWEIGHTED AND WEIGHTED GRADES

BLHS officially recognizes two different grading systems. On transcripts, each student will receive an un-weighted GPA that is based on the four-point system for all courses. Each student will also receive a second grade point average that gives all Honors and College credit courses a weighted grade. The weighted GPA will be based on a five point system. Both a weighted and unweighted class rank will be indicated on the transcript. Unweighted A= Weighted A, Weighted B=Unweighted A, Weighted C=Unweighted B, Weighted D=Unweighted C.

WITHDRAWING FROM CLASSES

Students have the opportunity to make adjustments to their schedules prior to the start of each semester. Once a semester begins, changes are rarely made, and then only after a meeting including student, parent, teacher and administrator.

Through the first five days of classes, a student may drop without the course appearing on the transcript. After that time, any drop will appear on the transcript as either a "W/P": withdraw pass or "W/F": withdraw fail. No student

may withdraw from a class during the last fifteen days of the semester. No credit will be earned for a WP.

FINAL EXAMINATIONS

Final semester examinations will be administered in all courses in grades 9-12. Semester final exams are scheduled (normally during the last 3 days of each semester) in December and May. Students are expected to be in attendance and take final exams unless prior permission is granted by the school administration (2 weeks in advance).

HONOR ROLL

All Honor Roll's are based on Weighted GPA.

Bobcat Honor Roll ---4.0 GPA and above

Gold Honor Roll--- 3.75-3.99 No grade lower than a "C" in a weighted class or a "B" in an un-weighted class

Green Honor Roll—3.00-3.74 No grade lower than a "C"

ACADEMIC LETTER

A student will earn an Academic Letter after achieving a 3.75 or above weighted GPA with no grade lower than a "C" in a weighted class or a "B" in an un-weighted class for three consecutive Semesters. A second letter will be earned after a student meets the same criteria for five consecutive semesters and a third letter after seven consecutive semesters.

NATIONAL HONORS SOCIETY

National Honor Society is a national organization to "create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character." To apply for membership students must fill out an application in the fall which requires a(n):

- Weighted 3.75 GPA or higher
- List of service participation with adult information to verify
- List of leadership activities with adult information to verify
- Collection of 3 character references from teachers
- Essay about character

To maintain membership, you must demonstrate excellence in the four pillars by:

- Maintaining a cumulative grade point average of 3.75
- Attending monthly meetings
- Participating in a minimum of 2 service hours per month
- Participating in the Induction Ceremony in February
- Showing leadership and strong character

SCHEDULING and CLASSIFICATIONS

1. High school students are required to enroll in every block unless they receive special permission from the administration to enroll for a lesser number of hours.
2. Schedules will be changed only if one of the following conditions have been met:
 - a. A student is scheduled incorrectly (computer error, lack of required courses for graduation, lack of prerequisite course, etc.)
 - b. A staff member requests a student be scheduled in a less or more difficult course
 - c. Rescheduling becomes necessary as a result of academic performance in the previous _____ year, class enrollment imbalance, loss of teaching unit, teacher reassignment, etc.
 - d. Student has a medical reason
 - e. Extenuating circumstances, which are approved by an administrator and involve a _____ student/parent/counselor conference.
3. **Classification of high school students:**
By August 1, students must meet these criteria:
 - a. **Sophomore** standing--6 credits
 - b. **Junior** standing--13 credits
 - c. **Senior** standing--20 credits

No movement from one class level to the next will be made during the academic year.

SPECIAL NOTE: The district, as mandated by statute, has incorporated into its curriculum, instruction relating to human sexuality and Acquired Immune Deficiency Syndrome (AIDS). As required by statute, parents may request to have their child excluded from said instruction; therefore, an exclusion form is provided by our school district and is available upon request from the principal's office.

WITHDRAWAL FROM SCHOOL

If a student will be transferring to another school, the parent and student shall notify the counseling office. A withdrawal card will be obtained and completed. The student's records will not be forwarded to the next school unless the appropriate release forms have been signed by the parent and outstanding fees or debts have been paid.

STUDENT USE OF DISTRICT TECHNOLOGY ACCEPTABLE USE POLICY

Student use of communication technologies is a privilege intended for the benefit of all students in order to provide a 21st Century education. The expectations and guidelines are created to keep our students safe and create digital citizens who understand the guidelines and operating procedures of our district. Each student and parent will read and sign the AUP during enrollment each year. The District Technology Acceptable Use Policy can also be found at:
www.usd458.org

Terms of Agreement

The USD458 Basehor-Linwood School District reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The District will cooperate fully with local, state and federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

ATTENDANCE

The building administrator has the option to use discretion in responding to a situation that may not be specifically mentioned in this handbook.

Attendance Policy:

A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. The responsibility of school attendance is with the student and the parent.

When a student is absent, it is the responsibility of the parent to call the **attendance hotline at 724-2314** on the day of the absence. The call should be made before 9:30 am. The attendance clerk will then apply Board Policy in determining how the absence will be classified. The attendance office is open at 7:00 am for calls.

If the absence is excused, daily work must be made up. **It is the responsibility of the student to initiate the make-up work immediately upon return to school (regardless of Gold or Green).** The classroom teacher will determine the make-up work with credit awarded according to school guidelines.

Attendance - Board Policy JBD

Students shall regularly attend school, their classes and the extracurricular and co-curricular activities in which they participate, unless they have any of these reasons for an excused absence:

1. Personal illness - A doctor's note will be required for any absence after three consecutive days or five total days in a semester;
2. Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, death of a friend)
3. Necessary appointments that cannot be made outside the school day and are verified by bringing a signed note from the appointment facilitator;
4. Emergencies requiring a student's service or presence at home and which are documented and verified by the building principal. Dangerous local road conditions might qualify as an emergency under this section;
5. Obligatory religious observances of the student's own faith
6. Family vacations and personal matters arranged in advance (2 weeks) with the school administration (with class assignments arranged in advance and due upon return or as agreed to by the building administrator and teacher)

7. Participation in a school approved student activity, a Kansas State High School Activities Association sanctioned activity, or a district approved function.

A student absent from school due to reasons numbered four or six shall be entitled to an excused absence until the days of excused absence for those two reasons total seven per school year. Requests for excused absence for more than seven days for those two reasons may be submitted to the school administrator for approval. Appeal of the administrator's decision may be made to the Superintendent.

Students shall make up all assignments missed during excused absences, with credit awarded according to school guidelines.

