

USD492 Flinthills

Middle/Senior High School

2024-2025

Student Handbook

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I. GENERAL INFORMATION

BOARD OF EDUCATION

District 1, Position 1 – Melissa Scribner (VP)
District 2, Position 2 – Ireland Turner
District 3, Position 3 – Travis Holcomb
District 1, Position 4 – Joe Leibbrandt

District 2, Position 5 – Bayley Allemand
District 3, Position 6 – James Heimgartner
At-Large Position – Justin Grunder (President)

CENTRAL OFFICE STAFF

Spencer, Brian	Interim Superintendent	b.spencer@usd492.org
Girty, Stephanie	Board Clerk	s.girty@usd492.org

MIDDLE/HIGH SCHOOL OFFICE STAFF

Hunter, Michael	MS/HS Principal	m.hunter@usd492.org
Scribner, Daniel	Activities Director	d.scribner@usd492.org
Hansen, Meggan	Counselor	m.hansen@usd492.org
Hunter, Robin	Secretary	r.hunter@usd492.org

6 – 12 FACULTY

Anderson, Jenna	MS Math, English	j.anderson@usd492.org
Austin, Michal	Art/Technology Education	m.austin@usd492.org
Casteel, Chase	HS Social Studies	c.casteel@usd492.org
O'Banion, Emily	Vocal & Instrumental Music	e.obanion@usd492.org
Jackson, Steve	Health, MS/HS P.E.	s.jackson@usd492.org
Borst, Shawn	Agricultural Education (8-12)	s.borst@usd492.org
Kemp, Trevor	MS/HS Math	t.kemp@usd492.org
McCreight, Julie	Speech, Forensics, Drama	j.mccreight@usd492.org
Mooney, Julie	MS Language Arts, Social Studies	j.mooney@usd492.org
Rosenquist, Julie	HS Language Arts	j.rosenquist@usd492.org
Scribner, Daniel	Industrial Technology Education	d.scribner@usd492.org
Sorum, Erik	HS Math, P.E.	e.sorum@usd492.org
Starr, Scott	Special Education	s.starr@usd492.org
Sundgren, Jamie	MS/HS Science	j.sundgren@usd492.org

OTHER KEY DISTRICT CONTACTS

Davis, Kelli	Director of Food Service	k.davis@usd492.org
Willhite, Curtis	Transportation	c.willhite@usd492.org
Craighead, Joann	Library Aide/Admin Asst.	j.craighead@usd492.org

WELCOME TO FLINTHILLS MIDDLE/HIGH SCHOOL

Welcome to Flinthills Middle/High School! The teachers, staff, and administrators are committed to providing you with the best possible educational experience while you are a student at Flinthills Middle/High School. It is our goal to provide a safe and orderly learning environment for all. Actions from students that disrupt the learning of others will be subject to disciplinary action. We encourage you and your parents to read this handbook. It should provide you with a good foundation for what your responsibilities are while you are a student in our school. We encourage you to be involved in the many facets of student life in Flinthills Middle/High School. We have a proud tradition of a strong academic program coupled with a variety of successful co-curricular and extra-curricular activities.

This handbook is presented to use as a guide throughout the school year. As a student in Flinthills Middle/High School you are responsible for all policies and regulations within this handbook. It is our sincere wish that by making this handbook available, we would increase communication between the school and those we serve. Working together we can reach our ultimate goal of each student developing to his/her fullest potential.

FLINTHILLS MIDDLE/HIGH SCHOOL MISSION STATEMENT

Flinthills Middle/High School's Mission is to:

- Assure a safe, positive learning environment.
- Provide a well-rounded curriculum.
- Promote academic excellence.
- Develop pride in self, school, and community.
- Recognize individual differences and needs.
- Provide opportunities for involvement by all students.
- Lead the way to successful citizenship and lifelong learning.

STATEMENT OF NON - DISCRIMINATION

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

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

INOCULATIONS

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

The superintendent or his designated representative may exclude students who fail to provide said documents as required by law from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. **The appropriate principal shall forward evidence of compliance with health tests and inoculation law to other schools when evidence of compliance with health tests and inoculation law to other schools is requested by such schools or a child's parents/guardians.**

HOMELESS STUDENTS

Homeless students are entitled to all of the educational rights and privileges of other students. Contact the superintendent or building principal with questions.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

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

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

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

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

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

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

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

FLINTHILLS MIDDLE/HIGH SCHOOL BELL SCHEDULE

8:00-8:47	First Hour		
8:51-9:38	Second Hour		
9:38-9:48	Morning Break		
9:50-10:37	Third Hour		
10:41-11:28	Fourth Hour		
11:32-12:28	Seminar & Lunch	(11:32-11:57 MS Lunch)	(12:03-12:28 HS Lunch)
12:32-1:19	Fifth Hour		
1:23-2:10	Sixth Hour		
2:14-3:01	Seventh Hour		
3:05-3:30	Seminar (IPS/CS/SH)		

BUS REGULATIONS

Bus transportation shall be provided to and from school for those students who qualify. Those living 2.5 miles or less will be picked up at a designated bus stop. The district may provide transportation for all school activities. Students who use school-provided transportation must conduct themselves in an orderly fashion and follow the safety rules and regulations provided by the bus driver. Students shall be subject to the district's student behavior code and other regulations. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

BUS TRANSPORTATION RULES

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

Violations of bus riding rules **may be reported by the bus driver to the building principal** and could result in disciplinary measures and possible loss of bus riding privileges. Generally, the following action will take place, but more severe situations may result in immediate removal from bus riding privileges and/or additional disciplinary consequences.

First slip, warning, and phone call to parents

Second slip, warning, P.M. Detention and call to parents

Third slip, off the bus 3 days and call to parents

Fourth slip, off bus pending the outcome of parent conference with building principal, parent and bus driver

Bus drivers will communicate with the parents after each disciplinary report.

PERSONAL PROPERTY

The district is not responsible for students' personal property and does not provide insurance on student's personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

USE OF PERSONAL VEHICLE

Students who drive to school shall park in the designated student parking areas. A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:

- the student may be prohibited from parking or driving on school property
- a letter may be sent to the student's parents
- the student may be disciplined according to the disciplinary code
- Butler County Sheriff's Officers may issue traffic citations per their reporting and observation procedures

VISITORS

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds. Visitor badges will be issued and worn at all times.

CLOSING OF SCHOOL(S):

Should it be necessary, unscheduled school closings will be announced on these platforms:

KWCH TV 12 KAKE TV 10 KSN TV 3
FLINTHILLS USD 492 ALL CALL FLINTHILLS USD FACEBOOK

MONIES

All monies collected for school functions by organizations or teachers are to be turned into the office as soon as they are collected. Anyone turning money into the office will be issued a receipt. Any individual or organization requesting money from the office must turn in a voucher to the office. The organizational sponsor and the principal must sign the voucher. No one should bring large sums of money to school or keep money or other valuables in their locker. No organization, club or group will be allowed to keep money without turning the money into the office. The school will not be responsible for lost articles.

STUDENT RECORDS

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

All student personal records are to be treated as confidential and primarily for local school use or as otherwise stipulated. Where such records or data include information on more than one student, the parents or any student shall be entitled to receive, or to be informed of, that data as pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

GRIEVANCE PROCEDURE

The USD 492 Board of Education recognizes the right of students and employees to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices or differences of interpretation of policy, which might arise between USD 492 Flinthills, its employees, and students.

The procedures for processing grievances will be as follows:

- Should a student or employee feel, after oral discussion with his or her immediate supervisor or administrator, that personal rights under USD 492 policy have been violated, he or she may originate a

grievance. The complaint must be in writing asking for a hearing with the program coordinator within 42 calendar days after the alleged violation.

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

If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with the:

- Dept. of Kansas Commission on Civil Rights Health, Education & Welfare
- Office for Civil Rights
- Equal Employment Opportunity

Report to Local Law Enforcement USD 492

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

'Date	School/Location	Student/s or Person/s Involved	Brief Description of incident
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.

Signed:

 Administrator or other school employee

c/superintendent, USD___ ; c/student's file/employee's file as allowed by applicable negotiated language

II. ACADEMICS

BASIC PROGRAM

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

GOALS AND OBJECTIVES

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

MIDDLE SCHOOL CURRICULUM AND PROMOTION

The students enrolled in Flinthills Middle School will be given units of credit upon completion of a core course during the 6th, 7th, & 8th grade year. The core courses are those courses in English, Math, Science, and Social Studies. Failure to master the objectives may result in retention at the present grade level. Promotion dress expectations will be similar to that of graduation. **NO SHORTS WILL BE ALLOWED.**

GRADUATION REQUIREMENTS

To be eligible for graduation from Flinthills USD #492, a student must meet the following requirements before the Board of Education may grant a diploma. State and local school board policy stipulate that students, to be eligible for graduation, must meet and successfully complete the requirements as indicated in the following: A normal student class load consists of 7 units of solid subjects per year. Based upon the student's needs, academic grade status and/or requirements, the school administration may review and waive prerequisites if is in the best interest of the student's educational plan.

STATE AND USD 492 REQUIREMENTS (24 Credits Required)

English	4 Units (to include English I, II, III, & IV or English Comp I & II)
Social Studies	3 Units (Units of World Geography/History, American History, American Government)
Science	3 Units (Units of Earth Science, Biology, 1 other {can be Adv. Plant/Animal Science})
Mathematics	3 Units (to include Algebra I or higher)
PE/Health	1 Unit
Fine Arts	1 Unit (Band, Vocal, Forensics, Drama, Art)
<u>Local Requirement</u>	
Speech/Forensics	0.5 Unit
Electives	8.5 Units

KANSAS GRADUATION REQUIREMENTS – Class of 2028 and beyond (24 Credits Required)

Communications - 4 Units Required

- 3.5 Units of ELA (to include: English I, II, III, & IV or English Comp I & II)
- 0.5 Unit of Communications (to include: Speech, Debate, Forensics, Journalism, Public speaking)

Society & Humanities - 4 Units Required

- 3.0 Units of Social Studies (to include: World Geography/History, American History, American Government)
- Unit of Fine Arts (to include: Band, Vocal, Forensics, Drama, Art)

STEM - 7 Units Required

- 3.0 Units of Mathematics (to include: Algebraic (Algebra 1 or Higher) and Geometric concepts)
- 3.0 Units of Science (to include: Physical, Biology, Earth Science, 1 other (can be Adv. Plant/Animal Science))
- 1.0 Unit of STEM Elective (to include: computer science, advanced math, advanced science, robotics, advanced CTE, advanced technology, agriculture, etc.)

