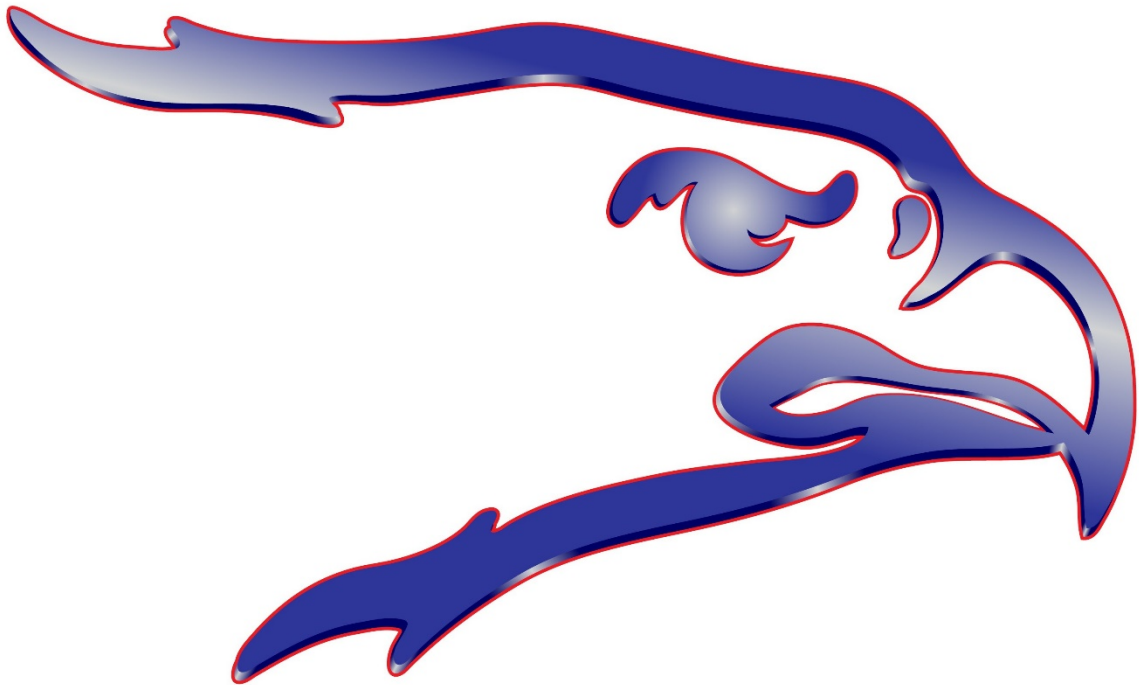


ELLINWOOD - USD #355



**ELLINWOOD HIGH SCHOOL
HANDBOOK
2016-17**

ELLINWOOD HIGH SCHOOL HANDBOOK
2016-2017

ACADEMIC INTEGRITY AND PLAGIARISM

It is expected that all students will practice academic integrity by upholding the values of honesty, trust, fairness, respect and responsibility. People who practice academic integrity submit their own work, don't allow others to copy their work, complete assignments on time, are punctual and rarely absent, and are honest. Failure to practice academic integrity may result in disciplinary actions.

Plagiarism is the act of using another person's ideas and/or words without clearly acknowledging the source of that information. Plagiarism may result in that student receiving a zero for the assignment. Repeat offenses will warrant more extensive consequences that may result in the student receiving no credit for the semester in the specific class.

COUNSELOR

Counseling services are available to all students who wish assistance with vocational, educational, social and emotional problems. These services normally include testing, individual counseling, and information relating to occupational or educational needs. Students may make appointments at any appropriate time. Duties for students include:

Registering for the PSAT, ACT or SAT tests; interpreting results.

Arranging visits to a school or college; visits with representatives at EHS.

Applying for admission to a school or college.

Scholarship & financial aid information. Application forms are available from this office. Numerous local scholarships are available to those who qualify.

Determine and obtain information about careers, schools and colleges - computer software available for individual printouts.

PROGRESS REPORTS

Regular report cards are issued each nine weeks. Progress Reports are emailed to parents the 5th week of each nine week quarter. Progress Reports may be sent by U.S. Mail upon request of the

parent. Students and parents are encouraged to check their students' progress regularly on Powerschool.

CLASS SCHEDULES

Class schedules will be developed through a spring pre-enrollment program. Students will consult with their parents, their advisors, teachers, and the school counselor to determine the desired schedule. The school does require all students to take 8 classes. In order for students to be exempt from this requirement, they will have to go through an appeal process, which would require the student and his/her parents to meet with the administration and show how their student would be academically better to not take a full class load. Students have the right, if still turned down from the exemption, to appeal the decision to the Board of Education. With the consent of the administration and counselor, students may enroll and attend Barton County Academy in lieu of the above requirements. Barton County Academy is to be used for credit recovery only. Students will not be allowed to gain more credits than their cohort class (work ahead).

GRADE CLASSIFICATION

Students must obtain the following number of credits to be classified in the indicated grades: Sophomore - Seven (7) credits, Junior – Fourteen (14) credits; Senior - Twenty– one (21) credits.

GRADING SYSTEM

The following system is used at Ellinwood High School: A=94-100; A-=90-93; B+=87-89; B=84-86; B-=80-83; C+=77-79; C=74-76; C-=70-73; D+=67-69; D=64-66 D-=60-63; F=59 and below. Grade values for figuring GPAs are as follows: A=4.0; A-=3.67; B+=3.33; B=3.0; B-=2.67; C+=2.33; C=2.0; C-=1.67; D+=1.33; D=1.0; D-=.67. An A+ will be treated as an A.

CLASS RANKING

Class rank will be determined by using semester grades. Class rank will be figured on the following scale: A=4.00; A-=3.67; B+=3.33; B=3.00; B-= 2.67; C+= 2.33; C=2.00; C-=1.67; D+=1.33; D=1.00; D-=.67. An A+ will be treated as an A.