CLASS WORK AND HOMEWORK

MAKE-UP POLICY

Students will be allowed 72 hours or longer as deemed necessary by each individual teacher to complete makeup work after his/her return to school if they are absent up to and including four days. School administrators will determine the amount of time allowed for makeup work when an absence extends beyond five consecutive days. Extenuating circumstances arising from serious illness or hospitalization will receive special consideration. Teachers will determine and schedule an appropriate time frame for completing tests missed during an absence. However, if the student was informed of the test prior to the absence, the student should be prepared to take the test immediately upon their return. The parent or guardian is responsible for picking up class work or homework in the event of an absence.

Any absence for a day or any significant part of a day for reasons other than those listed above and any absence without parent knowledge and arrangement with school officials shall be considered an unexcused absence (with makeup work suggested to the student, but may result in no credit awarded). A "significant part of a day" is defined as one class period or its equivalent. Students with a history of personal illness will be requested by the school to provide a physician's statement. (See #1.)

Administrative Excused Absences:

Absences due to family vacations and/or personal matters lasting longer than three days must first be approved at least two weeks in advance by the building administrator and a form signed by all scheduled classroom teachers for the days that will be missed. Class assignments should be arranged in advance and due upon the student's return or as agreed to by the building administrator and teacher.

Unexcused Absences:

Any absence with the parent or guardian's permission for any reason other than those listed before in the handbook will be classified as unexcused. If a student is 15 minutes late to a class it is marked as an unexcused absence. Unexcused absences of three or more will result in additional disciplinary action as determined by the administration. (See Item D., Compulsory Attendance Law)

Skipped Absences:

Absences without the parent or guardian's permission or school permission will be classified as a Skip and will be considered Unexcused. Class time missed due to a Skip will be made up by after school detention or by assignment to after-school suspension (AHS).

Any class work, homework or test that is missed due to a Skip will be given a score of zero. If a student misses notification of a test due to a Skip absence, that student is required to take the test as scheduled.

Absences Due To Suspension:

Absences due to out-of-school suspension (OSS) are considered disciplinary absences and will be classified as Unexcused. However, homework may be done for credit.

Class work or homework missed during a Suspension will be available for pickup by a parent or guardian 24 hours after a suspension is initiated. Teachers will determine and schedule an appropriate time frame for completing assignments and tests missed during an OSS. All work assigned to the student while on suspension shall be turned in to the teacher during the next scheduled class upon return.

Each school shall carry out these functions:

1. Maintain accurate official records of attendance by the attendance clerk.
2. Notify parents of student absences.
3. Implement corrective measures for serious attendance problems.

USD #458 Board of Education (BOE) policy clearly outlines attendance procedures. Eligibility for credit will be reviewed in cases where the students' absences exceed the maximum of eleven (11) allowed per semester. Students exceeding eleven (11) absences in one or more classes may appeal for credit with the Attendance Review Panel. Per BOE policy, a student requesting an absence appeal must "account for **ALL** absences excused and unexcused". Requests for absence appeals must be made before the last week of the semester. A letter from the school notifies parents when the student has reached 5, 8, and 11 absences in any class.

TARDY POLICY

Most tardiness is unexcused. The classroom teacher will establish procedures to address the first three tardies in each individual class per semester. It is important for the teacher to make parental contact on the third tardy. In addition, each teacher must notify the student each time he/she is tardy. The student is made aware of the fact that the next tardy will result in a referral to the grade level administrator. Teacher writes the referral.

Teacher sends referral to office and the grade level administrator will meet with them.

4 Tardies- 35 minute detention

5 Tardies- 2 detentions

6 or more tardies- After Hours Suspension assigned and contact made with parents.

5 Tardies will constitute one unexcused day.

TRUANCY

The building principal shall report students who are inexcusably absent from school to the appropriate authority. **Truancy is defined by law (KSA 72-1111 and amendments thereto) as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. At this point the Leavenworth County Truancy Office and parents will be contacted.**

When excused absences exceed 10 days any further absences will only be excused with a doctor's note, or a legal document submitted for approval by the principal. Any combination of 4 class periods will constitute 1 full day. The compulsory attendance law mandates that any child who has reached the age of seven years and is under the age of eighteen years be enrolled in school.

Students who are absent because of long term suspension or expulsion from school are exempted from these compulsory attendance provisions. Along with reporting to either DCF(if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant. Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent attends the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempted from compulsory attendance requirements pursuant to a court order.

RELEASE OF STUDENT DURING SCHOOL DAY

Building principal shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or guardian. Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Philosophy: We believe students derive significant benefits from regular class attendance. The administration and teaching staff believe that "regularity of attendance is not only essential to accomplish the best school work, but the habit itself is valuable and worth cultivation".

SIGN IN/SIGN OUT

Students must sign out in the office before leaving school premises during the school day. They must sign in upon their return to school. By not signing in or out, a student will be considered unexcused from school. All students need to have parental or administrative permission in order to leave the building.

DETENTION POLICY

A student may receive one or more detentions for undesirable behavior. Detentions are to be served (before or after school) by the assigned date. It is the responsibility of the student to obtain transportation to his/her home after a detention is served. Failure to serve detentions on time will result in the student being assigned multiple detentions or an After-Hours Suspension. All other rules governing AHS will apply. Chronic violators will be subject to out of school suspension.

AFTER-HOURS SUSPENSION POLICY

Whenever possible, it is the philosophy of the school to assign After-Hours Suspension (AHS) as a disciplinary measure before resorting to Out-Of-School Suspension (OSS.) However, should a student accumulate three after-hours suspension in any one semester, the next disciplinary measure (beyond detention) could be OSS, regardless of the incident. **After-Hours Suspensions for tardy violations are not included in this policy.**

Students are required to bring classwork and homework to the after-hours suspension. Additional work may be provided by the teacher. Steady progress in completing this work is required throughout AHS.

Students must be in seats for AHS at 3:00 p.m. AHS will be dismissed at 6:00 p.m. Students are required to make arrangements for transportation to and from AHS IN ADVANCE. Students who arrive after 3:00 p.m. to AHS or have not made the appropriate arrangements to stay until 6:00 p.m. in AHS will receive additional disciplinary consequences.

Should a student fail to meet the above expectations or follow the posted rules during AHS or fail to attend, that student will immediately be placed on a two-day OSS. Students habitually failing to serve AHS may be subject to further disciplinary action.

Tobacco Free Campus

Smoking by students and/or the possession or use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property. Administrators may report students who are in violation of this policy to the appropriate law enforcement agency. (Tobacco Use JCDA)

STUDENT CONDUCT

General Regulations: All students are expected to comply with the regulations for student conduct or behavior and any violation of these regulations may result in short or long term suspension or expulsion of the student.

The following examples (not to be considered as a complete list) of undesirable conduct may lead to disciplinary action and could cause a student to be suspended or expelled.