Employability & Life Skills – 9 Units Required

- 1.0 Units of PE/Health
- 0.5 Unit of Financial Literacy
- 7.5 Units of Elective Courses

To help student's progress toward graduation the following guidelines have been established.

1. To be classified as a freshman, a student must have completed the eighth grade successfully at an accredited school.
2. To be classified as a sophomore, a student must have earned a minimum of six (6) credits from an accredited school in grade 9.
3. To be classified as a junior, a student must have earned a minimum of twelve (12) credits from an accredited school in grades 9 and 10.
4. To be classified as a senior, a student must have earned a minimum of eighteen (18) credits from an accredited school in grades 9, 10, and 11.
5. All students will enroll in seven (7) courses per semester unless approved by the administration.
6. During a student's Sophomore, Junior or Senior year, he/she may be allowed to enroll in and attend college/vocational courses and receive dual credit, based on the school's approval policy. These courses typically have additional fees and/or costs, and must be pre-approved by the administration. If interested, contact the counselor.
7. Students may petition the Administration and/or Board of Education for exception to these requirements. Examples: The PE requirement may be waived: (a) upon receipt of a statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program; or (b) when the requirement is contrary to the religious teachings of the pupil as indicated in a written statement, signed by the parent(s) or legal custodian(s) of the student.

COMMUNITY SERVICE

Starting in 2021-2022 students are required to complete 20 hours of community service as part of their graduation requirement. Students who do not provide documentation verifying the completion of 20 hours of community service by April 30th of the student's Senior year will not be allowed to participate in graduation exercises. For new incoming students, community service hours will be prorated based upon semesters in attendance.

SENIOR EXIT INTERVIEW

The Senior Exit Interview is a graduation requirement of Flinthills High School with the following purpose:

1. To provide all seniors with real world experience with emphasis on personal reflection and career acquisition.
2. To gain valuable feedback from students about their educational experience here at Flinthills School District
3. To assess the student's ability to apply, analyze, evaluate, and communicate information related to their career interests and plans along with their post-secondary plans.

This is completed through the IPS (Individual Plan of Study) that Seniors have been working on throughout their four years of high school.

KANSAS BOARD OF REGENTS AND QUALIFIED ADMISSIONS

In 1996, the Kansas Legislature passed a qualified admissions curriculum for Kansas High School graduates. The law applies to students who will graduate from high schools in May of the year of 2001 and thereafter. Basically, the law states a graduate of an accredited Kansas High School, who has completed the required pre-college curriculum with a minimum GPA in those classes, is entitled to admission to a Kansas State Board of Regents (BOR) university.

The six Kansas Board of Regents (BOR) universities are: Emporia State, Fort Hays State, Kansas State, Pittsburg State, University of Kansas, and Wichita State.

The Qualified Admissions Requirements:

- 4 units of English (at least one taken each year in HS)
- 3 units of Math (Algebra I, Geometry, Algebra II and above)
- 3 units of Social Studies (U.S. History, U.S. Government, World History)
- 3 units of Natural Science (Physical Science, Life Science, Biology, Advanced Biology, Chemistry, or Physics. At least one unit must be Chemistry or Physics)
- The above curriculum must be completed with a 2.00 (C) GPA or above.

Students earning an ACT Composite Score of 21 or above can be admitted to BOR universities.

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

The Kansas Scholars Curriculum Requirements:

- 4 Units of Math (Algebra I & above)
- 3 Units of Sciences including Biology, Chemistry, & Physics
- 2 Units of the same Foreign Language
- 1 unit of Fine Arts

Other requirements are the same as the QA curriculum

TESTING PROGRAM

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, cumulative semester finals, and any state required assessments. The comprehensive testing program is an aid for students, parents and teachers in appraising student progress and making decisions about future educational and post – educational activities. The school testing schedule will be publicized through student announcements, notes from the principal, and/or the district web site.

GRADING CLASSIFICATION

At the conclusion of each semester, students shall receive a copy of their grades either at school or through mail for parents to see. Semester grades are recorded on the student's transcript. Progress Reports will be available at Parent-Teacher Conferences. These reports are intended to keep parent's well-informed and initiate communication between the parents and teachers. Grades and attendance are accessible online through PowerSchool. ***ALL GRADES SHALL BE UPDATED BY TEACHERS EVERY FRIDAY AND SHOULD BE CURRENT EVERY MONDAY ON A WEEKLY BASIS.***

GRADING SCALE

- 90 – 100 A 4.0
- 80 – 89 B 3.0
- 70 – 79 C 2.0
- 60 – 69 D 1.0
- Below 60 F 0.0

HONOR ROLL

The categories are Principal's Honor Roll, Black Honor Roll, and Red Honor Roll. To be on the Principal's Honor Roll, a student must have a 4.0 GPA. The Black Honor Roll will be for students having a minimum GPA of 3.5 and receiving no grades lower than a "C." The Red Honor Roll will be for those student's having a minimum GPA of 3.0 and receiving no grades lower than a "C." No student with any grade of D or F is eligible for the Honor Roll. Pass/Fail courses will not be considered in computing the Honor Roll. A failing grade in a Pass/Fail course will disqualify student's eligibility for the Honor Roll.

CUM LAUDE HONORS

Graduating seniors, who have achieved a cumulative 3.2-3.49 GPA during their years of high school through their 8th semester, will be recognized as Cum Laude Honor graduates. Those receiving 3.5-3.99 GPAs will be recognized as Magna Cum Laude Honor graduates, and those receiving 4.00 GPAs will be recognized as Summa Cum Laude Honor graduates.

VALEDICTORIAN AND SALUTATORIAN

Awarding of Valedictorian and Salutatorian will be based on a student's cumulative GPA and on the completion of the Kansas Board of Regents Scholars' curriculum. The final class rank will include every grade earned from the ninth-grade year through the twelfth grade and is recorded on the student's final transcript.

The grade point average used to determine the valedictorian and salutatorian of the senior class will be based on grades recorded on the student's transcript up to and including the 8th semester, and Class Rank will be calculated to the hundredths place.

Both Valedictorian and Salutatorian earn the right to speak at graduation unless they are not in good standing with the school or there are multiple valedictorians, at which point the salutatorian will not speak.

NATIONAL HONOR SOCIETY

The National Honor Society was established to recognize the academic achievement of students while developing other characteristics essential to citizens in democracy. Scholarship, character, service and leadership are the characteristics used to determine membership in this society. To gain membership, the student must display outstanding achievement in all of the areas. To become a member, a student must be at least a second semester Sophomore and have attended USD #492 for at least one semester. Those students with a cumulative grade point average of 3.50 will be prospective candidates. Students must also meet NHS guidelines until graduation or risk being removed from the organization. A faculty council, consisting of 5 members, reviews and scores a rubric based upon the student activity information forms and strength of schedule components completed by eligible students. In addition, the council reviews faculty recommendations and determines which students meet the criteria for membership in NHS. Specific information about NHS and the process is available through the NHS sponsor.

TRANSCRIPTS

Transcripts marked "unofficial" are given to students and/or parents. All "official" transcripts are mailed to the school requested by the student or parent.

ACADEMIC LETTERS

Students may earn an academic letter by meeting the following criteria:

1. Earning recognition of the Principal's Honor Roll or Black Honor Roll for two semesters.
2. Student must be enrolled in a minimum of 5 courses.
3. Student may not receive an "F" in any course.

EARLY GRADUATION

Students who complete all state and local graduation requirements may request permission to graduate early. Each request shall require board action and shall be based on the circumstances of the individual student. The student's request shall be in writing, addressed to the principal, 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/guardians.

GRADUATION EXERCISES – HIGH SCHOOL

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Incomplete requirements, unpaid fees, or disciplinary action are examples of why a student may not be allowed to participate in graduation exercises. Graduation exercises shall be under the control and direction of the building principal.

GRADUATION DRESS

Graduation exercises are a privilege. Graduates will dress appropriately for the occasion. Graduates who do not follow appropriate dress will not participate in the graduation ceremony. Sponsor/Administration will visit with class prior to graduation to discuss appropriate dress. Graduation caps and gowns will be worn. Caps and gowns will not be decorated or altered.

DUAL CREDIT COURSES

- Eligible students are:
 - 12th grade students with a cumulative GPA of 3.0, strong attendance record, and qualifying admission scores on the ACT, SAT, or COMPASS test; strong attendance record, qualifying admission scores, **student interview process**, and administrative approval (**with teacher recommendation based on course readiness**)
 - 11th grade students with a 3.25 GPA, strong attendance record, qualifying admission scores, and administrative approval (**with teacher recommendation based on course readiness**); OR younger students with IEP's that indicate readiness for the courses.
 - **10th grade students with a cumulative GPA of 3.5 (in core content area), strong attendance record, and qualifying admission scores on the ACT, SAT, or COMPASS test; strong attendance record, qualifying admission scores, student interview process, and administrative approval (with teacher recommendation based on course readiness)**
- The course is a bona fide college course, approved by the requirements and rigor as any other college course.
- The college and Flinthills High School have a cooperative agreement to allow such enrollment.
- The college provides verification to the Flinthills High School that the student is attending class.
- Required Flinthills High School courses will only be accepted for credit with the consent of the high school principal and superintendent of schools.
- High School students who wish to withdraw from a concurrent class must do so within the first two weeks of the beginning of the semester or otherwise will receive an F on his/her transcript.
- To receive dual credit, it needs to be approved prior to enrollment.