HONOR ROLLS

There will be one honor roll for Ellinwood High School. A student must have a grade point average of 3.2 or above with no "D", "F", or "I" grades. An incomplete grade makes a student ineligible for the honor rolls. Incomplete grades are to be converted to an "F" two (2) weeks after the end of each grading period if the work has not been completed. There may be extenuating circumstances where this policy may not be applicable. Students making all "A's" will be noted with an *asterisk.

GRADUATION REQUIREMENTS

In order to receive a diploma from Ellinwood High School, students must successfully completed 27 units of credit. The following are required units of credit:

4 credits of English: English I, II, III and English IV or English Composition I & II.

3 credits of mathematics – two of which must be Algebra I & Geometry or equivalent

3 credits of Science - Biology, Physical Science and Chemistry or Ecology

3 credits of History and Government - US History, US Gov/Economics, World History

1 credit of Physical Education

1 credit of Fine Arts - any one of the following areas: Art, Music, Debate, Forensics, or other similar class approved by principal and/or counselor

12 addition credits from elective offerings

10 hours per school year of administration/counselor approved community service.

Successfully complete Senior Portfolio Project.

Students who enroll in correspondence or on-line classes must have written permission from high school principal prior to enrollment in those classes, if the classes are to be used towards graduation.

Administration reserves the right to reduce the number of credits, not lower than the state minimum of 21 credits. Credits reduced will be elective credits based on individual student circumstances. (Student move-in, pregnancy, hospitalization, etc...).

PARTICIPATION IN GRADUATION

A student must complete the minimum number of credits required for a diploma and be in good standing with the school to participate in the senior graduation exercises. All required courses, as set by the state must be included in the schedule of courses or a definite plan for completion arranged by the principal. Students enrolled full time through Barton County Academy who have completed all graduation requirements may participate in graduation exercises with their graduating class only.

HOMEWORK

Homework is an important part of learning at Ellinwood High School. Homework shall not be used as a means to discipline students. Homework may be assigned as needed to reinforce lessons introduced in the classroom. Daily homework is due when the teacher collects it. It is the student's responsibility to complete the homework and turn it in on time. If a student is absent, the student should get homework from their teachers before or after school, during class on the day they return to school, or by utilizing the teacher's webpage. Teachers may have varying policies about whether or not they will accept homework not turned in on time. Teachers may deduct points for late homework.

EARLY GRADUATION

Early graduation from high school is not encouraged by the board. The board believes the students should avail themselves of the many and varied courses offered in the high school as well as local colleges. A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The plan must include post-secondary plan and/or workforce plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents. The letters of request shall be sent to the superintendent who shall forward them to the board. If you are a senior and plan on graduating after first semester, the plan must be completed and submitted on or before the October BOE meeting of that school year. If you are a Junior you will need to submit the plan no later than the December BOE meeting of your Junior year. Any student graduating early forfeits USD #355 activities and social events with the exception of the graduation ceremony.

The application must be signed by the student and his/her parents and submitted to the school counselor and school principal. Refer to JFCA or JFCA-R in board policy handbook.

COLLEGE COURSES

Seniors who are on schedule to graduate in eight semesters may be allowed time during the school day to take a college course on a college campus during either/both the fall or spring semester of their senior year. The student must have permission from their parent and the high school principal. The student may receive dual credit.

Part-Time Enrollment for Seniors

Seniors who are on schedule to graduate in eight semesters may apply to the high school principal no later than November 1 of their senior year for permission to attend school part-time during the second semester of their senior year. The student will have to provide evidence that part-time status is in their best interest such as college enrollment, employment, or family issues. The administration and the counselor will review all applications. A meeting shall be held which shall include parents or guardians, the administration and the student. If approved, the application shall be signed by all involved parties and filed in the student's permanent file.

Seniors who attend part-time second semester shall leave the building after their classes are completed for the day unless they are meeting with a staff member. Seniors attending part-time during second semester shall be allowed to participate in senior class activities but may not be eligible to participate in KSHSAA activities.

Note: Students who desire to participate in KSHSAA sponsored activities: See Eligibility

ACT TEST DATES

September 10th, 2016

October 22th, 2016

December 10th, 2016

February 11th, 2017

April 8th, 2017

June 10th, 2017

**Please see our counselor with questions*

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian are selected each year after the 7th semester grades have been posted and verified. The honors will be based only on semester grades. In order to be considered for these awards, a student must have completed seven (7) semesters at Ellinwood High School and will complete the Kansas Regents Scholars Curriculum by the end of the senior year. When selecting Valedictorian & Salutatorian, the Seniors' cumulative seven (7) semester grades will be figured on the following unweighted scale: A=4.00, A-=3.67, B+=3.33, B=3.00, B-=2.67, C+=2.33, C= 2.00, C-=1.67, D+=1.33, D=1.00, D-= .67. An A+ will be treated as an A.

HONORS BANQUET

HONORS BANQUET (Egghead Banquet)

An honors banquet will be given each year.

Students must make two of the three 9 weeks honor rolls during the year to receive an invitation. This does not include the 1st semester honor roll. Students invited will receive a certificate of recognition.

ACADEMIC LETTER

Upon successful completion of at least three semesters and one nine weeks consecutively with a GPA of 3.70 or above, a student will receive a chenille Academic letter and Certificate of Merit signifying academic excellence. Each year thereafter that they maintain a GPA of 3.70 or above, the student will receive a bar.

SCHOLARSHIP PINS

A student earning a 3.50 GPA or above with no grade lower than a “B-” will receive a scholarship certificate and medal at the Egghead Banquet. This will be determined by reviewing the three nine week grades.

ATTENDANCE

The school day is treated as the work activity of the students. Regular and prompt attendance is required for success. The following policies are a reflection of workplace environment. Central to this policy are the following:

Prior notification by phone or in person by a parent/guardian of all absences is required. The office has voice mail that can be used to report absences when school is not in session.

No notes will be accepted. We will also accept emails.

Students leaving school prior to the end of the day MUST check out through the office. This would include those students leaving during the noon hour and not returning for the start of the 6th period. Students leaving school and not signing out in the office may be subject to disciplinary actions.

Students returning to school following any absence MUST check in with the office before attending any classes. Failure to follow this policy will result in the absence being treated as an unexcused absence.