PLEASE READ CAREFULLY

A. Student Behavior: (Relationship to teachers and employees)

1. Failure to comply with a reasonable request. (willful disobedience)
2. Open defiance of a teacher or school employee when such defiance may reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school.
3. Intimidation or threats to a teacher or school employee.
4. Cursing or improper language in the school building and on school grounds is prohibited.
5. The school shall make every attempt to maintain a student environment free from discriminatory insult, intimidation, sexual harassment (JGEC), or harassment due to race, color, religion, national origin or handicapped status. Students who engage in discriminatory insults, intimidation or harassment shall be reprimanded, counseled and if the behavior persists, suspended from school.

B. Student Behavior: (Relationship to other students)

1. Fighting on school grounds.
2. Fighting at school activities both at home and away.
3. Excessive physical contact considered to be in poor taste in a public school (e.g., kissing, embracing and other displays of affection) will not be tolerated.
4. Throwing of objects on school grounds.
5. Intimidation or threats to another student.
6. Any form of hazing or initiation is prohibited. (This is in compliance with Kansas Law.) In addition to suspension or expulsion from school, any student involved in any school activity where this occurs will be subject to discipline from the coach or activity sponsor up to removal from the activity for the remainder of the year or season.
7. Any form of bullying or harassment is prohibited.

(This is in compliance with Kansas Law.)

C. Student Behavior: (Relationship to school and society)

1. Destruction, defacing or vandalism of school building or property. (Students who vandalize or destroy school property will be held financially responsible for repair and/or replacement of said property including labor.)
2. Unruly behavior in class, in the buildings or on the school grounds.
3. Theft of school property.
4. Theft of property belonging to other students.
5. Theft of property belonging to teachers or other school personnel.
6. Possession of stolen property.
7. The printing, distribution or possession of obscene or pornographic literature, drawings, papers or the writing of obscene words or drawings on school property.
8. Obscene language on school property or at school activities will not be tolerated.

9. Possession and/or use of fireworks in or on school property buildings will result in immediate suspension of the student from all school activities, ceremonies (including graduation) and could result in a formal hearing before a district hearing committee.

10. Unauthorized use of cell phones and other electronic devices

11. Knives and/or other items(razor blades, box cutters) which could pose a threat to the health and safety of others are forbidden

12. Possession of a Tazer and/or Pepper spray on school property is prohibited.

13. The use of electronic devices that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms.

Student Demonstration

The principal of each school will establish rules for orderly demonstrations by students subject to the following conditions: that there is no disruption of the operation of any class or school function and that the demonstration is peaceful and does not violate any state or federal law, any city ordinance or school regulation. Strikes by students are prohibited. A strike shall mean the concerted effort by two or more students in any of the following activities: refusal to go to class, refusal to leave a class; refusal to obey an order of a teacher, principal or other person having authority to give the order which is being refused; and refusal to leave a school building or grounds.

JCEC-R

Any demonstration, which in the opinion of the building principal or his designated representative is in violation of a state law, city ordinance or school regulation or is disruptive of a class or school function or is about to become so, may be summarily terminated by such principal or his designated representative. Demonstrations on school property are a privilege and not a right, and this privilege may be revoked at any time under the circumstances set out above, or under any other circumstance which the principal or his designated representative or the superintendent or his designated representative believes to be in the best interest of the school system or the safety and welfare of the students.

Strikes by students shall be reported immediately to the superintendent of schools or his designated representative, by the principal, or (if the principal is unable to make such notification) by a teacher, custodian or any other school official who has knowledge of same.

D. Discipline Policy

LEVEL ONE

Administrator/student conference and/or detention:

- Cafeteria violation
- Clothing violation
- Display of affection
- Food/drink violation
- Hall violation
- Littering
- Not bringing materials to class

Profanity
Horseplay (minor or 1st offense)
Harassment (minor or 1st offense)
Unauthorized use of cell phone
Leaving class without permission

LEVEL TWO

Administrator assigned detention - 2:55-3:35 pm:

Class disturbance (lower level)
Defiance of authority
Fake attendance call
Skipping a class(1st time)
Hazardous driving
In restricted area without permission
Parking violation

LEVEL THREE

Administrator assigned detention or After-Hours

Suspension:

Class Disturbance (severe)
Hallway Disturbance (severe)
Conflict with student
Disrespect to faculty/staff
Disrespect to student
Inappropriate use of computer or equipment
Leaving school grounds without permission
Lying
Misuse of school equipment and/or facilities
Refusing reasonable request
Skipping detention
Unexcused absences
Horseplay (serious or 2nd offense)
Bullying (minor or 1st offense)
Spitting
Throwing objects
Excessive tardies
Academic Dishonesty including plagiarism

LEVEL FOUR

Short-term suspension from school for 1-10 days depending upon severity of the incident:

Tobacco (possession or use of)
E-Cigarettes and/or inhalant devices
Assault
Computer network violation
Dangerous materials/behavior
Drug Paraphernalia
Failure to serve AHS
Fighting

Fire alarm pull/false 911 call
Gang behavior/dress/graffiti
Intimidation, harassment, threats
Non-accidental damage/vandalism to
school/faculty/staff/student property
Severe disrespect to faculty/staff
Severe disrespect to student
Severe disruptive behavior
Sexual conduct
Theft
Trespassing

LEVEL FIVE

Long-term suspension or expulsion recommended:

Alcohol (possession or use of)
Assault/battery
Vandalism to school/staff/student property
Behavior that endangers safety of self/others
Illegal, controlled drug, or synthetic (possession, use,
distribution)
Under the influence of alcohol or drugs
Sexting or Sexual Misconduct
Threat, severe harassment or hazing
Severe Disrespect to staff/student
Explosives (possession or use)
Fighting (2nd offense)
Setting a fire
Weapons (possession or use)
Computer/technology/equipment crime
Bullying (serious or 2nd offense)
Harassment (serious or 2nd offense)

Police may be notified of any offense that constitutes a violation of the law.

Tobacco violations stay with the student the entire school year. Level four and five violations of the student discipline policy also stay with the student the entire year. After suspension for possession or use of alcohol and/or drugs, a student may be reinstated in school upon enrollment and attendance in an approved evaluation and/or rehabilitation program.

Students receiving disciplinary action may be denied the opportunity to hold office in a school organization or receive honors given by the school for the remainder of the school year. These honors include, but are not limited to homecoming king or queen, senior athlete of the year or any other special awards given by school organizations. **THE BUILDING ADMINISTRATOR HAS THE OPTION TO USE DISCRETION IN RESPONDING TO A SITUATION.**

ACADEMIC DISHONESTY

This includes, but is not limited to, using crib sheets, copying another student's work, having another person complete your work, or turning in another person's work as one's own (plagiarism). Student may take a zero on the assignment. Each case will be reviewed and the teacher and/or administrator will take appropriate action.