VIRTUAL/ONLINE COURSES

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

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

HOMEBOUND INSTRUCTION

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

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

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

TEACHER/OFFICE AIDES

The following guidelines apply to students interested in being an aide:

- Only Seniors are eligible
- Aides must have a C (2.0) average and be on track to graduate with their class.
- An aide must have a good attendance record.
- A student may enroll as an aide for only one class per semester.
- Aides are evaluated on Pass/Fail basis (Does not affect GPA).
- Principal approval is required.

WORK STUDY PROGRAM

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

DRIVER EDUCATION

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

FINALS EXEMPTION POLICY (This policy is Void for the 2023-24 School Year)

All high school students will be required to take a final exam each semester in each of their classes. However, students will have the option of being exempt from taking the final exam in each class if they meet ALL of the following criteria:

- Student has a grade of 80% or better and has 2 days or less of excused absences during the semester OR the student has a grade of 90% or better and has 3 days or less of excused absences during the semester (this does not include absences due to school activities)
- Student has not been suspended out of school, and student has not been suspended in school for more than one day.

Exemption forms can be obtained in the High School Office.

If a student is exempt from finals, but opts to take one or more finals, the final exams cannot lower their grade.

HOMEWORK

Students are expected to complete homework assignments on time. Students are also responsible for bringing materials such as pencil, paper, laptop, and textbooks to class regularly. The use of homework as a means to discipline a student is prohibited.

MAKE – UP WORK

When returning to school after being absent, it is the student's/parent's responsibility to obtain make-up assignments from teachers and to check PowerSchool for missed work and due date(s) for its completion. Students will receive one additional day to make up work based on the number of days absent. Students will receive full credit for work for an excused absence if the work is completed by the agreed upon due date. For extended illness, the student will be limited to a total of 5 school days following their return to make-up work missed. No make-up credit will be allowed for unexcused absences. Teachers may establish specific guidelines related to long-term assignments and individual class basis. Dependent upon individual teacher policies, students may miss the opportunity to earn daily participation points for non-school related absences. ***If your student is absent due to illness the day before a test and is not prepared, please send a signed note or email to the classroom teacher for exemption from the test. No note would indicate that the child is prepared. Work or tests assigned before an absence occurs and falls due during the student's absence should be turned in the day the student returns to school. Tests assigned before an absence will be taken the day the student returns. Extenuating circumstances may result in administrative exceptions.***

ACADEMIC DISHONESTY

Students are expected to maintain academic honesty and integrity at all times throughout their school career. Cheating includes copying another student's work and submitting it as one's own. Plagiarism is the use of another person's original ideas in writing without giving credit to the true author. A student who engages in any form of academic dishonesty will be subjected to the loss of credit for the work in question, as well as discipline measures.

OPT – OUT

A parent or guardian (or student eighteen years of age and older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

REPEATING COURSES

Required courses must be repeated if a failing grade was earned. Both grades will be included in the transcript and counted for grade point purposes even if it is an F. Each subsequent attempt will be treated the same as the second. Required courses are not repeatable once they are passed. Some elective credit courses are repeatable. Repeated courses will be the student's financial responsibility.

III. ENROLLMENT / WITHDRAWAL FROM SCHOOL

COURSE CHANGE POLICY

Students desiring to change their schedule must have written permission of the parent(s), teachers, principal and counselor. **Such applications must be made within THREE (3) school days after the beginning of each semester.** Reasons for class changes are generally limited to improper academic placement or a student's desire for an increase in academic rigor. Students will not be permitted to withdraw from a class after the deadline except for highly unusual circumstances (low grades will not constitute an unusual circumstance). When the student is removed after the deadline they will not be re-enrolled in a credit class.

COUNSELING AND STUDENT SERVICES

School counselors provide students many services. Probably most important among these is planning – assisting students in choosing appropriate classes to provide the necessary background for future schooling or work. Some specific purposes for visiting with the counselors are:

1. To discuss personal problems.
2. To make a four-year plan.
3. To make long-range plans for the future.
4. To apply for admission to vo-tech, college or other schools.
5. To attend a meeting with a college or school representative, with employers, or with a representative of an occupational field.
6. To find out about various types of educational opportunities available to post High School students.
7. To discuss standardized test scores, review cumulative folder and have credit check.
8. To seek assistance on career exploration by means of tests, computer programs, individual inventories, printed materials, or seminars.
9. To discuss scholarship opportunities and financial aid in general.

ADMISSION REQUIREMENTS

All residents shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent of a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in grades 6 – 12 shall provide a certified transcript of similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court placing the student in the custody of the Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

Students enrolling who live outside of the district may be admitted to schools upon qualifications. Reasons for denials of admittance could include, but are not limited to: disciplinary issues, open truancy case work, past experience within USD #492, or expulsion from current or past districts.

PUPIL INFORMATION

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- Name(s), cell/home phone number(s), e-mail address, and address of the student's parent(s)/guardian(s)
- Name of individual(s) to contact in case of emergency
- Name of student's physician
- Immunization records that must be current for student attendance and participation in school
- Description of any medical conditions of which the staff needs to be aware of

This information is kept on file and made part of the student's record.

ADDRESS / PHONE NUMBER CHANGE

Please notify the school secretary within seven days if any of the following change: numbers for home or parent's work, mailing or street address, or emergency contacts.

TRANSFER AND WITHDRAWAL OF STUDENTS

Anyone wishing to withdraw from school must follow the guidelines set forth in the compulsory attendance requirements established by Kansas law. Parents or guardians need to contact the principal to establish a time to meet.

When a student transfers, his/her records will indicate grades earned. If the transfer is before the end of a regular grading period, grades will be based on work done from the beginning of the semester. The records will note the number of days upon which grades are based.

Whether withdrawing or transferring, all library books, equipment, textbooks and uniforms should be turned in before leaving the building. No records will be sent to any other school, employer, or the military service until all personal obligations have been cleared with this building. Student transfer/withdrawal forms are available from the counselor or the office.

FEES, FINES, AND CHARGES

Students may be assessed fees for the following (not an all-inclusive list):

- Textbook and Laptop Rental Fees
- Musical instrument rental and supplies; Art Course Fees; Welding or Wood Working Shop Course Fees; Materials for class projects
- Membership dues in student clubs
- Voluntarily purchased pictures, publications, class rings, graduation announcements, etc.
- Personal apparel used in extracurricular activities that become the property of the student
- Activity trip fees
- Students may be charged for lost, stolen or damaged books, laptops, and other school property

TRANSFERRING CREDIT

At Flinthills Middle/High School, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

TRANSFERS FROM NON-ACCREDITED SCHOOLS

The principal will place at the appropriate grade level students transferring from non-accredited schools. The principal will make initial placement after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

KANSAS SCHOOL SAFETY HOTLINE NUMBER

House Bill 2558 established a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students the opportunity to report "impending school violence." The toll free Kansas School Safety Hotline number is 1-877-626-8203.

RECORDS

All students' records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- The rights to review and inspect all educational records except those which are specifically exempted.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD #492 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, MES, Room #4074, Washington D.C. 20202.
- The right to obtain a copy of USD #492 policies for compliance with FERPA. A copy may be obtained from USD #492 District Office, 806 SE Rosalia Rd, Rosalia, KS 67042.
- The right to prevent disclosure of personally identifiable information contained in your educational research records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - We have your prior written consent for disclosure.
 - The information is considered directory information and you have not objected to the release of such information (see "Directory Information"); and law permits disclosure without consent.

DIRECTORY INFORMATION

For purposes of FERPA, USD #492 has designated certain information contained in education records as directory information that may be disclosed for any purpose without your consent. Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with 806 SE Rosalia Rd, Rosalia, KS 67042, on or before August 31. If refusal is not filed, USD #492 assumes there is no objection to release of the directory information designated.

IV. ATTENDANCE

ATTENDANCE

At this age and grade level, school attendance is the responsibility of the student and parent or guardian. Recognizing that some students do not have the maturity to realize these responsibilities, it is often necessary that parents play a dominant role in bringing about this acceptance of responsibility. We at Flinthills Middle/High School feel that attendance is a very important part of any student's education. We believe that homework and tests alone cannot adequately measure all learning that takes place. Attendance and class participation help ensure that students get the most from their educational experience. Our philosophy also dictates that proper attendance in school is the development of a good habit to carry to the work place.

It is our purpose to implement an attendance policy that will promote a high percentage of student attendance. The attendance policy will be enforced by academic penalties being placed on any individual who exceeds the maximum number of absences allowed for any semester grading period. The philosophy and purpose of any academic sanction being used to enforce the attendance policy at Flinthills Middle/High School is to support the improvement a student's academic performance.

Attendance Procedures

If the student is absent, we ask that the parent contact the high school by phone at 620-476-2215, please call as early as possible on the day of the absence. The office phones are in operation beginning at 7:30 am. Any student not excused by a phone call on the day of absence will be classified as unexcused until the parent contacts the school. Students have **48** hours from the time of the absence to clear up unexcused absences.

EXCUSED ABSENCES (JBD): Absence Verification: Parents may excuse their child a maximum of 5 times per semester. Upon the 6th absent of the semester, a Doctor's note must be provided. If no Doctor's note is provided then the absence is unexcused. The principal is authorized to excuse Up to 5 additional Days per Semester. The following are deemed as valid excuses for absence within the limits established by the absence policy:

- *Illness (must have Doctor's note)
- *Family emergency (must meet with principal to explain)
- *Doctor/Dentist appointments (must have notes)
- *Funerals (must meet with principal to explain)
- *Court proceedings (must meet with principal to explain)
- *Religious observations (advanced approval)
- *Approved school activities
- *College Visit – Juniors/Seniors only (advanced approval)
- *PLANNED event - 2 week's notice is required to qualify as "Planned". Student must be in good standing with the school and have no grades lower than a "C".