Make-up slips will be required for all non-emergency absences.

All students are to remain within the school building from the time school begins until it closes daily except when attending a school sponsored activity.

Pre-Arranged Absences (family trips, extended absences) - Upon receipt of phone call or personal contact from a parent/guardian arranging an absence, family trip, funeral or doctor's appointment, etc., students are required to come to the office no later than the day prior to the above mentioned absence and get a form which must be taken to each of their teachers to obtain assignments. Students are responsible to make arrangements with their teachers in regards to homework.

Excused Absences - An excused absence will be an absence excused by a parent/guardian and/or by the administration. Excused absences include all professional appointments, illnesses, injury and approved family trips. Students absent due to "appointments" must provide proof of appointment on official letterhead from the place of the appointment upon return to school to be regarded as an excused absence.

Oversleeping will not be considered an excused absence. Thus "excused" means "absent with prior parental permission" or with principal's approval. A phone call from a parent/guardian on the day of the absence, but before the student returns to school will be sufficient prior notification for an excused absence. If there is a question about the absence or the phone call, the parent will be called at home or at their place of work. Upon prior notification by parent/guardian of a student's need to leave during the school day, the office will provide the student with a pass to notify instructors' of a particular time the student needs to be dismissed from class to come to the office and check out. The principal reserves the right to declare any absence unexcused.

Unexcused Absences - An unexcused absence is any absence that occurs without prior parental permission and school notification. Unexcused absences will be made up at the discretion of the principal. This may include community service, school service, or other actions which make up for missed school time. All state laws and statutes involving truancy will be enforced to the greatest extent possible. This includes contacting the county attorney about truancy charges. The principal reserves the right to declare any absence unexcused. The principal also reserves the right to request a medical note to excuse an absence. Oversleeping will be considered an unexcused absence.

Leaving the School - Students will not be allowed to leave the building for any reason without prior permission from a parent/guardian and/or the principal. Students must also check out and in through the office each time the student leaves the building and/or returns to school (excluding the lunch period and school sponsored activities). Before departure coaches and/or sponsors will provide to the office, a list of students actually leaving for the activity. Any student who leaves the building without permission and/or without checking out in the office will be considered truant.

Illness During School Hours - If a student becomes ill during school hours and feels he/she needs to go home, the student needs to report to the office. The office staff or school nurse will contact parents to determine if the student should be sent home. If the student has an elevated temperature when he/she checks out that carries over to the next day, we ask that the student remain at home for 24 hours after the fever breaks to avoid the spread of infection. These additional days of absences must be excused by a parent/ guardian each day before the beginning of the school day.

Returning to School Following an Absence - Students who have been absent should check-in at the office when returning and before attending class.

Tardies - Students are expected to be in class by the time the bell rings. Student tardiness is disruptive to classroom atmosphere and productivity. Students that report to school late must sign in at the office. Students tardy to class may receive a teacher-assigned detention. Repetitive tardies may warrant additional detentions or office referrals as determined by the teacher. NOTE: A tardy that extends beyond 20 minutes will be considered an absence thus requiring verification from parent/guardian and approval from the principal to be considered excused.

Truancy - Any student under the age of 18 or in Special Education is truant when he/she has three (3) consecutive unexcused school days or a total of five (5) unexcused school days during one semester or a total of seven (7) school days any school year. Students who are under the compulsory school attendance law can expect legal truancy notices to be delivered to their parents by the County Attorney's office and subsequent court action if the truancy problem is not resolved.

Student's Right to Make Up Work - If a student has an unexcused absence on the due date of an assignment, the student must turn in the assignment on the day he/she returns to class, provided that the assignment was assigned prior to the absence. The student may be penalized for having a late assignment. No special consideration need be given because of the absence. For emergency excused absences, a student will be allowed the number of days he/she was absent to make up assigned work. If an assignment/project was given in a previous class period in which the student was in attendance and the due date happens to be the day of the excused absence, then the assignment will be due at 8:00 A.M. on the day the student returns to school. For those excused absences where prior arrangement is required, make-up work may be required before the absence. No make-up time is required. Students should understand that daily participation grades may be affected by any absence, excused or otherwise.

EAGLE DISCIPLINE SYSTEM

The purpose of the discipline system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of the rules and policies of USD #355.
3. Record discipline violations in a systematic way.

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

The policy applies to the entire academic year, grades 7-12, and is to be the behavior code for our students at school and at all school sponsored events. All students are expected to exhibit proper conduct in all schools, to obey the law, and district/school/classroom rules. Parents are encouraged to review appropriate conduct with their children.

Point Roll Back (Redemption)

- Students will begin each new school year with zero (0) points.
- Points can be rolled back if a student voluntarily engages in community service coordinated with the principal and/or other administration.
- Community service shall be defined by principal and parent agreement
- Point Roll Back has the following guidelines:
 - *Students may work off up to (4) points with a ratio of 1 hour of work per 1 point taken away
 - *After a student has rolled back (4) points, they may continue rolling back points, but at a ratio of 2 hours worked per 1 point removed.
- The Principal reserves the right to not allow Point Roll Back Redemption options.