E. Student Behavior: (Use of alcohol, drugs)

The 1989 amendments to the Drug Free Schools and Communities Act, P.L.102-226, 103 Stat. 1928, requires both school and higher education institutions to adopt certain policies in order to remain eligible for any federal financial assistance, including student financial aide. An outline of our district's policy follows:

Drug Free Workplace - Board Policy GAOA

The board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

Drug Free Schools - Board Policy JDDA

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928 (Cf. LDD)

Drug Free Schools Student Conduct- Board Policy JDDA-R

As a condition of continued enrollment in the districts, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to the following sanctions:

1. Suspension or expulsion up to one full school calendar year from the date of the offense.
2. Suspension from participation in and attendance at all school activities for up to the remainder of the school year. (Team training rules may be more restrictive.)
3. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student can show successful completion of a drug and alcohol education and rehabilitation program at an approved program.
4. As of February, 1998, the school board has approved the random use of drug dogs to search anything on school property for illegal substances. Students found with drugs in their possession or in their property (including lockers and vehicles) as a result of these searches will be subject to school discipline and criminal prosecution.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes, K. S. A. 72-8901, et. seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

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

This policy also includes possible exclusion of senior students from graduation exercises.

A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all students, and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

The following list identifies some Drug and Alcohol Counseling programs in the area:

KS Regional Alcohol/Drug Assessment Center

5500 Buena Vista
Roeland Park, KS 66205
913-789-0951

Adolescent Center for Treatment (ACT)

111 S. Cherry Olathe, KS 66061
913-782-0283

Kevin Kufeldt: Program Manager

Leavenworth County

Catholic Community Services

716 N. 5th Street
Leavenworth, KS 66048
913-651-8060 Ken Williams

Northeast Kansas Mental Health Center

818 N. 7th Street
Leavenworth, KS 66048
913-682-5118

FIREARMS AND WEAPONS -

Board Policy JCDBB

1. Weapons: A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on

school property or at a school-sponsored event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

2. Possession of a Firearm: Possession of a firearm shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings shall be conducted by the superintendent or other certified employee of the school in which the pupil is enrolled, by any committee of certified employees of the school in which the pupil is enrolled, or by a hearing officer appointed by the board of education of the school in which the pupil is enrolled. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) for criminal prosecution and if a juvenile to SRS.

3. Definition of Firearms and Destructive Devices: The term "firearm" 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 such weapon, or any firearm muffler or silencer; or any destructive device. As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other device similar to any of these devices.

NOTE: BLHS prohibits any type of firearm or weapon on its property, be that an antique firearm, hunting, sporting weapon, etc.

E. Student Behavior: (Tobacco Use) - Board Policy JCDA

Smoking by students and/or the possession or use of any other tobacco product or electronic cigarette or inhalant device is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property.

NOTE: This policy includes all forms of tobacco and chewing substance.

G. Student Behavior (Disruption of school)

1. A student shall not use violence, force, noise coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall he engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result. Neither shall he urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction that is reasonably certain to result from his urging.

2. While this list is not intended to be all-inclusive, the following acts--when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school--illustrate the kinds of offenses encompassed here: (1) occupying any school building, school grounds or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room; (3) setting fire to or substantially damaging any school building or property;

(4) firing, displaying or threatening use of firearms, explosive or other weapons on the school premises for any unlawful purpose; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus; and (8) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.

STUDENT SUSPENSION AND/OR EXPULSION

Suspension and/or Expulsion of Disorderly or Disruptive Students - Board Policy

JDD-R

A. K.S.A. 72-8901 (Grounds for suspension or expulsion: Who may suspend or expel). The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employees (i.e., administrators) to suspend or expel, any pupil or student guilty of any of the following:

- (a) willful violation of any published regulation for student conduct adopted or by the Board of Education, or
- (b) conduct which endangers the safety or substantially infringes upon or invades the rights of others, or
- (c) conduct which constitutes the commission of a felony or misdemeanor
- (d) disobedience of an order of a teacher, peace officer, school security officer or other school authority, if the disobedience results in disorder, disruption, or interference with school operation; and
- (e) possession of a weapon at school, on school property or at a school sponsored event.

B. K.S.A 72-8902 (Length of Suspension or Expulsion)

No short-term suspension shall be imposed for a period longer than ten days. No long-term suspension shall be imposed for longer than the length in days of one semester. No expulsion shall be imposed for longer than the length of days in one school year. Note: Long-term suspensions and expulsions may carry over into the following semester or school year.

C. K.S.A. 72-8902 (Procedure for Suspension and/or Expulsion - Board Policy JDD-R)

1. **Short-term Suspension:** Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

notified of the right to be present;
informed of the charges;
informed of the basis for the accusation and;
allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

2. Long-Term Suspension or Expulsion: Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a formal hearing shall be conducted by any certificated employee or committee of certificated employees authorized by the board to conduct the hearing. for expulsions related to weapons violations, see *Board Policy JCDBB*.

Formal hearings shall be conducted according to procedures outlined in current Kansas law; and
The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
The hearing may be conducted by either a certificated employee or committee of certificated employees.
Expulsion hearings for weapons violation shall be conducted in compliance with Kansas law by persons appointed by the board.
The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
Records of the hearing shall be available to students and parents or guardians according to Kansas law.
Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

3. Student Rights During a Long-Term Suspension/ Expulsion Hearing:

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

4. Appeal to the Board

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:
Written notice of the appeal shall be filed with the clerk within 10 calendar days after receiving notice of the decision.

The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days after notice of appeal is filed. The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing. The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings. The board shall provide a certified court reporter to transcribe the hearing. The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

F. Suspension and Student Activities

1. Whenever a student is under the penalty of suspension or expulsion from a U.S.D. #458 attendance center, he/she may not participate in, or attend regular school activities. Regular school activities include athletic events, school plays, musical performances, school dances, graduation ceremonies and other individual club events. This includes any event home or away.
2. In the event a student's conduct is disruptive or represents a hazard to others, he/she may be suspended from future activities without being suspended from regular classes at the school. Violation of league sportsmanship rules at league events may also result in student's suspension from future activities.
3. Suspensions end at 7:00 a.m. on the next regularly scheduled day of school following the suspension.