Consequences for Non Attendance

Regular attendance at school is the primary responsibility of the student and parent. Other than absences for school-sponsored activities, a student will not be allowed to miss more than **ten** class periods per course in a semester to receive credit for the class. For any (excused or unexcused) absences exceeding ten the student will be required to make up the time before or after school to receive credit for the class. Students who are absent for more than ten days, excused or unexcused, may provide appropriate documentation for the reasons of the absences to the administration, which is empowered to grant an exception to accommodate unavoidable circumstances. A student is considered to be absent when he/she is not in the right class assigned for a particular period of the day. If a student is absent from school, the parents/guardians must notify the office by phone or send a signed, written note within 48 hours of the reason.

Unexcused Absences

An unexcused absence is an absence that does not fit into one of the Board of Education's reasons for an excusable absence. Unexcused absences are never waived. In order to change an unexcused absence, the student must bring a note to the office or have their parent/guardian call within 48 hours of the absence. Otherwise, the absence will remain unexcused.

Make-up Work After an Excused Absence

It is the student's responsibility to make the initial contact with the teacher to makeup missed work and to schedule makeup tests, etc. The teacher will allow one day for every missed day for students to turn in their work. Long term assignments are due on their original due date unless the student has an excused absence, then the project would be due when the student returns.

Attendance on Day of a Game/Activity: Per Kansas State High School Activities Association (KSHSAA) rules, students are to be at school for at least half of a day in order to participate in the activity for that day. If the student has an appointment that requires missing a majority of the day, verification from the doctor, dentist, etc. is required in order to participate. While this does not apply to social activities, it is **STRONGLY DISCOURAGED** for a student to attend a social activity the same day as being absent from school due to illness. Students who are too ill to come to school should be home recuperating instead of attending the game or going to the dance.

Attendance on day after a Game/Activity: Students are expected to attend school all day following a weeknight activity.

College Visits

Juniors and Seniors will be allowed two college visits. In order to be excused these absences must be approved through the Guidance Office at least two days in advance. Additional College visits must be approved by the administration as well as the Counselor. All college visitations are to be completed before May 1st and will be discouraged for the last week of the first semester.

Check In/Check Out

Students must check into the office when arriving late to school. Students must check out in the office if they leave the school before the dismissal bell. Failure to do so could result in unexcused absences, disciplinary concerns or truancy.

Release of Student During School

Students shall not be released during the school day except upon a written or verbal request from the student's parent/guardian.

Release of a Student During the School Day

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent. Before releasing a student during the 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. Students who need to leave school MUST check out through the office before leaving campus, otherwise the absence will be considered unexcused. Students shall not run personal errands for school employees off school premises during the school day.

Perfect Attendance

A student is considered to have perfect attendance when the student:

- Has been in attendance at Flinthills Middle/High School the entire year.
- Has not missed any school time except for school planned activities, etc.
- Has no tardies in any class.

TRUANCY

With certain limited expectations, every child between the ages of 7 and 18 is required by law to attend school. Students who are absent from school without a valid excuse for all or a significant part of the day (4 or more periods) for THREE consecutive days, or FIVE or more days in any one semester or SEVEN days in a school year are truant. A student is truant if he/she is inexcusably absent from school for a significant part of the day (4 or more periods). All cases of truancy must be reported to the appropriate statutory authorities. Students 13 and under shall be reported to the local office of Department of Child and Families (DCF) and students over 13 shall be reported to the county attorney.

TARDINESS Students should be in class ready to learn when the tardy bell rings. Students that are late because of a valid excuse must enter class excused by the office or a faculty member. Students will receive a warning for the first tardy. **Students receive the following in each semester:**

- Tardies 7-8 30- minute detention / Parent notification
- Tardies 9-11 1 -hour detention / Parent notification
- 12+ tardies ISS / Parent notification

When a student is tardy to 1st hour, they must report to the office before going to first hour. The office will record the tardy and issue a pass to the student for admittance to 1st hour. Students who are more than 15 minutes late to class will be considered unexcused for the hour. Teachers are instructed to record tardiness and absences accurately and to contact parents when they feel it is necessary.

V. DISCIPLINE

The Flinthills Middle/High School process for handling student behavior problems is a progressive discipline policy that is consistently and fairly applied. The basis for such a process is a clear set of rules that students are required to follow. While the intent of discipline is to be positive and corrective, it nonetheless is still discipline. The progressive discipline process is designed to provide interventions to students involved in repeated offenses. It is the hope of the administration that students involved in our school will develop skills to manage their behavior effectively.

It is the objective and policy of the Board of Education to recognize, preserve and protect the individual rights of all students, and yet at the same time to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Within this policy framework it is the continuing duty of the Board of Education, the administrative staff and the faculties of the school to prohibit and prevent types of student conduct that constitute a menace to the continuing educational program or that become dangerous, disruptive or destructive, and therefore endanger the proper maintenance and function of the school program.

EXPECTED STUDENT CONDUCT

All students attending Flinthills Middle/High School shall:

1. Be respectful, courteous and cooperative with all teachers, staff, and classmates
2. Be on time as defined by the teacher
3. Be ready to work with all needed materials
4. Be dismissed by a teacher (not by the bell)
5. Not disrupt the learning environment of others
6. Conduct personal business on their own time
7. Not abuse, deface, litter, or damage school property
8. Not take school property or property of others
9. Not bring food or drink into the classrooms
10. Be in class during class time

POSITIVE BEHAVIOR

Rewarding positive student behavior is just as instrumental in our discipline plan as providing consequences for undesired student behavior. Flinthills Middle/High School will develop a system to consistently reward students who are demonstrating exemplary behavior.

CLASSROOM BEHAVIOR

A student who repeatedly violates classroom policies or misbehaves in class shall be subject to referral. Misbehavior might include such things as disrespect for authority, disobedience, excessive talking, failure to work or sleeping in class, etc. When a student is sent to the office for disciplinary action, parents should be contacted by the **REFERRING STAFF MEMBER**, either by phone, mail, or email.

HALL PASSES

Students are not to be in the hallways without a proper pass. All students must have a hall pass when they are in the hall. These passes are a privilege and are not to be abused. Students will go to their destination by the shortest route and without delay. Abusing hall passes may result in removal of all hall pass privileges during every class period. Students should never ask to go to another classroom unless arrangements were made in advance with both teachers. Students should have the teacher requesting the student's presence email the appropriate teacher.

CELL PHONE/ELECTRONIC POLICY

MS/HS students will NOT be allowed to have their cell phones during school day. Students will be allowed to bring cell phones to school and then put their phones in their lockers by the 8:00 a.m. bell. Students may retrieve phones after the 3:30 p.m. bell to use after school or for use at activities.

Cell Phone or Peripheral/Electronic Device is defined as any non-district issued device that can communicate with other devices electronically or with the internet via browsers, apps, or other access methods. Some common devices that would be included (although not exhaustive) with this definition would be cell phones, smart phones,

and smart watches. These items are not required because any time there is an emergency the student will be notified by the office. For the purpose of this policy, the words "cell phone" shall include all other non-school issued electronic devices.

Violations

Teachers and Administrators reserve the right see a student's cell phone to check for compliance. Failure to do so, will result in:

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

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

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

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

** *In no manner do the aforementioned consequences limit the ability of administration to issue more significant discipline if/when the violation involves an extreme or egregious act. ***

APPEARANCE/DRESS CODE POLICY

Appearance does have an effect on the learning atmosphere of the school. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. The code is not intended to work a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing. The purpose of this code is to provide a positive environment in which students feel comfortable in relating to one's peers and is not disruptive to the educational process.

First offense – warning and change of clothing, **Second & Subsequent offenses** – discipline referral.

- The dress code will be enforced during the regular school hours. This also includes dress-up days. (8:00 am - till the end of the academic classroom setting, approximately 3:30 pm). Clothing shall not show bare skin in the chest, midsection, buttock, or higher than the upper-thigh areas.
- Tops should cover the shoulders with at least the width of 2 inches. Examples of inappropriate tops are spaghetti strap tops, tank tops with less than 2 inch straps, fishnet shirts, sheer see-through tops, halter tops, tube tops, and blouses that expose a bare midriff and/or show cleavage. Fishnet shirts and sheer see-through tops may not be worn over the top of shirts that already meet the dress standards. Spaghetti strap tops can be worn with a see-through shirt over the top.
- Pants and shorts will be worn at the waistline, not rolled up and with no sagging. Shorts and Skirts shall be and stay at fingertip length while in walking motion. Shorts, Jeans, and Skirts shall not have holes that expose bare skin above the mid-thigh area.
- Tight fitting stretch pants or yoga pants that are suctioned to the skin at the bottom and thigh area may only be worn with a long shirt or a clothing item that covers the hips and groin area.
- NO pajama pants will be allowed.
- Clothing must be worn in the manner for which it was designed. Clothing designed as undergarments are not to be worn as outer garments. Undergarments should not be seen at any time.
- Clothing and accessory items with obscene, suggestive, profane, illegal or distasteful language and/or artwork are not acceptable. This includes (but not limited to) clothing with alcohol, drugs, and/or tobacco products, or that are racially or sexually suggestive.
- Footwear must be worn at all times in school or at school sponsored activities. Sandals, tennis shoes and other types of shoes are acceptable for school-wear. Heelys or any other shoes with blades or rollers are prohibited. Tennis shoes are required for physical education classes.
- All hats/headgear shall be removed as soon as students enter the building. Students may store their hats/headgear in their lockers and shall not carry such head-coverings around school. No sunglasses are to be worn during regular school hours without a doctor's prescription on file in the office to do so. Students may store such eyewear in their lockers but may not carry such gear around school.

- Blankets will not be allowed in the classroom unless approved by the classroom teacher.
- Accessory items such as blankets should not be brought to school or carried around the building unless there is teacher/sponsor approval.