Ellinwood Middle/High School Discipline Policy - 13 point System

<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>	<u>Level 6</u>
1 – point	2 – points	3 – points	5 – points	8 - points	13 - points
Refocus Process	Refocus Process	Refocus Process	Refocus Process	Refocus Process	Long-Term Suspensio/Expulsion
		(ISS/OSS or Both)	(ISS/OSS or Both)	(ISS/OSS or Both)	*Hearing Required
Cafeteria Violation	Unauthorized Call- In	Intimidation, Harassment Bullying	Gang Behavior and/or Dress	Theft or Vandalism (Major)	Drugs: Possession and/or Use
Dress Code Violation	Verbal conflict with other student	Threats or Verbal Abuse	False 911 Call	Vandalism	Explosives: Possession and/or Use
Food/Drink Violation	Class Disturbance	Tobacco Possession/Use	Fire Alarm Pull	Fighting	Weapons: Possession and/or Use
Failure to Cooperate	Hazardous Driving - Parking Lot	Misuse School Facilities	Indecent Exposure	Dangerous Materials	Vandalism (Severe)
Parking Violation	Leaving class or school w/out permission	Academic Dishonesty	Sexual Conduct	Drug Paraphernalia	Physical Contact with Staff
Electronic Devis Violation	Teacher referral – excessive tardies	Inappropriate Technology Use	Disrespect to Staff	Under Influence of Drugs and/or Tobacco	Violent Threats
Display of Affection	Forging Pass	Theft or Vandalism (Minor)	Disruption of School Day	Alcohol Possession, Use, Influence	Setting a Fire (Arson)
Skiping Class	Inappropriate Drawing/Word or Gestures			Threats to Staff	Acts of Heinous Nature
Skiping Classroom Consequence	Invasion of Personal Space				
Book Bag Violation					
Lying					
	Repetitive Level 1	Repetitive Level 1 and 2	Repetitive Level 1, 2, and 3	Repetitive Level 1, 2, 3, and 4	Repetitive Level 1, 2, 3, 4, and 5

*This system is cumulative. All points are cumulate to 13 points. Once a student earns 13 points, a hearing will be held for a long-term suspension or expulsion.

*All students will begin the year with zero (0) points. The system is a year-long system. Assuming the student is in good standing at the end of the year, he or she will begin the following year with zero (0) points.

*Any student that accumulates 8 points will have a conference with the administration and his or her parents.

*At the discretion of administration a student may be given the opportunity to work off points after the 8 point conference has been held

*Administration will determine whether any violation is considered repetitive and warrants a larger level clarification.

*Any illegal activities may also warrant police involvement.

*Any level of referrals will require the refocus process (student ownership of violations) as a consequence.

*Effective use of the refocus process (cooperation, honest, immediate ownership) may be considered as a mitigation factor for most violations.

*This system is used in conjunction with the Effective School Discipline Model to create a hybrid policy that allows for accountability and redemption on the part of the student.

*This system is meant to serve as a guide for administration. Administration reserves the right to classify the level and set the consequence for any specific violation as they deem appropriate.

DISCIPLINE PHILOSOPHY:

It is the intent of this discipline policy to create an environment that best protects the safety of all students/personnel and supports student learning/achievement. It allows for a culture of accountability and redemption to be created for all students. It has the goal of creating a consistent, known discipline structure (with limits) that also accommodates administrator discretion based on mitigating or aggravating factors. It rests on a foundation of respect and responsibility. It seeks to protect the educational interests of all students.

ELIGIBILITY

In accordance with the Kansas State High School Activities Association, students who participate in KSHSAA activities must be in good standing and must have passed five (5) subjects the previous semester and presently enrolled in at least five (5) new subjects of unit weight. The academics of Ellinwood students are important and must be treated with high priority. When a student is ineligible he/she will not be allowed to attend or participate in any school activity. This includes all games, activities, and social events. We hope the student takes this time to work on attaining a passing grade.

A student is ineligible when:

A) Any grade of “F” is reported on a weekly basis

The eligibility report will be created at 9:00am on the last school day of the week, with the exception of Standard Calendar Week #21 (Thanksgiving). If a student is deemed ineligible due to academic standing, the period of ineligibility will start the following Monday and expire a week later on the next Monday. A grace period will be allotted at the beginning of each semester before the first eligibility reports are created. The first eligibility report of each semester will be created on the last school day of the second full week and take effect the following Monday.

B) Any In School Suspension (ISS) or an Out of School Suspension (OSS) is awarded.

In the case that a student is issued an ISS or OSS, they immediately become ineligible for the current week of eligibility. Example: Student T is issued an ISS on Thursday, student T becomes ineligible that day and will remain ineligible until the following Monday.

In addition to the aforementioned regulation, all students must meet the eligibility requirements set forth by the Kansas State High School Activities Association (KSHSAA) in order to be eligible for school activities.

Senior Part-time Students (Second Semester)

Students who desire to participate in KSHSAA sponsored activities must have passed 5 classes the previous semester and are required to be currently enrolled in at least five classes and be considered in good standing (see also the Assisted Studies Program). Students who participate in other Ellinwood School Activities that take place out of town are also required to be in good standing as per the eligibility requirements and the ASP Guidelines.

Other Part-time Students

Students who are attending an approved home school or parochial school may request to attend on a part-time basis with the administration permission if they complete all paperwork and are in attendance by September 1st of the current school year.

a). These part-time students may participate in KSHSAA Activities if they have passed 5 classes the previous semester and are currently enrolled in at least 5 classes at Ellinwood High School AND they must be considered in good standing via the ASP and Eligibility Guidelines at EHS. If these part-time students participate in other NON-KSHSAA Ellinwood School Activities that take place out of town they are also held to the same ASP/Eligibility Guidelines.

b.) If these students are enrolled for less than 5 classes at Ellinwood High School, they are not eligible to participate in KSHSAA activities. However, they may participate in other NON-KSHSAA Ellinwood High School Activities given that they are in good standing with the ASP and Eligibility Guidelines.

KSHSAA Activities include:

Athletics, Band, Vocal, Debate, Spirit Squad, Student Council, KAYS, FCCLA,
Scholar's Bowl and Forensics.

ESTABLISHING LIMITS

It is desired that students accept the responsibility for following “established limits”. Examples are given of some limits; however, students are asked to use good judgment and common sense in adding other limits during their daily routine.

The use of obscene or profane language, slang or gestures will not be tolerated in or on school property.

Students using physical harm and threats of intimidation while on school property will be disciplined.

Snowballing on school property is not permitted.

If you plan to transfer to another school, please come to the office and get a check out sheet. As you check in your books, have each of your teachers sign it and return it to the office for the signature of the principal.

Students will not be called out of class except in emergencies. Other calls will be given to the students at the end of the period or a message will be delivered.

All high school students are to be out of the building by 4:00 p.m. unless being sponsored by a teacher or participating in a school sponsored activity.

Students in the building after hours for athletics, Spirit Squad, club activities, musical activities, play activities; yearbook or newspaper activities must have an approved adult sponsor with them.