BULLYING & HARASSMENT

Board Policy JDDC

The Basehor-Linwood USD 458 Board of Education prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

Definitions

Bullying (KSA 72-6407)

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

- i. Harming a student or staff member, whether physically or mentally;
- ii. Damaging a student's or staff member's property;
- iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property

Harassment

Harassment is directed at one or more pupils.

Harassment substantially interferes with educational opportunities, benefits, or programs of one or more pupils.

Harassment adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect.

Harassment is based on a pupil's actual or distinguishing characteristic, or is based on an association with another person who has or is perceived to have any of these characteristics.

Cyber Bullying In addition to the more common forms of bullying, Cyber Bullying takes place electronically. Cyber Bullying can take place in the following forms of electronic communication: social networking, text messaging, e-mail, cell phone use, pagers, instant messaging, chat rooms, fax machines, personal web sites and/or polling websites that defame an individual personally, or any other form of electronic communication. Cyber Bullying is and will be treated in the same manner as any bullying behavior.

Application. Cyber Bullying is not limited just to students, but includes teachers, administration and/or any other staff of the school. Misuse of these electronic forms of communication may cause a disruption with the operation of the normal school process and will be dealt with according to its severity. Consequences could range from detentions to long-term suspension or expulsion.

Bullying and/or harassment may be perceived as being motivated by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Bullying and/or harassment will not be tolerated on school property, at any school-sponsored function, in a school vehicle, or through any school owned computers or telecommunications.

Prohibitions

Each of the following forms of bullying/harassment are prohibited:

- Student-to student behaviors
- Student-to-adult behaviors
- Adult-to student behaviors
- Adult-to adult behaviors

Complaint Procedures

It is considered the responsibility of all students and staff members to report acts of bullying in any of the above-described situations to a member of the school staff or administration. If reported by a student to a staff member, it is then the responsibility of the staff member to report said incident to the building administration.

All such reports are to be taken seriously by the building administration. The school staff and administration will support students and coworkers making such reports and protect against any potential retaliation for making such a report.

Students and staff making prompt, accurate, and thorough reports, either verbally or in writing, will have those reports recorded by the administration. An investigation to determine the facts will take place immediately or as soon as practicable, in order to verify the validity and seriousness of the report.

Filing a report in good faith will not reflect upon the individual's status, nor will it affect his or her grades or employment status by the district if the complainant is an adult staff member. The district shall keep the complaint confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

Sanctions and Support

It is the intent of this policy to prevent bullying and/or harassing behaviors, redirect students from continuing such behaviors, and to support both the victims of bullies and the bullies themselves.

Where it is determined that students have participated in bullying or harassing behaviors in violation of this policy, the school building administrator responsible for maintaining order and discipline may take disciplinary action including, but not limited to, suspension, expulsion, and referral to law enforcement officials for possible legal action.

The following factors will be considered for determining consequences:

- Age, development, and maturity levels of the parties involved,
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Employees found to have participated in bullying or harassing behaviors, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with disciplinary action established by policy or practice.

Dissemination of Bullying and Harassment Policy

A summary of this policy and grievance procedures shall be published in student and staff handbooks and on the district website where it is easily accessible to all persons who may be affected by the policy.

SEXUAL HARASSMENT - Board Policy JGE

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil

Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc. The district encourages all victims of sexual harassment and person with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this

meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

HAZING - Board Policy JCF

No student shall engage in nor shall any staff member knowingly allow students to engage in the hazing of another student. Hazing is defined as any behavior which coerces, demands, or encourages another person to perform any act which could reasonably be expected to result in bodily harm, disfigurement, or death as a condition of membership in a school organization, team or group or who engages in any behavior which is done in a manner which could inflict bodily harm, disfigurement, or death.

HAZING - Board Policy JCF-R

Any student who participates in the hazing of another student shall be subject to the school disciplinary code as specified in JCDA, JDD, and/or the student handbook. Disciplinary action may include expulsion for up to 186 days. Any staff member who encourages or tolerates hazing of a student by another

student shall be subject to disciplinary action by the district, which may include termination.

Sexting

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the knowing transmission or distribution to another minor by a computer or similar device any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possessing a photo of any person that was transmitted or distributed by another minor that depicts nudity. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device and referral to law enforcement. ***For more information refer to the Kansas State Statute 21-6401.***

CRISIS NUMBERS

Drug Referral

Mental Health Crisis Intervention

Suicide Crisis Intervention

(after 5:00 pm)

1-800-273-8255

1-888-273-TALK

School Safety Hotline

1-877-626-8203

Eating Disorder

1-800-986-4160

Rape Crisis Line

1--800-656-HOPE

1-800-656-4673

To Report Abuse

DCF--Leavenworth, KS.

(after 5:00 pm)

Leavenworth County Sheriff

1-800-922-5330

913-724-1313

EXTRA CLASS ACTIVITIES

A. Philosophy

Student activities are important in the development of a well-rounded educational program. The staff is encouraged to capitalize on the educational possibilities of student activities. Any activity which involves the expenditure of public funds shall be subject to prior approval by the board. EXTRA CLASS ACTIVITIES ARE DEEMED AS A VOLUNTARY PRIVILEGE BY USD 458, AND NOT AS A RIGHT OF THE STUDENT. STUDENT PARTICIPANTS WILL BE HELD TO HIGHER LEVELS OF EXPECTATIONS.

B. Eligibility

A student must be in good standing and meet the requirements of the Kansas State High School Activities Association, the Board of Education of USD 458, and any additional requirements established by BLHS, to be eligible to participate in extracurricular activities in USD 458. Extracurricular activities

means all school activities both of an athletic and non-athletic nature. Specifically the rules of the KSHSAA are:

1. The student (participant) shall be a bona fide undergraduate member of his or her school and in good standing. (Rule 14)
2. The student shall not have participated in any sport for money or prizes. Athletes may be recognized at dinners, but such dinners must be limited to athletes of the local community. (Rules 20 and 21)
3. The student must have passed at least five subjects of unit weight the semester prior to competition and must be enrolled in at least five subjects of unit weight during the semester they compete. (Rule 13)
4. A STUDENT IS NOT CONSIDERED IN GOOD STANDING WITH HIS SCHOOL IF HE OR SHE IS UNDER PENALTY OF SUSPENSION. (Rule 14)
5. Any student, who reaches nineteen (19) on or before September 1, shall be ineligible for interscholastic activities. Any student who reaches nineteen (19) after September 1 shall be eligible for the remainder of that school year. (Rule 17)
6. A student, who is a member of a school athletic squad, may not participate as a member of an outside team or as an independent competitor in the same sport. Violation of this rule shall make a student ineligible for the remainder of that sport's season unless he or she is reinstated by the Executive Board of KSHSAA. (Rule 22)

In addition to the rules established by the KSHSAA, the Board of Education of USD #458 has written into policy that student participation in extra school activities on days that a student is absent from school is prohibited.