Any clothing determined by the principal or his/her designee to be inappropriate is not allowed. Students who do not meet dress code guidelines will be required to change clothing to meet the school's dress code. Clothing maybe supplied by the school or a call to the parent may be made to obtain a change of clothing for the student. Depending on the student's habitual offenses of the violation of the school dress code will determine the severity of the consequence. Consequences may include any of the following: detention(s), ISS, or OSS.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection in school or on the school grounds are prohibited. The PDA policy is effective during school hours, at all school activities, and in the school parking lot.

BULLYING AND HARASSMENT POLICY

It is our policy to maintain a safe learning environment that is free from all forms of bullying, such as racism, harassment, intimidation, and cyber- bullying. Students, staff, and the school community are expected to conduct themselves with upright character, and demonstrate respect, civility and dignity toward others. We prohibit all forms of bullying or harassment on or while utilizing school property, in a school vehicle (including any private vehicle used to transport students or staff members to or from a school-sponsored activity or event) or at a school sponsored activity or event. This policy is not intended to prohibit respectful and appropriate expression of religious, philosophical, or political views, provided that the expression does not violate the terms of this policy.

Bullying is defined as:

Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it 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:

- Harming a student or staff member, whether physically, mentally, verbally, or emotionally; i.e. striking, shoving, kicking or otherwise touching a student or staff member in an offensive manner or subjecting such person to offensive physical contact; insulting, taunting or challenging another student or staff member, name calling, making rude gestures, insulting or teasing others, gossiping, starting or spreading rumors, or teasing about clothes or looks, with the intent to humiliate, intimidate, threaten, ostracize, or embarrass students or staff members;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; i.e. making a verbal or non-verbal expression that causes another student to feel devalued, pressured, threatened or in danger because of reasons that include, but are not limited to, such person's race, color, national origin, ancestry, sex, religion, or disability that creates an intimidating, hostile or offensive educational environment, or interferes with the educational opportunity of a student, or physically harming, restraining, threatening or stalking another student or employee, or a combination of any of the aforementioned;
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Cyber-bullying is defined as:

Bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games and websites; or i.e. directing anonymous communications to another student or staff member, at inconvenient times or with the use of offensive language, on campus or other school premises, in a school vehicle or during a school-sponsored activity or event whether on or off school premises; any other form of intimidation or harassment prohibited by school policy.

Harassment is defined as:

Making unwelcome sexual advances; Cyberbullying, which includes intimidating harassment or creating a false profile on Facebook®, Snapchat®, Instagram®, Twitter® or any other social media outlets.

- Engaging in improper physical contact;
- Making improper sexual comments;
- Writing a note to someone else, either electronically, by hand, through social digital or social media, with content that may be construed as sexual, or “unwholesome”
- Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity (or sexting) to create a sexually intimidating, hostile, or offensive learning or working environment (This can be intentional or unintentional);
- Engaging in bullying, cyber-bullying, or conduct defined as sexual harassment with the intention to frighten, coerce, intimidate, abuse or alarm another student or staff member.

AWARENESS

- Annually, as part of the required in-service training for all school staff, the principal, or designee shall arrange for bullying awareness and response training.
- At the beginning of the school year, and as needed, the principal or designee shall ensure that the student body, parents, and staff, are familiar with the policy and procedures regarding bullying, cyber-bullying, and harassment.
- Throughout the year we will continue to educate students about cultural awareness, respecting each other’s differences, and promoting what we have in common by inviting diverse speakers to lead workshops, etc.

REPORTING

- It is considered the responsibility of all students and staff members to report acts of bullying to the principal or designee as soon as reasonably possible, and at least within 24 hours of the incident.
- Students, staff members, and parents should report acts of bullying to the principal or designee in person, by electronic means, or by leaving a note.
- All such reports are to be taken seriously by the principal or designee. The school administration and staff will support students and coworkers who make good faith reports. Reprisals or retaliation for good faith reports are prohibited. The principal or designee shall determine the discipline and appropriate action for a person who engages in reprisal or retaliation after consideration of the nature, severity and circumstances of the act.
- Students, parents, and staff are prohibited from knowingly making a false accusation of bullying. The discipline for a person found to have knowingly; falsely accused another person may include remedial action and/or discipline up to and including expulsion/suspension.
- The principal or designee is responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the principal or designee shall conduct a prompt, thorough and complete investigation of the report. Such investigation should, under ordinary circumstances, take place within three school days after the report is made, and parents of the students involved should be notified within 24 hours of the completion of the investigation.
- When a report has been made, parents of all parties involved will be notified by the end of the school day that a report of bullying has been filed.
- The principal or designee is responsible to provide, to the extent appropriate, a strategy for supporting and protecting victims from additional bullying and/or retaliation, to potentially include counseling, support services, intervention services and such other reasonable remedies within school resources to end the bullying and reassure the victims safety.
 - Parents and students will be surveyed annually in attempt to measure the effectiveness of our bullying policy.

INTERVENTION STEPS AND DISCIPLINARY MEASURES

- Intervention steps and/or disciplinary measures for violation of this policy will be determined by the principal or designee. The measures will be unique to the individual incident and may vary in method and severity according to the nature of the behavior, the developmental age of the student(s) involved, and each student's history of problem behaviors and performance. The measures may include remedial action and/or discipline up to and including expulsion/suspension.
- Intervention steps and/or disciplinary measures will be designed to attempt to correct the problem behavior, prevent another occurrence of the behavior, protect the victim of the actions, and restore a proper relationship between the persons involved.
- Intervention steps and/or disciplinary measures shall be determined by the principal/designee using the disciplinary consequences section of the parent/student handbook.

In all situations involving bullying or harassment, we will address the harmful behavior, and will support the victims and the witnesses who report it. The school recognizes that bullying and harassment can affect the entire school culture and is counter to the school's mission and core values. We will work to equip students to know how to respond whether they are a witness or the victim of a bullying incident. The school will take reasonable steps to adhere to the bullying policy so that all students can safely learn, teachers can safely teach, and the staff can safely perform their duties.

The intent of our school is to use alternatives to expulsion by firmly addressing bullying behavior through temporary suspensions, character education, restitution, restorative justice and counseling to teach appropriate behavior. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion that it is appropriate not to follow progressive discipline steps as outlined in our parent/student handbook. In those instances, the school reserves the right to suspend or expel the student immediately. In addition to any disciplinary actions taken, the school will, to the extent possible, use counseling and consequences that involve learning or building empathy to teach and help prevent future bullying. The goal will be to help ensure offending student(s) understand how their actions are harmful to others, eliminate bullying behavior, and minimize its effects. Please reference the disciplinary consequences section in the parent/student handbook for additional information.

SEXUAL HARASSMENT

Sexual harassment shall 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 district 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 district policy. Sexual harassment is unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of sexual nature when made by a member of the school staff to a student or when made by any student to another student. Any student who believes he/she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. 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

Specific examples of sexual harassment include:

- making sexual comments or jokes
- looking or gesturing in a sexual manner
- touching, grabbing, pinching in a sexual way, brushing up against
- flashing or mooning
- spreading sexual rumors about an individual
- pulling clothing in a sexual manner

- showing or giving sexual pictures, messages, or notes
- writing sexual messages/graffiti on walls, in locker rooms, etc.
- forcing a kiss on someone
- calling someone gay or lesbian
- forcing someone to do something sexual other than kissing
- spying while someone is showering or dressing

RACIAL HARASSMENT

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964. All forms of racial harassment are prohibited at school, on school property and at all school – sponsored activities, programs, or events. Any student who believes he or she has been subject to racial discrimination should report the problem to the principal, guidance counselor or other certified staff members.

WEAPONS

Possession or use of a dangerous weapon or use of a weapon on school property or at a school function is prohibited. A pupil who brings or is found to be in possession of a dangerous weapon, or who places a person in fear of bodily harm with a dangerous weapon, or a weapon on school premises before, during, or after school at any school sponsored activity, regardless of where held, is subject to administrative and/or legal action in accordance with board policy. It is against USD #492 policy for students to bring any type of knife on campus or to a school activity. Knives will be confiscated with appropriate disciplinary action taken. Possession of a firearm or replica shall result in expulsion from school for a period of one year (365 calendar days).

VANDALISM

The board shall seek restitution according to law for loss and damage sustained by the district.

DRUG FREE SCHOOLS

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, solicitation, sale or distribution of illicit drugs, paraphernalia, and/or alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act.

TOBACCO/E-CIGS/VAPING

Possession and/or use of any tobacco product, e-cigs, or vaping devices by students are prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on school grounds.

In addition to students being assigned a suspension for violating policy, students will be assigned an ASPIRE (free) coursework as part of tobacco intervention education. Students need to complete entire course before returning to the classroom.

TEACHER ASSIGNED DETENTION

Detentions will be assigned by a teacher resulting from a violation of classroom rules. These will be served with the teacher assigning the detention, as scheduled with that teacher and documented in PowerSchool. Failure to serve a teacher assigned detention will result in an office referral and implementation of the discipline policy.

TEACHERS NEED TO NOTIFY THE PRINCIPAL IF A DETENTION IS ASSIGNED.

ADMINISTRATIVE ASSIGNED DETENTION

Students assigned detention by the office will begin serving their time no later than the next day after it is assigned and will attend either before school and/or after school in the specified room. Students will serve the detention in 30-minute increments and will report to the detention room by 3:35 pm or 7:30 am. The following are list of rules for students in detention:

- No communication with anyone
- No sleeping or head on desk
- No outside privileges
- Do not be late or time will be added
- Come prepared to spend the time constructively
- Remain seated during detention
- No gum, candy, pop, etc.

Refusal or failure to serve detention will result in the notification of parents and may double the detention time or invoke a one-day in school suspension. If this becomes a habit, a more severe action will be taken after a conference with the parents.