The custodial staff has been advised to ask anyone to leave the school that does not have a sponsor.

Any student in the building prior to 7:45 a.m. must be in the Commons Area unless under the direct supervision of a staff member or they have a written pass.

PROPERTY DAMAGE

Any pupil who, through misuse or carelessness, damages or destroys any school property shall immediately compensate for such damage or upon refusal, may be suspended from school until compensation has been made. Any pupil who intentionally damages or destroys school property or the property of a teacher or fellow student may be suspended/expelled from school.

Tampering with a fire alarm or extinguisher is a violation of state law and will result in disciplinary action with the possibility of suspension.

THEFT AND STEALING

Stealing will not be tolerated. Infractions will result in disciplinary consequences; which may include suspension, expulsion and restitution.

SEXUAL HARRASSMENT

Sexual harassment will not be tolerated in Ellinwood High School. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

HAZING AND HARASSMENT INTIMIDATION AND BULLYING

The board is committed to providing a positive and productive learning and working environment free from hazing, discrimination, harassment, and bullying. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be

in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

PERSONAL APPEARANCE

The personal appearance of students attending the school is the responsibility of the parents. Students are expected to present themselves neatly and well groomed. The personal appearance of students shall become a responsibility of the school administration only when their mode of dress or personal grooming habits are disruptive to the function of the school and/or other members of the student body.

Students who participate in inter-scholastic activities will be expected to follow the personal appearance code approved by the directors or coaches of those activities and the school administration.

Clothing that advertises alcohol, drugs, tobacco, have sexual connotation that are sexually suggestive, improper language, or anything deemed obscene, offensive, or substantially or materially disruptive to the learning environment, inappropriate by the administration, or any staff member will not be allowed. Students will be given the option to wear clothing provided by the school or go home to change and receive consequences for their time missed.

Students will not be allowed to wear headgear in the building during school hours. During breakfast and lunch, headgear may not be worn within the commons area. During school time, headgear must be kept in the approved lockers of the students. This policy applies to male and female students. Any deviation or special needs must be approved on an individual basis by the administration. Pants and/or shorts must be worn on or above the hips. No sagging pants.

ROMANTIC BEHAVIOR

Appropriate behavior is expected and required of all students. Public displays of affection are a distraction to the school day and to the students and teachers in proximity of those actions. Teachers and staff will monitor students in this regard, and it is the student's responsibility to follow those directives. Repeat or inappropriate offenses pertaining to romantic behavior will have discipline consequences with the administration.

GANG ACTIVITY

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student will not:

- (1) Lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives;
- (2) Present a physical safety hazard to self, students, staff, and other employees:
- (3) Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; OR
- (4) Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary. (see JDD, JCDA)

DRUGS

Being under the influence of drugs, illegal drugs, and/or use of, or possession of illegal drugs or prescription drugs that do not belong to you, while on school premises will not be tolerated. Our school subscribes to the Drug Free Schools Policies which have been extracted from the USD #355 policy handbook.

ALCOHOL

Being under the influence and/or use of alcohol possession of any kind during the school day or on school grounds will result in notification of law enforcement officials and appropriate consequences given according to the discipline policy.

TOBACCO

Using tobacco or having possession of tobacco or any kind of paraphernalia (including ecigarettes and vapor cigarettes) that deals with tobacco use (lighter, matches, cigarette papers, chewing tobacco containers, etc.) during the school day or on school grounds may result in

notification of law enforcement officials and appropriate consequences given according to the discipline policy. Repetitive violations may warrant more severe disciplinary actions.

PORTABLE BREATH SCREENING DEVICE

USD #355 has a policy (JCDABR) on the use of portable breath screening devices at school and at school functions/activities. Students and/or guests who test positive to alcohol will be denied entrance to or removed from the activity. A parent or guardian will be contacted to come to the function or activity and take custody of the student. If a parent or guardian cannot be reached, the school will contact law enforcement to come and remove the student. Students will also receive consequences according to USD #355 policy, which could include suspension or expulsion from school. If a student refuses to be tested, he/she will be denied entrance to the activity and considered guilty of consuming alcohol. Appropriate disciplinary actions will be applied. You may see the policy in its legal form by contacting the district office.

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 shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

IN-SCHOOL SUSPENSION

Students may receive in-school suspension as assigned by the school administration. ISS rules will be given to the student by the administrator when assigned. Repeat offenders may be assigned out-of-school suspension by administration.

OUT-OF-SCHOOL SUSPENSION

Should OSS become necessary for a student, he/she will not be allowed on district property for a specified period of time. The student will not be allowed to attend or participate in any school sponsored activities. (home or away). Homework will be provided for each incidence and must be completed upon return if credit is to be received. Students will not be allowed back into school without a parent visit.

SCHOOL DAY

Ellinwood High School classes will consist of eight 50 minute classes beginning at 8:00 a.m. and dismissing at 3:33 p.m.

ACTIVITY ATTENDANCE

Students are encouraged to attend USD #355 activities to support and be an integral part of the activity and crowd. Students are expected to be seated and not wandering around during the activity. Students will be given a warning upon the first offense and then asked to leave the event/facilities if they continue to be a disruption.

VISITORS

Visitors must check into the main office and be approved by the administration before entering other parts of the building. Any student wishing to bring a visitor must have a permit signed by an administrator and his/her teachers at least one day prior to the visit. Teachers have the right to refuse any visitors in their classroom. No student visitors will be allowed without prior administrative approval.

STUDENT VEHICLES

Students must sign out in the office and have signed permission before they can use or be in their vehicle anytime during the school day. All students will park within the designated marked parking area, and all vehicles must be facing forward in the parking space.

CAFETERIA

Students have a closed lunch period. All students will eat in the cafeteria or other approved designated areas as per the direction of administration. With the closing of lunch, there will be an increase of organizational meetings by numerous student groups taking place throughout the building. Students will not be allowed in their cars during the closed lunch period. Students will not be allowed to return for seconds until their lunch tray is completely empty. Outside food and drink will be allowed only if it passes through the main office.