Students of USD #458 are also required to pass a physical examination prior to competition in athletic events. A consent form, signed by the student's parents, is also a requirement. BLHS does have a policy on students participating in an activity with a failing grade. See the addendum for further details.

According to the KSHSAA, a student must have passed five classes of unit weight in the preceding semester and in the current semester enrolled in at least five classes of unit weight. If these requirements are not met, the student is ineligible for the entire following semester. In addition, the KSHSAA allows local schools to impose their own eligibility requirements. Out of State approved trips will follow KSHSAA regulations.

The local requirements of Basehor-Linwood High School are as follows:

No student will be allowed to participate in any activities including: athletics, field trips, and co-curricular activities. For those that are required for a grade there must be an alternate assignment provided if a student is not able to attend for eligibility reasons.

The eligibility policy will start 4 weeks into the grading period each semester. Grade checks are due at 8am every Monday. A student with a failing grade in any class at the time of eligibility posting will be put on probation for one week. If the student fails to raise the grade to passing at the end of the probationary period, they will be ineligible to participate in an activity for the following week. If they have failed to raise their grade to passing each week they will continue to be ineligible. During the probationary period and/or ineligible period, students are still allowed to practice/rehearse with the team. Each student will only be allowed one probationary week. Each proceeding week a student will be on the failing list

unless they choose to be involved in OTI. A student cannot be involved in OTI if they have more than one F.

Opportunity To Improve(OTI)

Each student who is on the ineligible list with only 1 failing grade will have the opportunity to improve to remain eligible for competition. Here are the guidelines for OTI:

Every Monday the Eligibility list will come out by 10am. Students who wish to be a part of the OTI process for the week must come to the front office before Tuesday at 8am. The OTI will run from Tuesday morning to Friday at noon.

During the OTI week students must spend 2 outside of school hours detentions.

The expectation will be that the student uses this time to work on their failing grade. The student may pick any of the following- Tuesday, Wed, Thurs, Fri AM- 7:00- 7:35 in HS CTE office, or Tuesday, Wed, Thursday PM- 2:55-3:35. The student must get signatures on their OTI card from the monitor stating they served that time.

The student must also meet with the teacher whose class they are failing to get their signature at least 2 times during the week. Advisory is a recommended time to do this. The expectation is that they are getting help on the course they are failing, working on homework, etc. After or before school could be other times. These meetings with the teacher must happen outside of class time and they cannot happen during the detention time.

The student must have all signatures and time served before turning the cards in by 12:00 pm on Friday in the Front office. Cards turned in after noon will not be accepted and the student will remain ineligible for the following week.

During each week that the student is ineligible thereafter they must continue to participate in OTI to be able to compete or participate.

If a student completes all requirements of the OTI and are still on the ineligible list with only 1 failing grade they can participate in activities/field trips/athletics etc. the following week.

C. United Kansas Conference Code of Ethics

As member of the United Kansas Conference, we support the following code of ethics:

1. Unsportsmanlike conduct on the part of others should not be an example for us. We should set the example of good sportsmanship.
2. Fans who do not respond to reasonable requests to curb unacceptable behavior will be removed from the gym or playing area.
3. Harassing officials and opposing coaches or team members is prohibited.
4. Banners and signs are permitted provided they are not personal, negative, unsportsmanlike, or vulgar.
5. Artificial noisemakers such as guns, bells, and sirens, may not be used.
6. Band instruments are to be played only during time-outs and intermission.
7. Courtesy during free throws should be observed for both teams.
8. Only authorized school personnel and teams should be on the floor.
9. Fans and cheerleaders will refrain from stomping and kicking bleachers.
10. No objects of any kind will be thrown on the playing area.

11. No vulgar language or gestures will be allowed.
12. Cheerleaders and student pep clubs will sit in areas designated by the host schools.
13. Host schools will encourage officials to enforce sportsmanship by communicating with rowdies and using technical fouls/unsportsmanlike conduct penalties.
14. Tunnels are not to be allowed on playing field or playing floor.

D. Activities Agreement

All students participating in activities under the jurisdiction of the KSHSAA and their parents will be required to sign a contract before the student may participate in the first sanctioned event of their activity. This contract will specify how academic eligibility is to be treated and what consequences will be administered for violations of substance use/abuse policies to include alcohol, drugs and tobacco. This policy will cover students at all times, at school and away from school, during their respective seasons.

E. Non-Sport Student Activities

National Honors Society	ReBel
Pep Band	FCA
Student Council	Debate/Forensics
Scholars Bowl	Newspaper
International Club	FCCLA
GSA	Vocal Music
FBLA	Yearbook
TSA	Powerlifting
BOTcats	Bass Fishing
Horticulture Club	Science Olympiad
Astronomy Club	
JAG	

Rules and Regulations Relating to Non-Sport Activities:

- a) Student activities, except athletic events, will conclude at 10:00 p.m. on school nights (Monday-Thursday in most cases).
- b) School activities will not be regularly scheduled on Sundays.
- c) All students must be in good standing to participate in school activities (students under penalty of suspension may not attend school activities-- at home or away).

F. Transportation to School Activities

Students who ride buses to and from school or on activity trips shall make themselves familiar with requirements for safe transportation to and from school and shall remember that when the bus is operating the school bus driver is in control at all times. Students, however, should remember that the teacher in charge of the trip is their immediate supervisor and may discipline them on or off the bus from the beginning to the end of the activity trip. When students are discharged from the bus they will come directly onto the school grounds and into the building at the appropriate time. The teacher is in charge of the pupils and

the driver is in charge of the bus. Students must obey the driver and/or teacher promptly and respectfully. For violating rules, students will be reported to the school principal who may deny the pupil the privilege of riding the bus.

CARE OF BUILDING EQUIPMENT & INSTRUCTIONAL MATERIALS

It is each individual's responsibility to see that the building and all the equipment is cared for adequately. Students should not stand or sit on desks, furniture, or heating units. Students should sit in the seats and not on the desk backs and should not play with the shades, lights, windows, or heaters. Students are responsible for the replacement of lost or stolen textbooks whose condition deteriorates beyond what is expected in normal wear and tear. Damage costs money! Damage or destruction to the building, equipment, or facilities should be reported to the principal at once so that the damage can be repaired and/or the monetary value of such damage assessed against those responsible, including labor charges.

To avoid potential problems and add to building security, students are requested not to report to the building earlier than 30 minutes before school starts and are asked to leave each afternoon no later than 30 minutes after school has been dismissed unless they are under direct supervision of a faculty member of the school district. The building will open at 6:45 a.m. and be locked at 3:30 p.m.