IN-SCHOOL SUSPENSION

The in-school suspension program is an alternative to removing students from the school setting because of behavioral problems or violation of school rules. This program is set up to cause a behavioral change in students and is based on a positive approach to disciplinary action. Under the in-school suspension program, students are provided the opportunity to continue their schoolwork without losing credit. At the same time, they do lose their privileges to mingle and socialize with the student body during their assignment to in-school suspension. The following is the procedure followed by students assigned to in-school suspension:

- Students are placed in a classroom under the supervisor of school personnel.
- The student should obtain his/her assignments prior to in-school suspension when able. The student must complete those assignments during the suspension in order to receive any credit. Those assignments must be handed in to the supervisor at the end of each day who will turn it in to the appropriate teacher. The student will not be allowed any additional time to complete academic work except to make up tests or exams.
- Students assigned in the in-school suspension room will be required to report prior to the start of school with appropriate textbooks, papers, and writing instruments. These students will be allowed a five-minute break in the morning and another five-minute break in the afternoon. Students in in-school suspension will be provided a lunch from the cafeteria. **STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE OR ATTEND EXTRA CURRICULAR ACTIVITIES THE DAY(S) THEY ARE ASSIGNED TO THE IN-SCHOOL SUSPENSION ROOM.**
- In – School Suspension Rules
 - Absolutely no communication with other students
 - No sleeping or head on desk
 - No food, gum, or drink while in suspension
 - Finished work must be turned in to the supervisor at the end of each day
 - Breaks – To be determined by the supervisor
 - Violations of rules will result in an added day of ISS

SUSPENSION AND EXPULSION OF STUDENTS

Procedures

A student may be suspended or expelled, for reasons set forth in Kansas by law and school administrators. A suspension may be for a short term not exceeding 10 school days or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 days. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent/designee.

Rules which apply in all cases when a student may be suspended or expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for a hearing.

- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with the information concerning services or programs offered by public and private agencies that provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law. During the time a student is suspended or expelled from school, the student may not:
 - Be on school property
 - Attend any school activity as a spectator, participant or observer

Short-Term Suspension Procedures

Except in an emergency, a short-term suspension (not exceeding 10 school days) must be preceded by oral or written notices of the charges to the student and an informal hearing shall be provided no later than 72 hours after the 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. Any person designated in policy as having the authority to suspend may conduct short-term suspension hearings. 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 the regular school hours, the student shall remain at school until the regular dismissal time.

Long-Term Suspension or Expulsion Procedures

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has the authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents/guardians shall be given written notice of the time, date, and place of the hearing.
- The notice shall include copies of the suspension/expulsion law and appropriate board policies, regulations, and handbooks.
- Either a certified employee or committee of certified employees may conclude the hearing.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- The person or committee conducting the hearing shall prepare findings required by law.
- 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 or guardians within 24 hours after the determination of such result.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witness;
- to confront and cross-examine witnesses who appear in person at the hearing;

- to present witnesses in their behalf;
- to testify in his or her own behalf and to give reasons of his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence

Appeal to the Board of Education

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of long-term suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- 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 the 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.

Probationary Status

The principal may defer any punishment, suspension or expulsion. The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. A student placed on probation shall be given a written list of terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment. The superintendent shall handle any probation arrangement resulting from violations of a weapons policy.

Threats (verbal/physical)

Threats of any nature could result in suspension and/or expulsion.

SEARCHES

Students have no expectation of privacy while in school or on school property. The administration may, at will, search a student locker, bag, purse, backpack or other school property of a student including their vehicle when it is on school property and/or at a school sponsored event. The school will also use a metal detector wand to search if necessary. The student shall be told why a search is being conducted.

INTERROGATIONS AND INVESTIGATIONS

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student behavior code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. The administration may search any locker, student or student property if there is reasonable suspicion without notifying parents.

DO RIGHT, DO YOUR BEST, TREAT OTHERS AS YOU WOULD WANT TO BE TREATED!

DISCIPLINE CODE APPLIES TO EACH SEMESTER

<p style="text-align: center;">LEVEL 1 Administrative Detention</p>	<p>Dress code violation Inappropriate classroom behavior Leaving school without checking out Technology/Cell Phone violation Inappropriate public display of affection Cafeteria violation Failure to comply with teaching staff Profanity/Obscenity Student parking violation Possession of a knife Cheating / Plagiarism Defiance of authority / insubordination</p>
<p style="text-align: center;">LEVEL 2 Up to: 1-2 Days of In-School Suspension</p>	<p>Excessive Tardy Cheating Skipping class/truancy Failure to serve detention Lewd / Obscene behavior Tobacco possession or use Possession of a knife (2nd offense) ANY SECOND OCCURRENCE OF LEVEL 1 OFFENSE</p>
<p style="text-align: center;">LEVEL 3 Up to: 3 — 5 Days In School Suspension</p>	<p>Abusing or defacing school / personal property Forged notes / forged voicemail Verbal / Physical threats to others Bullying Fireworks Major technology violation Hazing / gang activity Possession of a knife (3rd offense) Pornography ANY SECOND OCCURRENCE OF LEVEL 2 OFFENSE</p>
<p style="text-align: center;">LEVEL 4 Up to: 3 — 5 Days Out of School Suspension</p>	<p>Physical contact; fighting Sexual harassment Theft / Vandalism Indecent behavior, obscene behavior or sexual misconduct ANY SECOND OCCURRENCE OF LEVEL 3 OFFENSE</p>
<p style="text-align: center;">LEVEL 5 Local Authorities Notified Up to: 7-10 Days Out of School Suspension with Expulsion Review</p>	<p>Unauthorized use of fire alarm unit Attempting or committing sexual assault Possession of a firearm Possession of a knife with intent to intimidate or harm; 4th possession Unlawfully selling a controlled substance Use or possession of weapons or explosives Use or possession of alcohol or drugs Major theft, robbery or extortion Serious vandalism or arson Verbal / Physical threats toward school or property</p>

DISCIPLINARY PROCEDURE FOR CLASSROOM MISCONDUCT

Each teacher has a specific classroom behavior plan. It incorporates teacher/student expectations, a hierarchy of consequences for students who break the rules, and a positive reward plan for well-behaved students. It is our philosophy that the classroom teacher is the best person to deal with behavior issues. If you have a question regarding a discipline procedure, please contact your child's teacher first. Below is a general outline that our teaching staff will follow when assessing student discipline. Teachers shall document each step as it occurs:

STEP 1: TEACHER / STUDENT CONFERENCE: The teacher shall have a conference with the student. During the conference, the teacher shall communicate with the student the nature of the infraction and what is required to change the undesired behavior and document in Powerschool.

STEP 2: DETENTION, PARENT / GUARDIAN CONFERENCE: Detention (or another consequence) will be assigned by the teacher for a classroom rule infraction. The student shall be informed of the behavior that caused the consequence to be assigned. **THE TEACHER SHALL NOTIFY THE PARENTS / GUARDIANS BY TELEPHONE EXPLAINING THE NATURE OF THE BEHAVIOR THAT HAS RESULTED IN STEPS 1 AND 2 AND ANY OTHER MISBEHAVIOR BY THE STUDENT.** The teacher must also notify the principal if detention is assigned to the student and document in Powerschool.

STEP 3: REFERRAL TO OFFICE: The student shall be referred to the principal. The referral shall be documented in Powerschool including the infraction, date, and any other relevant information. Parent/guardian contact shall be made by the principal. A written behavioral contract may be required, signed by the student, teacher, administrator, and parent/guardian.

VI. SCHOOL PROPERTY

EQUIPMENT AND SUPPLIES

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damages they cause to school equipment or supplies.

USD 492 Flinthills High School
Laptop Policies and Procedures
USD 492 Computer Loan Agreement by Student and USD 492

Student: _____ Laptop Number: _____

Grade: _____ Home Phone _____

Date Issued: _____

Item Description Serial No. – Laptop No. Condition
Dell Laptop Computer: New – Good
Carrying Case: New – Good

The following information is designed to specify the consequences and / or reimbursement fees students may acquire for the loss of a computer or damages to a district device if it is determined that the damages are a result of student negligence. The above computer and case is being loaned to me and is in good working order unless otherwise indicated. It is my responsibility to care for the computer and ensure that it is retained in a safe environment. This computer and case is the property of Flinthills Public Schools and is being loaned to the student only for educational purposes during the Academic School year. Students may not deface or destroy this property in any way. Equipment loss and/or damages resulting from student negligence will be the responsibility of the student. Examples of such negligence include, but are not limited to...

1. Mishandling or physically damaging equipment.
2. The frequent misplacement of equipment by leaving equipment unattended in the cafeteria or on top of lockers.
3. Using the padded computer case to carry textbooks, folders, etc...
4. Moving or re-configuring equipment such as intentional picking, removal of external or internal components/parts.
5. Spilling liquids or other substances.
6. Purposeful or repeated dropping of device.
7. Key strokes to disrupt testing progress/end/suspend functionality.
8. Key strokes to initiate disruptive sounds or screen flashing.
9. Using equipment for any purpose other than that for which it was designed

These above actions will not be tolerated and will result in student referral for discipline. Students are also required to show all screens at all times. Refusal to display screen or quickly minimizing or closing of screen to prevent staff from viewing content will also result in referral for discipline. If it is determined that damages resulted from negligence, or that a student has lost their device due to irresponsible behavior, the student responsible for the damage will receive notice from the high school office. The student may then be charged in full or in part for repair costs. Other disciplinary actions if students fail to comply with these expectations and/or the regulations governing the use of the district's devices will result in disciplinary action. Flinthills Middle and

High School reserves the right to deny individual users access to the district's technology devices as a consequence of misuse.