LIBRARY

Each student will sign in to the library when they arrive. They will also state reason and sign out when they leave. Whole classes will be exempt when accompanied by their teacher.

PASSES

Students must have a pass from a teacher to his or her destination when leaving the classroom. Each student must be carrying a pass in the hallway during class time. Failure to have a pass may result in disciplinary consequences.

PE UNIFORMS

T-shirt, socks, gym shoes and gym shorts must be worn by all participants.

OUTSIDE FOOD & DRINK

No outside food & drink allowed during the school day. Outside food and drink may be ordered for lunch, but must be picked up through the main office.

DIRECTORY INFORMATION

For purposes of FERPA (Family Educational Rights and Privacy Act), USD #355 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent; unless you have notified the school in writing that you wish to not have all or specific items of directory information: name, address, telephone number, date and place of birth, participation in school activities, athletic roster information (height, weight, etc.), most recent previous school attended by the student, degrees and awards received, class designation, dates of attendance, major field of study, and photographs.

JR./SR. PROM

Prom Dress Code: Prom is a formal celebration and formal attire is encouraged. A minimum of the following guidelines are required for attendance: Males: slacks, shirt, and tie; Females: Dress or skirt. Questions related to appropriate dress will be decided by the Prom Committee which will be composed of the Junior and Senior Class Sponsors, the Activities Director and Principal. Students not dressed appropriately may be asked to leave the activity. Students must meet the Universal Activity Code, Student Attendance and Eligibility requirements to attend a school dance and/or the Junior-Senior Prom. Outside dates will need to be cleared through the Principal.

ADMINISTRATION OF MEDICATIONS

In certain situations where the administration of medication is necessary in order for a student to function optimally within the school setting, the school may cooperate with parents. Both the

parent and prescribing physician must complete and sign a 'Permission for Medication Administration at School' form and return it to the school nurse who may then administer the medication or treatment. See Board Policy JFGB-R.

BOOK BAGS

Book bags are permitted ~~only~~ before and after school. Book bags will be allowed on a trial basis, during the school day, and the privilege of book bags can be taken if abused. Personal book bags are not permitted in the locker room. Locker room lockers may only contain PE/Weights clothes.

SURVEILLANCE CAMERAS

For the safety of our students and staff, cameras are strategically placed throughout the school.

VIDEOS AND MOVIES

If parents elect to have their child not view a movie shown in class, they may fill out a Parental Opt-Out Form. If a student does not view the movie, an alternative assignment may be assigned.

ELECTRONIC DEVICES

Ellinwood Middle/High School has an electronic device policy that states that the use of electronic equipment, (including, but not limited to cell phones, MP3-players, CD players, I-Pods, I-Pads, personal music devices, video game players, cameras), or any other devices that are not used for instructional purposes may not be used for any reason in the classroom unless approved by the teacher. These devices must be turned off during class time and are to be handled as directed by the classroom teacher.

Cell phones are no longer permitted in classrooms. Students may have their phones on their person, but may not have them out during a class period. Students are to make calls and/or text only during passing periods or during lunch. Parents are encouraged to not communicate with their student during class periods. Violations of this policy will result in an immediate written referral, and a one-point infraction with the discipline policy. Cell Phones are not to be used in locker rooms or bathrooms at any time on school premises or at away events. Violations of this rule may result in confiscation of the phone and disciplinary consequences.

Ear buds are to be used only with the directive of a teacher, otherwise they are to remain put away during all class periods.

COMPUTERS

Computers in the school are not to be tampered with and should be used as educational tools. Any student using a computer for other purposes will be restricted from them for a specified amount of time. Each year, students must have a signed contract for internet use on file in the office.

iPad Policy and Protocol

Please reference the new iPad Policy at the end of this handbook.

USD #355 ACCEPTABLE USE POLICY

The use of computer services at USD #355 is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services, such as the Internet, at all times. Network and computer services include; use of school computers and all equipment that is needed to make the use of the computer a positive educational experience. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. On a global network it is impossible to totally control access to offensive material and a user may discover controversial information. USD 355 believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. Let it be known that USD 355 has installed a software filtration program to assist with blocking inappropriate sites.

Acceptable Use Technology Policy

Prohibited User Activity may include but is not limited to:

Conduct which represents irresponsible, unethical, illegal, and/or impolite behavior while using district technology;

Accessing material deemed as pornographic, child pornography, obscene, or otherwise harmful to minors;

The act of circumventing, tampering, disabling, or relaxing the Internet filter is strictly prohibited except by authorized technology personnel for bona fide research or other lawful educational purposes;

Using the technology systems to disrupt the activity of others, to harass, threaten or discriminate against others. (e.g., "Cyberbullying")

To gain unauthorized access to computer systems or programs, or to initiate any type of malware or virus in any computer system or program. (e.g. "Hacking")

Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics/electronic images or sound on the computer system or in any electronic communication;

Student should not reveal any personal, confidential, or private information about themselves or another individual such as home address, phone number, etc. Staff should not reveal any personal, confidential, or private information about students as to comply with the "Family Educational Rights and Privacy Act" (FERPA)

Access to social networking websites or chat room web sites is prohibited except for sites that have been approved by administration as educationally appropriate.

Representing oneself as someone other than who you are, including using someone else's account number or password. (e.g. "Fraud", "Identity Theft")

Allowing someone else to use your account number or password with the exception of authorized technology personnel;

Vandalism, damaging equipment, or intentionally wasting resources. This includes physical damage as well as digital and network damage, such as deleting data (this includes modifying data or resources of another user) or defacing/modifying/damaging district websites and computer systems

Removing/modifying hardware and/or software without prior authorization;

Violating any federal or state copyright or unfair trade law. This includes the unauthorized downloading or storing or copyrighted music and movies;

Violating any federal, state, local, common law, or criminal law;

Conducting any activity that exposes the district to litigation or expenses;

Violating any laws that might suggest libel or slander;

Lack of inappropriate citations of another's intellectual property while using electronic sources for educational purposes (Plagiarism);

Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of USD #355 (this includes political lobbying) and utilization of contact information for mass communication;

Using non-approved hardware or software;

Inappropriate uploading/downloading of material while using district technology as determined by administration;

Actions which lead to a substantial disruption to the school environment as determined by administration in accordance with all state and federal laws, regardless of whether technology utilized for said actions is district-owned by another party;

This policy will be periodically reviewed by USD #355 and may be modified or added to as new situations arise or technology evolves. Determinations may also be made on whether specific uses of district technology are consistent with policy.