CLASS FUNDS

Funds that remain in the "class fund" will be transferred into the Student Council fund at the school immediately after the class graduates. Reunion costs will be the responsibility of the alumni/class members.

SCHOOL DANCES

All students who attend BLHS dances (Homecoming, Prom, Courtwarming, mixers, etc) must be approved by BLHS administration. Students must be attending a high school. If a student is out of high school they must be a BLHS graduate and cannot be the age of 21 or over at the time of the dance.

STUDENT DRESS

Each student shall make it a habit to look neat and well groomed at all times. Each student shall strive to look their best by the practices of cleanliness, neatness and attractive grooming. Extremes in dress shall be avoided, as they are a distraction to the educational process. Many of the extremes in dress can cause embarrassment to other students and staff. In the matters of dress cleanliness and grooming, **the building administration will have the final authority** in determining if the student is dressed appropriately. The items contained within this dress code are not intended to be all inclusive, but examples. As the styles of dress and grooming change, so will the items that are and are not appropriate for school. When a student fails to comply with the dress code, they will be asked to change dress so it is appropriate. If necessary, parents will be asked to bring a change of clothes to school on request. If the

student continues to be in violation of the dress code, they will enter the discipline policy.

Possible Examples of Inappropriate Dress (K-12):

Inappropriate sleepwear

Short shorts/skirts	Tube tops	Halter tops	Short crop tops
See-through attire	Tank tops	Spaghetti straps	Open back shirts
Cut-off T-Shirts			

Clothing that advertises, shows sponsorship, or promote in any way: drugs, alcohol, tobacco, violence, gangs, inappropriate sayings, graphic phrases, derogatory comments, suggestive material, etc.

Bedroom slippers and bathrobes

Jewelry and/or accessories that can be removed and used as a weapon, such as dog collars; studded or spiked collars, bracelets, belts, necklaces and rings; billfold with chains, etc.

Bandanas, sunglasses, and headwear are not to be worn during the school day.

Stage makeup and coloring of skin or hair may not be performed at school.

Extremes in makeup should be avoided, as they are a distraction to the educational process.

Hats and Stocking caps are not to be worn in the building during the school day. If a student refuses to take off a hat when asked they will be subject to the discipline policy.

HALL PRIVILEGES

No student is to be in the hall during regular class time unless he/she has an agenda signed and dated by a classroom teacher and/or administrator. Also students will honor the 15/15 rule and remain out of the hallways completely during the first 15 minutes and last 15 minutes of each period.

HEAD LICE POLICY

Students being found to have head lice shall be excluded from school until treated with lice shampoo and all nits have been removed. To be readmitted to school, students must bring proof of treatment and be brought in by the parent or guardian to be checked by a designated person. Students will not be allowed admission to school or the bus until they have been examined and found to be completely nit-free, per KAR 28-1-6.

**MCKINNEY-VENTO HOMELESS
EDUCATION ASSISTANCE ACT**

The McKinney-Vento Act was established to provide rights to homeless students and as a guide to help educators identify these students. USD 458 will work hard to help any homeless student.

Homeless students include those that are living in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because they cannot find affordable housing.

These children have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Continue in the school they attended before they became homeless, if that is the choice of the parent and it is feasible.
- Receive transportation to the school they attended before the family became homeless.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records.
- Enroll and attend classes in the school parents choose, even while the school and the parent seek to resolve a dispute over enrolling.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

For further assistance, please contact our Homeless Liaison at the district office, (913) 724-1396.

LIBRARY

The library serves as a quiet place to study or read for pleasure in our school. Certain areas are set aside for audiovisual use and group work. In fairness to all, students who are not reading or studying quietly will be asked to leave.

It is a privilege to use any library. The materials are limited and very costly. Students will be responsible for their care and replacement if necessary. Anyone who has been asked to leave the library will lose their privilege to return for a specified period of time. Continued incidents may result in a student's permanent loss of library privileges.

Furthermore, no student will be permitted to enter the library unless he/she is accompanied by a teacher or unless he/she has an appropriate signed agenda.

LOCKERS

The building administrator must approve the assignment of lockers. No student shall exchange lockers without permission from the school office. Lockers are the property of the school and may be searched at any time. (JCAB-R) Students should understand that they are responsible for anything found in the locker assigned to them.

LUNCH PROGRAM

The School Board has provided a hot lunch program for all students. Complete information about the program is available from the high school office. **We have a closed lunch hour for all students.** Students are not permitted to leave the lunchroom without permission during the regular lunch period. All

students must know their pin number when they go through the lunch line. No lunch or ala carte charges are permitted for grades 9-12.

LUNCHROOM PROCEDURES

The administration and faculty will set lunchroom procedures and students are expected to follow the rules set. Students should practice appropriate manners during lunch and loud, disruptive behavior will not be tolerated. Students are not to leave the building during lunch.

Delinquent Lunch Bills

Basehor-Linwood Food Service

The Basehor-Linwood USD 458 School District participates in the Child School Nutrition Program. All students are encouraged to enjoy this nutritious meal. Applications for free and reduced meals may be picked up at the attendance centers. Please return completed application to USD 458 District Office or to your building secretary.

Here are a few commonly asked questions regarding food service:

*How do I check my student's account balance? You may check lunch account balances on Skyward Family Access. To receive e-mail notification of a balance less than \$5 you must sign up through Skyward. After logging in, follow these steps: Click on E-mail Notifications Click on the Change my Notifications button Click in the box to Receive Notifications when Food Service Balance is under \$5.00 Click on Save button

*We qualify for the Child Nutrition Program, why do we have a negative balance? This is usually a result of ala carte purchases, this includes extra milk, snack milk and all ala carte items available at BLHS & BLMS.

*How do I make a payment? You have 2 options. You may send cash or check to school with your student. You may also make payments on-line with a credit or debit card through Skyward. You will find the option in the Food Service window. On-line payments may only be made by the primary guardians account. You only need to post or send one payment per family. Siblings, regardless of which building they attend all share one account. (It is very helpful when sending in a check for your child's account to put your child's name and teacher's name down in the corner of your check or if you send it in an envelope put this information on the front, especially if you send cash.)

* If an account is negative more than \$25.00, lunch purchases will not be permitted.

Students will be given a PB&J with fresh fruit & milk. This will be charged to your account. ***** Any account showing a negative balance will not be allowed ala carte purchases.

CHECKS SHOULD BE MADE PAYABLE TO U.S.D. 458
PARENTS MAY DEPOSIT AS MUCH MONEY IN THEIR STUDENT'S
ACCOUNT AS DESIRED.