Inappropriate material on the computer may result in the student losing their right to use this computer and potential prosecution. The equipment will be returned to the school on a date determined by USD 492 or sooner if the student is suspended or expelled from school, the Student leaves USD 492 or Student fails to comply with the terms of this agreement or the school's Acceptable Use Policy. **Student agrees that in the event the computer is out of Student's possession for a period of 48 hours or Student believes the computer has been stolen, Student will immediately notify a Flinthills administrator and file a report with the Butler County Sheriff's Department.**

Student is responsible for the cost of replacement or repair of the computer. In addition, Student and Parent agree to indemnify USD 492 against any claim, suit or damage occurring during or resulting from Student's possession or use of the Computer, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Student's use of the District's computer.

LEVEL 1 WARNING

The student will be subject to a written technology violation as indicated in the discipline code. The student will also lose computer/internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in the conference.

LEVEL 2: PATTERN OF ABUSE, REPEATED ABUSE OR FLAGRANT VIOLATIONS

Students who, after a Level 1 warning, continue to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/internet privileges for the remainder of the school year and recommended for suspension.

LEVEL 3: SUSPENDABLE OFFENSE

Students could be suspended from school (removal for five days or more) if he/she engages in conduct that violates the USD #492 Flinthills Computer and Network Acceptable Use Policy.

The District hereby acknowledges receipt of the sum of **\$50.00** for the rental fee. Student and parent agree the computer equipment is to be used only for school purposes and in accordance with USD 492 computer use policies and instruction. If Student fails to return the computer as provided by this agreement, USD 492 will presume Student intended to retain possession with a criminal intent.

Parent's Signature: _____ Print Name _____

Student's Signature: _____ Date: _____

Signature of District Supervisor: _____

I do not wish to participate in the 1:1 laptop initiative project.

Parent's Signature _____ Print Name _____

Student's Signature _____ Date _____

COMPUTER USAGE

The computers and district network have been established for educational purposes. An Acceptable Computer and Network Use Policy must be reviewed and signed by any student and their parent/guardian who intends to allow their child to use the district network. The network is defined as desktop computers, building networks and/or the internet. Inappropriate use, including any violation of the policy conditions and rules, may result in cancellation of network privileges, suspension, expulsion or other disciplinary actions administration deem necessary. Parent/Guardian signature on the Acceptable Computer and Network Policy indicates that they approve of their child's use of the internet as an educational tool. Failure of the parent to sign this document will result in their child's exclusion from Internet use and computer access. The District's computer may be used only in accordance with the District's policies and rules. Student acknowledges and agrees that Student's use of the District's computer is a privilege and Student acknowledges Student's responsibility to protect and safeguard the District's computer and to return the same in good condition and repair.

CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES

All of the policies and handbook procedures for acceptable use of computers and network are intended to enhance the learning of students. Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD #492 concerning use of computers and networks will result in disciplinary action. There are three levels of consequences, while the levels may be implemented in order; nothing prevents the administration from selecting any step depending on the facts and severity of the violation.

LOCKERS

Lockers in district schools shall be under supervision of the building principal and assigned to the student to store necessary school materials and clothing. Students must utilize their lockers regularly. Students are not allowed to carry any packs, purses or other bags to classes for the general purpose of student and staff safety. Backpacks are not allowed in classrooms throughout Flinthills Middle/High School. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker.

TEXTBOOKS

Textbooks are issued to students with the following privileges and responsibilities:

- Each student shall be issued his/her own set of books
- The student may take the books home for study
- Each student is responsible for lost books and replacement must be made with the teacher
- Fines and penalties will be assessed for damage and excessive wear of the book
- The cost to the students for a lost or destroyed text will be the replacement value of the book.
- Some classes may use classroom sets of books and textbooks may not be issued.

VII. HEALTH AND SAFETY

WELLNESS POLICY

Flinthills Schools is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD #492 Schools that:

- Wellness guidelines be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- Foods and beverages sold or served during the school day will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Students will be provided with adequate time to eat in settings that are clean and safe.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school nutrition programs and related community services.

ILLNESS AT SCHOOL

If a student becomes ill during the school day, he/she shall report to either the nurse or MS/HS secretary, who will contact a parent or guardian before releasing the student. If no one can be reached, the student will be kept at school. **It is the duty of the school to protect all students from exposure to disease or from possible complications of a disease already present. Any student who appears to be ill or is suspected of having an infection or contagious disease will be excluded from attendance.**

- **No student will be allowed to attend school with a temperature of 100 degrees or more and should stay home until the temperature has been less than 100 degrees for 24 hours without fever reducing medication.**
- **A student with a strep infection will be excluded from school until antibiotics have been taken for a full 12 hours.**
- **Any child experiencing an episode of *diarrhea or vomiting* will be sent home and may return to school only after being *free of these symptoms for 24 hours*.**

MEDICATION AT SCHOOL

If a student is to receive medication at school, the medication must be sent to the high school office in the original prescription bottle accompanied by a written request from the parent. Non-prescription medication (Tylenol, Advil, Midol, etc.) will be given only with a written request from the parent. The school will provide first-aid to a child when necessary. If a student needs to carry an inhaler, EpiPen, or other medication on them we need a written request from the student's doctor in the office on file.

INSURANCE

Parents and guardians shall be notified annually in writing of student insurance provided by the district, and medical expenses not covered by such policies are the responsibility of the parents.

PHYSICAL EXAMINATIONS

Physical examinations in accordance with Kansas law are required for all students enrolling who have not previously enrolled in a Kansas school. This physical exam must have been completed no more than 12 months prior to enrollment and no later than 3 months after enrollment. Physical examinations in accordance with the Kansas State High School Activities Association are required for athletes and students involved in activities. Physical exam expenses are the responsibility of the student. Students will not participate until the examination form has been complete and submitted to the school. The school will try to provide the opportunity for students to take a physical at school prior to the end-of-the-school year.

REPORTING ACCIDENTS

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor promptly.

HEALTH SCREENINGS

Health histories are updated during the 9th and 11th grade. Vision and hearing screenings are completed at least every two years. Athletic physicals must be updated annually after May 1, using the KSHSAA Pre-Participation Physical Evaluation Form.

HIPAA

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

FOOD SERVICE

Students who wish to purchase breakfast may do so from the cafeteria before school each morning. Students who qualify for free and reduced meals may receive at no charge the same breakfast. The lunch program offers lunches that meet federal nutrition guidelines. Meal account deposits will be accepted in the cafeteria or school offices before school and during the school day. Flinthills Middle/High School has a closed lunch. The following expectations will be enforced:

- No food is to be taken from the cafeteria.
- Each student is responsible for his/her own cleanup.
- Students are not to run, push, or cut into the lunch line.
- Students will be held accountable for their morning lunch count response.
- All students must report to the lunchroom during their assigned lunchtime and stay in the commons area until dismissed. Students who do not report to the lunchroom will be considered “skipping” and the appropriate behavior steps will be taken. Students should not be in the hallways, instructional areas or parking lots during their scheduled lunchtime.
- Guests at lunchtime must obtain permission from an administrator.

Students failing to comply with these rules could lose their lunch privileges and face further disciplinary action.

Parents are encouraged to purchase at least 10 days or more of meals at a time. **Students are allowed to charge meals until they reach a -\$20.00 balance on their student account.** After the account reaches a -\$20.00 balance, the student will be given a sack lunch that consists of a sandwich, bag of chips and milk.

Parents are responsible to insure that their child receives a meal daily by closely monitoring the dates of his/her tickets and responding to the reminders immediately.

LIBRARY

Check out

Books may be checked out for 2 weeks at a time. High School students may check out a maximum of 4 books at one time, and Middle School students may check out a maximum of 6 books at one time.

Renewals

Limited to 2 times unless the librarian states otherwise. No renewals if a book has a hold placed on it.

Fines

Students are charged 10 cents per school day per book for overdue books with a \$10 maximum fine.

Overdue charges may be waived in these instances:

- The library is unexpectedly closed (ex. snow day)
- The student is sick on the due day (must bring in his admit slip from the office for the fee to be waived)
- If a book is due during a school break (ex. Christmas, spring break) the fine will not start until the first day back at school

Student's account will be blocked for excessive fines and/or overdue books. Fine notices will be handed out to students each 9 weeks. Payment is due within 5 school days. If not paid in a timely manner a notice will be mailed home. The money collected goes to purchase books for the library.

Students are responsible for paying replacement costs for any books that are lost or damaged beyond repair.

DRILLS

The school conducts monthly fire drills and periodic drills for the purpose of preparing the students and staff to respond safely to a hazard. Approved procedures will be discussed by your teachers and posted in all rooms. Students with disabilities will be the responsibility of the teacher or paraprofessional who is escorting them or in charge of them in the classroom.

EARLY DISMISSAL AND CANCELLATIONS

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made through the school's communication system. During an emergency situation when there is sufficient warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to the board policy for the release of students during the school day.

EMERGENCY NOTIFICATIONS

Flinthills USD #492 uses School Messenger, which is linked to PowerSchool for notifications of parents for emergencies, school closures, events, and important school information. It is important for parents and students to supply current contact information and keep that information up to date with the school office. The system is an automatic notification system, which allows parents to choose which notifications they receive and the method they receive it.

We also push notifications through our school app that is linked to our website.

VIII. ACTIVITIES

PHILOSOPHY

The athletic/activity programs of USD #492 are an integral component of the educational program. Participation in these programs is a privilege. We believe that a comprehensive program of inter-scholastic competitive athletics and activities provides a vital learning experience for all students. It is our belief that participation in these activities promotes principles of leadership, competitiveness, self-discipline, sportsmanship, and prepares students for success after school.

ACTIVITIES AND REGULATIONS

School rules and regulations apply to all students that participate in athletic/activity programs, both on and off school grounds. Students who are suspended from school are not eligible to participate in practice or an activity during the period of their suspension. A suspension begins when the penalty is imposed and continues through reinstatement in school. This includes in-school suspension.

ACTIVITY OPT-OUT

The board encourages the development of co-curricular or extra-curricular activities compatible with these policies. Any student who does not wish to participate in any required, school-sponsored activity must file a written statement with the superintendent requesting that the student not be required to participate in the activity.