Updated: August 13th, 2012

TORNADO ALARM

If we have a tornado alert, you will be notified by an announcement from the office over the intercom system.

When the announcement is made, go QUICKLY and QUIETLY to the nearest designated shelter area and report to the nearest teacher.

Designated Shelter Areas:

Basement (located below the vocal music room)

Locker Rooms (located in the corners of the old gym)

Furnace Room (located in the Vo-Ag Building)

It is extremely important for your safety that students follow the directions of teachers and administrators.

UNDER NO CONDITION SHOULD ANY TEACHER OR STUDENT LEAVE THE BUILDING OR THE SHELTER AREAS UNTIL THEY ARE GIVEN THE ALL CLEAR SIGN.

TRANSPORTATION RULES AND REGULATIONS

The school district maintains school buses to be operated under strict compliance with Kansas Laws regulating student transportation for transportation and policies approved by the Board of Education. Any pupil living outside of the city limits and within the district will be eligible to ride the school bus to and from school upon request.

The following rules should be carried out in cooperation with the driver, parents, and pupils riding the buses to insure the safest transportation system possible.

Responsibility. The driver of any school bus is held responsible for the safe operation of the bus; therefore, he/she is in complete charge of the pupils and the bus. The driver will assign seats to students and each student must be provided a seat. No standing or moving around is permitted when the bus is in motion. Pupils will be unloaded only at their home or scheduled destination. If your child is to stay with a friend or neighbor, the driver must have written request from the parents or confirmation from the office.

Pupils must not at any time extend their arms or heads out of bus windows. Pupils must never throw anything out of the window.

Drivers are instructed to maintain a strict time schedule, insofar as weather and road conditions will permit. The bus will not wait, but will stop momentarily and then proceed if the pupil is not in sight at the pickup point.

Pupils must never stand in the roadway while waiting for the bus, but should wait off the traveled portion of the road.

Unnecessary conversation with the driver is prohibited. Do not talk loudly or cause distractions; regular classroom conduct is to be observed at all times and normal disciplinary procedures apply for any misconduct.

Eating of any type will not be permitted on the bus unless given permission by the adult in charge.

Pupils must wait until the bus comes to a complete stop before leaving their seats to exit. If necessary to cross the road when leaving the bus, pupils should cross in front of the bus after checking that it is safe to cross and receive a signal from the driver that it is safe to cross.

The same state laws that pertain to destruction or defacing of school property pertain to buses as well as buildings and furnishings.

If no member of the family is riding some morning, parents are requested to call a neighbor whose children are picked up earlier on the route so this information can be relayed to the driver to avoid an unnecessary stop and waiting. Students are requested to inform the driver in the morning if they will not be riding that evening.

Students are expected to ride to and from school activities on USD #355 transportation provided. Any student who wants to leave an activity must make arrangements through the office prior to the activity. Students who do not want to ride home from the activity on the provided transportation must have a parent/guardian sign them out with the coach/sponsor. Students will be released to parents/guardians only, unless prior arrangements have been made through the office.

When the weather is bad and buses will not run their regular schedule, (not running in the morning or starting the evening trip earlier in the day), such news will be broadcast over Radio Station KGB—104.3 FM or 1590 AM—Great Bend, and parents are urged to keep tuned to this station.

For violating any of these rules, a student will be reported to the transportation director who may deny him/her the right of riding the bus and normal disciplinary procedures may also apply.

FIRE ALARM

The Fire Alarm is a repetitive siren. When the alarm rings, go QUICKLY and QUIETLY to the nearest exit, move away from the building and report to the nearest teacher. It is extremely important for your safety that students follow the directions of teachers and administrators.

Proceed to the safe area and remain with the teacher until released to your parents.

SCHOOL FEES

Ellinwood High School has a rental system for books. All textbooks will be on rental at a set fee determined annually by the Board of Education. Registration fees are to be paid at time of enrollment which includes a school activity ticket. This ticket must be presented at the gate for admission to all athletic events at home, except tournaments and playoff games.

All academic fees must be paid before any money presented from a student or family can be applied to: activity fees, sports fees, class fees, apparel purchases, past fees owed, etc.

Fees charged are as follows:

\$75.00	Registration fee (includes activity fee)
\$25.00	iPad Technology Rental Fee (school access only)
	<i>\$25 for each one over two in the same family</i>

\$50.00	iPad Technology Rental Fee (24/7 Access) <i>\$25 for each one over two in the same family</i>
\$35.00	Band instrument rental fee
\$10.00	Band-Percussion fee
\$30.00	Mystic Blues fee
\$125.00	Driver's Ed fee - in/out district
\$175.00	Driver's Ed fee - out-of-district students not enrolled at USD #355
\$5.00	Charge for lost padlock
\$42.00	Early Bird Yearbook until 9-30-16
\$45.00	Yearbook fee 10-1-16 – 12-19-16
\$50.00	Yearbook fee from 1-5-17 – 2-26-17 (All yearbook fees includes sales tax)

*Registration Fees will be adjusted based on Free or Reduced Meal status

*IPads cannot be purchased by a student or parent/guardian if there is an outstanding debt.

REDUCED/WAIVED TEXTBOOK FEE

Parents/students may apply to have their textbook fees reduced or waived. The district has a scale to determine whether the applicant is eligible for reduced or waived textbook fees based on the free and reduced lunch guidelines. The applicant must complete an application requesting consideration for reduced fees and sign the form indicating they are agreeable for the district to use their reported income on the free and reduced lunch application to determine their status. A request for reduced fees must be made upon enrollment, after the student has attended class 10 days the full fee amount will be assessed.