MEDICAL TREATMENT OF STUDENTS

Students who are injured or become ill at school will receive first aid treatment only. Students who are more seriously injured or more seriously ill will be cared for according to emergency procedures as they were indicated on the enrollment forms. State law and common sense dictate that we proceed in this manner. If students are seriously injured or ill, they will be taken to a doctor or hospital as the case may dictate or the parent may be called to come and pick up the student. State law prohibits the school staff from dispensing any type of internal medication. Such medication as spray bandages, first aid cream or band-aids are permitted. A parent may fill out an emergency waiver form.

BASEHOR-LINWOOD SCHOOL DISTRICT MEDICATION POLICY

Student Self-Administration of Medication

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider or written parental authorization on file in the school office for over-the-counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate. As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility

An eligible student shall meet all the following requirements:

- Have a written statement from the student's health care provider stating the name and purpose of any prescription medication/s or written authorization from the student's parent for use of over-the-counter medication/s;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;
- Know the length of time for which the medication is prescribed;
- The student shall also demonstrate to the health care provider or the provider's designee, as applicable, and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

With regard to prescription medications which are not administered on a regular schedule, the student's health care provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks or anaphylaxis episodes, and for medication use by the student during school hours.

The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment or once annually.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Additional Requirements for Students Prone to Specified Emergencies

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees, or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self administration of medication may be revoked.

CONCEALED OBSERVATIONS (JGGA)

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout

district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

USE OF SURVEILLANCE CAMERAS (JGGA)

The district may use surveillance cameras to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage, which is a record of student behavior, shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

SCHOOL BUS RULES AND REGULATIONS

The following rules and regulations have been adopted to insure the safest, most enjoyable and efficient transportation for your children and student. Most of these rules and regulations have been taken from the Kansas State Regulations for School Bus Transportation.

1. The operator of any school bus shall be responsible for the order and conduct of the pupils transported.
2. The operator has the responsibility to assign seats, and will be directed to do so as a matter of policy.
3. Pupils should obey promptly and willingly, any reasonable directive of the driver.
4. Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language, or gestures are not permitted.
5. Pupils must remain seated with feet on the floor in front of them; not in the aisle or draped over the seat back.
6. Students may not board or depart from a bus at any other stop than that which has been properly authorized by parents or school authorities.
7. Pupils will not extend hands, arms, heads, or objects from the bus windows at any time.
8. Pupils are not permitted to shout, or gesture to passing vehicles or pedestrians from the bus

9. Students may adjust windows only when permitted to do so by the driver.
10. Pupils may not throw any object including trash or paper either from within or out of the bus while waiting for, riding, or after leaving the bus.
11. Riders must stay out of the driver's seat and may not tamper with any operating equipment.
12. Students may not exit from the emergency door unless directed to do so by the driver.
13. Eating and drinking food and beverages on the bus is prohibited.
14. The use of tobacco, drugs, or alcohol in any form shall not be permitted on the bus.
15. Animals, knives, matches, firearms including cap and water pistols, explosives, glass and other similar breakables, or any other items creating a safety hazard are not permitted on the bus.
16. Students needing to ride any bus other than their regularly assigned bus must give driver a note from their principal or parent.
17. Students desiring to take another student home with them who do not normally ride a particular bus must obtain prior permission from bus driver or authorization from their principal to ensure bus is not overloaded.
18. Teachers, especially sponsors of activity trips, need to be aware of bus regulations. These regulations emphasize that teachers are responsible for the discipline and safety of the students under their supervision while on a school sponsored trip.
19. Parents should be responsible for transporting big items used for science fair or other special projects. Many large items cannot safely or conveniently be carried on the limited space available on school buses. Failure to abide by bus rules may result in loss of bus riding privileges as well as suspension or expulsion from school.

Student Parking/Driving

All students that are driving to school will be required to purchase a Parking permit. All students that drive to school must also register their vehicle at registration. The Permit is to reside in the car that the student is driving in plain sight. The cost of the parking permit is \$2. If student does not then driving privileges may be revoked. If a student loses the parking permit, they are required to purchase another one for \$5 in the BLHS front office. The student is to abide by all the following parking/driving regulations:

1. Reckless driving on school property is prohibited.
2. Students are to park in designated student area only. Students parking in areas other than those designated, as student parking will be subject to disciplinary action including loss of parking privileges on school property or a detention.

First offense: 2 weeks loss of driving privileges
Second offense: Loss of privileges for the remainder of semester or 3 weeks, whichever is longer.
3. Students are not to be in the parking lot during school hours without permission from the office.

4. The speed limit is not to exceed 15 mph for all driveways and access roads around the school.
5. Parking in driveways and fire lanes is not permitted
6. Students are not to park in front of the school and are to park appropriately in the back parking lot or they may be subject to disciplinary action.

SECTION 504

Our district not only attempts to make sure qualified students are serviced through our Leavenworth County Cooperative of Special Services but the staff also works to outline services for students that qualify under Section 504. Section 504 of the Rehabilitation Act sets the guidelines to ensure that discrimination due to any mental or physical impairment does not occur within any federally funded program. Parents of BLHS students need to understand the school district has certain guidelines and procedures that must be followed under any special program. At the same time, the staff members within the district work to make sure parental and student rights are outlined and safeguarded.

MENTAL HEALTH CRISIS TEAM

Basehor-Linwood USD #458 has an established Mental Health Crisis Team with a defined protocol for use by designated staff in the event of a student mental health crisis. Protocol includes suicidal ideation, panic attacks, anxiety, significant DSM-5 diagnosis, self-harming behavior, suspected drug/alcohol abuse and child abuse/neglect.

STUDENTS AS VENDORS

No student is permitted to sell merchandise without the permission of the building principal.

VISITORS

Student visitors are not permitted to attend high school classes as guests of our students unless prior approval for an administrator. All adult visitors shall report to the school office upon arrival and are required to wear appropriate identification while in the building.

- *The board encourages its patrons and parents to visit the district facilities.
- *Patron visits shall be scheduled with the teacher and the building principal.
- *Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.
- *Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.
- *The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

Release of Student Information

Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided for in policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information(name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

The Custodian may disclose students' education records to the following persons without the prior consent of the parents:

- *Other school officials, including teachers within the district who have legitimate educational interests;
- *Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student;
- *Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- *State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- *Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- *Accrediting organizations;
- *Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- *Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency; and
- *In compliance with a lawfully issued subpoena or judicial order

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian. No person identifiable information contained in personal school records shall be furnished to any person other than those, herein without written instruction from the student's parents, guardian or the eligible student specifying the record, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request.