The written statement must be signed by one of the student's parents if the student is under the age of 18 and must explain the reason(s) why the student should be exempt from participating in the activity.

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

- Comply with all KSHSAA requirements for participation in the said activity.
 - Current enrollment in at least five subjects of unit weight and a satisfactory citizenship record.
- This rule also applies to the last grading period preceding Middle School or High School.**

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES OFFERED

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

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

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

Co-curricular and Extra-curricular activities at Flinthills High School include, but are not limited to, the following:

Football	Volleyball	Cross Country	Basketball	Baseball
Softball	Wrestling	Cheerleading	Track	Vocal Music
FCA	Scholar's Bowl	Band	Forensics	Drama
Theatre Productions	FFA	NHS	TSA	Student Council
Math Relays	SAFE	Yearbook	ITS	Tri-M

Extra-curricular activities at Flinthills Middle School include, but are not limited to, the following:

Football	Volleyball	Basketball	Track	Wrestling
Scholar's Bowl	Vocal Music	Band	Cheerleading	
Math Relays	Spelling Bee	National Geography Bee		

ASSUMPTION OF RISK

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

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

ELIGIBILITY

In order to participate in athletic/activity events a student must meet the following requirements in order to be a student in "good standing." Coaches, directors, and administrators may declare a student not in "good standing" at any time. "Good standing" requirements are as follows:

Kansas State High School Activities Association Regulations

- All Kansas state high school eligibility guidelines apply.
- Students must pass at least 5 courses in the previous semester and must be currently enrolled in five courses not previously taken.
- Students must have attended Flinthills Middle/High School for a minimum of 18 weeks, or the student must make a bona fide move as defined by the Kansas State High School Activity Association.
- You are not 19 years of age or over by September 1st.
- You have not been in attendance more than three years or six semesters beyond the ninth grade.

Flinthills Middle/High School Expectations

Flinthills Middle/High School has additional expectations listed below for student who represent our school in other ways, such as officers of classes or clubs, valedictorian, salutatorian, or candidates for homecoming:

- No out-of-school suspensions and limited to one in-school suspension in the current year.
- Demonstrate good citizenship while attending school and activities.
- If a student is found to be dishonest in an academic class, at the discretion of the administration, he/she may forfeit their student in good standing status for the remainder of the school year.

STUDENT ELIGIBILITY GUIDELINES

Flinthills adheres to the eligibility guidelines set forth by KSHSAA for participation in student activities. There is a school policy for student participation in extracurricular activities. Activities/Sports Guidelines Student participation in activities or sports will be determined on a week to week basis.

Definition of sports/activities: Any JH/HS SCBL, KSHSAA, school sponsored group or school sponsored activity that is competitive or noncompetitive.

ELIGIBILITY GUIDELINES & RULES

- Eligibility report will be created on Monday or the first day of the school week.
- Students failing any classes will be considered ineligible beginning the day following the completion of the eligibility report. (If report is created Monday, eligibility will begin Tuesday and end Monday of the following week.
- Students will be notified of eligibility status the day of the eligibility report. Parents will receive eligibility notices via email/call.
- Ineligible students cannot attend MS/HS KSHSAA, SCBL or school sponsored **activities until the new eligibility report shows the student passing all classes.**
- Coaches will decide if ineligible students are able to practice with the team. While the student is ineligible, the student will not travel with the team.

Teachers are available from 7:40-8:00, seminar and 3:30-3:40 daily. A student can make arrangements with a teacher(s) to meet before/after school, seminar or arrange for additional time if needed. Students that are concerned or have questions about their grades are encouraged to contact their teacher(s).

ATHLETIC/ACTIVITY BEHAVIOR

Students participating in athletic/activity programs are expected to conduct themselves as responsible representatives of their school. Behavior of participants will be monitored by coaches, sponsors, and officials for the duration of the activity, whether on or off campus. Participants will be subject to disciplinary action if they violate any of the regulations listed below:

- Any offense that would bring discredit to the school
- Conduct which endangers the safety or infringes upon the rights of others
- Possession of a weapon at school, on school property, or at a school sponsored event
- Theft or vandalism on or off school property
- Use, possession, solicitation, or distribution of tobacco, e-cigs, vaping, alcohol, or drugs at any time

Any violation of the regulations listed above while a participant is in an activity will result in the following consequences

- Suspension from all activity programs and/or events for a minimum of one week of the season.
- A mandatory conference will be arranged with the coach/sponsor and school administrator before participant can practice.

- Any student with a previous violation entering a new season is on probation. Any new violation will be treated as a second violation and the participant will not be eligible for the remainder of the season.
- After confirmation of a second violation, the student shall lose eligibility for the remainder of the season.

QUITTING A SPORT (INCLUDES CHEERLEADING)

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

DROPPING A SPORT

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

DUAL PARTICIPATION

Dual participation in activities requires the approval of the school administration. In the event that a student wishes to participate in dual activities during a season a meeting between the coaches/sponsors, athletic director, student, and parent/guardian shall occur. During this meeting coaches should establish their guidelines and an activity/practice schedules should be arranged and agreed upon by all parties involved. If conflict occurs, the following guidelines will be followed:

- If one of those activities is a state-sponsored competition/performance, the state-sponsored activity will always take precedence.
- If one of the activities is a practice and the other a competition, the competition/performance will always take precedence.

RULE 52 CITIZENSHIP/SPORTSMANSHIP

The concept of "sportsmanship" must be taught, modeled, expected and reinforced in the classroom and all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the follow sportsmanship policy.

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

NCAA REQUIREMENTS FOR COLLEGE-BOUND ATHLETES

College-bound student athletes who are considering athletic competition at a NCAA Division I or II school need to remember they must meet certain academic eligibility and core course requirements to be eligible at these institutions. The NCAA clearinghouse determines whether a student meets these guidelines. These guidelines apply to Division I (16 units) and Division II (16 units) colleges only, not all colleges. In Kansas, the following colleges are Division I: Kansas University, Kansas State University, and Wichita State University. Division II: Emporia State University, Fort Hays State University, Pittsburg State University, and Washburn University. See your counselor for more information.

HOMECOMING AND WINTER ROYALTY CANDIDATES

All candidates must be eligible and in good standing. **To be eligible for candidacy, a student shall not be involved in more than one incident requiring an ISS and NO OSS per current year.** All candidates will be a senior and enrolled in Flinthills High School. Once you have been chosen King or Queen you are not eligible again. The kindergarten escorts may not be used more than once and will be chosen by Student Council. Fall

and Winter Homecoming candidates will be selected from those who participate in a KSHSAA sponsored event. A maximum of three candidates of each gender will be selected. The student body will vote for the King and Queen.

SCHEDULING ACTIVITIES

Student and community groups desiring special meetings or activities must present a request to the principal at least one week in advance of the activity showing details of plans, management, transportation, and supervision. This includes parties, dances, and activities not on the regular schedule.

DANCES

Unless permission is granted, students will not be permitted to leave, and then return to the building during dances or other similar school functions. Students who do not enter the dance offered within the FIRST HOUR of its availability will not be allowed in. A student may not bring a guest not enrolled in Flinthills USD #492 unless the principal gives prior permission (See Event Guest Pass). Students must be in "good standing" with the district to be eligible to attend any dances. Should a student be dismissed from a dance for any reason, they may lose the privilege of attending the next dance or dances. Aspects of the school dress code may be applied to school dances.

Middle School Dances

Students must be in school all day the day of the event to attend unless pre-approved by the administration. Students who do not enter the dance offered within the FIRST 30 minutes of its availability will not be allowed in. Students must be picked up within 15 minutes of the conclusion of the dance. It is a privilege for middle school students to attend school-sponsored dances. In order for students to attend any of these dances, the student must be in good standing at the time of the dance. The high school Student Council will chaperone middle school dances.

TRANSPORTATION TO AND FROM ACTIVITIES

Any student making an athletic or activity trip sponsored by the middle or high school will be required to use transportation provided by the school. If a parent/guardian requests to transport their child home after a contest they must complete a transportation waiver provided by the school. If a parent/guardian wishes to have another transport their child from an event, a letter must be on file with the school. Students will only be allowed to ride with parents/guardians from a contest if proper arrangements are agreed upon.

OVERNIGHT OUT-OF-TOWN ACTIVITY TRIPS

During an overnight trip, sponsors may be required by administration to be in each student room. When sponsors in each room are not required, students will be responsible for complying with all rules set forth by the sponsor, the organization, and the school. Should a student violate any of the rule(s), he/she will forfeit his/her next overnight trip in addition to other consequences up to and including expulsion.

SCHOOL-SPONSORED STUDENT CLUBS

School-sponsored clubs shall be under the direct control of school personnel. Every school-sponsored club shall have a constitution that has been approved by the building principal and filed in the school office.

NON-SCHOOL SPONSORED STUDENT CLUBS

Non-school sponsored clubs shall submit a request for use of school facilities to the administration prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings, as a supervisor but shall not participate in the group's activities.

ASSEMBLIES, PEP RALLIES, SCHOOL PLAYS AND MUSICAL PROGRAMS

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct. Some of these activities will be held during school hours while others will be held after school. When such programs are held during school hours, all students and staff members are required to attend. Parents and other interested patrons of the school are encouraged to attend school activities.

STUDENT PUBLICATIONS

School-sponsored student publications shall be under the supervision of the building principal or a designated faculty representative. Non-school sponsored publications may be distributed on school property at times and in areas designated by the building principal. Distribution of any non-school-sponsored publications may be halted if the material is obscene or libelous, creates a substantial disruption of normal school activity or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

STUDENT COUNCIL

Flinthills High School

The student body will elect a team consisting of a President, Vice President, Secretary, and Treasurer from the senior class unless an election is unnecessary (1 candidate per office). Elections will be held towards the end of the preceding year. All speeches and performances must be approved by the Student Council sponsor.

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