BREAKFAST/LUNCH

A lunch count will be taken at the beginning of each first hour class so the proper number of meals can be prepared. Ellinwood Middle/High School will be using the Lunch Express cafeteria software for the school year. Lunches are to be purchased in advance. The software is networked so that parents may pay at either the grade school or middle/high school office for all their children and the funds will go into a family account. The minimum amount would be payment of 10 meals for each student within the family. No meals will be charged. Parents will receive notification when the account becomes low. All senior high lunches will be \$2.60 each: adult lunches are \$3.60 Breakfast will be served at a cost of \$1.90 each for students and \$1.90 for adults. At the end of the school year any balance remaining in the family account will be rolled over to the next school year. Extra milk is \$0.40.

LOST/DAMAGED ITEMS FEE WITHDRAWAL REFUND

A student who checks out a book is solely responsible for its return. Lost or damaged books will be assessed at 2/3rds original cost according to district policy. Students withdrawing from our school will be refunded school fees, except athletic fees, at the following rate: 1st nine weeks—3/4; 2nd nine weeks—1/2; 3rd nine weeks-1/4; 4th nine weeks –0. Students enrolling in the first semester will be charged full price. Students enrolling in the second semester will be charged half price. This does not pertain to athletic fees. Our students are encouraged to check out a lock from the high school office. There is no charge for locks unless they are not returned.

ATHLETIC FEES

Athletic fees for HS students are \$30.00 per sport, (except for football) students on reduced meals will pay \$15.00 and those eligible for free meals \$12.50.

Athletic fee for HS football is \$40.00, students on reduced meals will pay \$30.00 and those eligible for free meals the fee will be \$25.00.

UNIVERSERAL ACTIVITY CODE

The Universal Activity Code was brought about to benefit students, parents, sponsors and coaches by creating consistency throughout extracurricular activities and sports. This code shall pertain to any student representing Ellinwood High School outside the walls of the school or after regular school hours. Discipline for any activity required as part of the grade for a class will be left to the discretion of the sponsor except KSHSAA sponsored events. This code will be in force from the first day of participation to the last day of school.

Drugs, Tobacco and Alcohol

Students cannot use or be in possession of drugs, drug paraphernalia, tobacco, or alcohol in any form. Students involved in extra-curricular activities are subject to the following consequences:

1st Offense—1-week suspension from all extra-curricular activities from the time the suspension is enforced. Law enforcement will be contacted.

2nd Offense—Removal from all extra-curricular activities during that sport season

A student may only receive a first offense once per school year.

Students wishing to participate in activities during other seasons will be granted permission to do so, but any infraction of the drug, tobacco or alcohol rule will result in immediate removal of all activities during that season

Student Responsibility

Students who are officers or representatives of any school organization will be subject to this policy also. The first violation will result in a warning in written form. The second offense will result in removal from office.

Student Attendance

For the purposes of participating in and/or attending school sponsored extra-curricular activities (practice or competitions or dances) on a particular day. School dances and the Junior-Senior Prom are considered extra-curricular activities. Students attending must meet the Student Attendance and Eligibility requirements. A student must attend the equivalent of at least four class periods that day. For the part of the day that they miss, it may be for only the following: professional appointments (doctors, dentist, etc...), funerals, or pre-approved excused absences as deemed by the administration. ILLNESS (that causes missed school time) or an UNEXCUSED ABSENCE (as defined by policy) for any part of the school day will result in NO participation in that day's after school activities. The administration reserves the right to have the final determination in all activity/attendance situations and will deal with rare or unique situations on a case-by-case basis.

Statement of purpose: Participating in extra-curricular activities is a privilege that must be respected. The purpose of this policy is to properly prioritize academic requirements and expectation with after school activities. Respect for class time is fundamental to the academic success of the student. The safety and health of the student is also of prime importance in making this policy.

Eligibility

Please refer to the eligibility policy.

Dual Participation

Dual Participation in high school athletics is highly discouraged and will be approved only in very rare or unique situations. In the case of such a situation, the student would make a request (and justification) to the administration. Administration would then contact the involved coaches and create a meeting with the student and coaches. During the meeting the student-athlete will declare a primary sport and a secondary sport. The primary sport will be honored if both sports have conflicting competition dates/times. An agreement amongst coaches/sponsors, student, administration must be met. At that point, academic and behavioral expectations would be created, a mutually agreeable schedule would be put into place, and each party would fully

understand the student's routine for that season. At any point in the process, administration may decline the request. The final decision rests with the administration. The coaches and administration feel that in most cases the student athlete should only be out for one sport per season so the student would not experience 'burn out' and to not interfere with academics. This will be subject to review each year.

Team Manager

Students may participate as a Team Manager upon approval by the Head Coach of that sport.

Activity Participation Expectations

Each individual student out for a sport or activity has the responsibility for his/her personal behavior. In the event that a student breaks training rules or behaves in an unbecoming manner, the coach or sponsor of that activity will deal with the student who has made the infraction, keeping in mind what is best for the student and the program. The coach/activity sponsor has the authority to impose penalties. Coaches/activity sponsors have established rules and expectations for the student out for the sport or activity that they supervise. At the beginning of each season, coaches/activity sponsors will give students and parents a copy of training rules and other expectations.

Signature Page

All Students of Ellinwood USD #355 are required to review this handbook and adhere to these policies. Parents/guardians are also expected to read this handbook and be aware of the policies it contains.

After thoroughly reviewing this handbook, print and sign your names below and return this page to the office. Students will be considered *not in good standing* until this document is on file in the high school office.

Parents/guardians share the responsibility of their child understanding the philosophy and rules of Ellinwood Middle/High School. We ask that each Parent/Guardian please discuss the handbook with your student. In this way, the family is able to participate as a unit in the expectations of the school district. If you have questions, please contact the MS/HS office.

By signing this document you and your student understand that the policies and procedures of the handbook will be followed and that your student will be held accountable for their actions.

By signing this document does not necessarily mean that we agree to its contents, it simply means we have read, discussed, and understood its contents.

We have reviewed the handbook and agree to follow the policies and guidelines.

Parents/Guardians:

(Printed Name)

(Signature)

(Date)

Student:

(Printed Name)

(Signature)

(Date)