

# McLouth High School Student Handbook

## INTRODUCTION

- **As a condition of enrollment, students are required to abide by all regulations contained in this handbook as well as other policies established by the board of education.**

The purpose of this handbook is to acquaint students and parents with the school system, its activities, organizations, opportunities and facilities. We are interested in each student and we want all students to get the most out of the opportunities afforded them in attending McLouth High School. It is recommended that you read this handbook and take it home and let your parents also read it. The handbook contains policies and procedures that shall be regarded as in effect in McLouth High School. Realizing that no handbook printed could answer all questions or problems, we invite the parents and students to visit us in the office. Sometime during the year some policies in this handbook will change as the need arises. We anticipate that the rules listed will be accepted in an atmosphere of cooperative compliance. Changes will be documented by the daily bulletin. Please keep in mind that ALL students are subject to ALL staff members.

## USD #342 MISSION STATEMENT

Together, we learn in a community that promotes

- Academic excellence
- Respect
- Life-long learning
- Responsible citizenship

## EDUCATIONAL PHILOSOPHY OF U.S.D. #342

The following statements define the basic educational philosophy of Unified School District No. 342

The Board of Education:

1. subscribes to the principle that all children served by the district, regardless of economic background, religious affiliation, race, educational need, or gender will be provided equal educational opportunity.
2. believes that the school district should provide dynamic leadership in shaping the culture, encouraging responsible citizenship, and increasing the educational, vocational and professional opportunities for all persons residing within its borders.
3. will strive to maintain the highest possible educational standards. The quality of education will be determined principally by the quality of the persons who teach.
4. believes the school is an integral part of the community and should be constructively cooperative with churches, service organizations, family groups, and other community organizations.
5. recognizes that society is in a state of constant change. In order to fully meet the needs created by this change, the district must continuously consider, evaluate, and when appropriate, implement new and improved educational techniques, curriculum or programs.
6. will work to maximize achievement through expectations of excellence and the highest of professional ethics from the Board of Education, administration, faculty, district personnel, and students.
7. will maintain a framework of fiscal responsibility. Recognized principles of sound business management shall be rigorously applied.
8. will strive to provide an environment that is conducive for constructive communication between the Board of Education, district employees, students, and the community.

## **NON-DISCRIMINATION POLICY**

6.18 Nondiscrimination (approved 11/11/96)

Discrimination, insult, intimidation, or harassment against any student on the basis of race, color, national origin, sex, disability, or religion in the admission of access to, or treatment in the district's programs and activities is prohibited. The Superintendent of Schools, USD 342, P O Box 40, McLouth, KS 66054-0040 Phone (913)796-2201, has been designated to coordinate compliance with nondiscrimination requirement contained in the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulations to the student, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.

Any student may file a complaint of discrimination with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

## **Enrollment/Withdrawal from School**

### **Admission Requirements**

All resident students 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 or 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 2-12 shall provide a certified transcript or 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, 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 order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

### **Non-Resident Students**

The district is not required to admit non-resident students. Non-resident students must apply to the superintendent for approval. A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the administration.

### **Pupil Information Form**

Each year during enrollment, parents and students must fill out an Emergency Procedure Card including the following information:

- name(s), phone number(s) of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of student's physician;
- description of any medical conditions of which the staff needs to be aware.

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 parents' work;
- mailing or street address; or
- emergency contacts.

### **Assignment to School/Classes**

The superintendent shall assign students to the appropriate building.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parent(s) disagree, the principal's decision may be appealed to the superintendent. If the parent(s) are still dissatisfied with the assignment, they may appeal in writing to the Board.

### **College Classes/Dual Credit**

The district may enter into an agreement with Highland Community College for the purpose of allowing students to receive dual credit. Students are encouraged to take advantage of this opportunity to gain college credit; 0.5 will be added to their grade (See "Grading Scale").

### **Work Release**

Students may apply for early dismissal during the senior year. Seniors must complete all requirements of the application procedure before being granted early dismissal for a maximum of one period/day and it must be the final period of the day. Early dismissal must be for an entire semester and the application must be completed and approved prior to the start of classes for the semester.

### Vocational or Other Work Experience

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.

### **Fees**

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

- textbook fees;
- athletic participation fees;
- materials for class projects;
- membership dues in student clubs;
- voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
- musical instrument rental and supplies;
- personal apparel, used in extracurricular activities, that become the property of the student; and
- activity trip fees.

### **School Designated Planners**

All students will be given a school designated planner at the beginning of the school year or when they enroll. Students who lose their planner can purchase an additional one from the high school office. This planner will be the student's required hall pass.

### **Transferring Credit**

In the middle school and 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

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal 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.

### **Records**

All student 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 right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational 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; and
  - disclosure without consent is permitted by law.
- 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 342 has failed to comply with FERPA's requirements. The address of this office

is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

- The right to obtain a copy of USD 342 policies for complying with FERPA. A copy may be obtained from the school office.

### Academics

#### PowerSchool

McLouth Schools uses a web based student information system. Parents can access and review student progress through the PowerSchool system.

The McLouth School PowerSchool server is located at <http://ps.mclouth.org:8080>. Usernames and passwords are assigned by the school. Passwords may be obtained by stopping by the office with proper identification or calling the office and it will be mailed to you.

#### Grade Level/Course Outcomes

The grade level/course outcomes are available in the superintendent's office.

#### Channels of Communication

Patrons who have complaints, concerns, or compliments must follow this procedure in this order: (1) see the teacher; (2) talk to the principal; (3) schedule an appointment with the superintendent; (4) fill out a complaint form which may be secured from any office.

#### Program/Course Complaint

Patrons who have complaints about district curriculum may complete a Program/Course Complaint Form available in the central office.

#### 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, and any state required tests.

It is the goal of the McLouth School District to have all students learn the intended curriculum and perform at an acceptable level on the State Assessments. The federal government, through No Child Left Behind (NCLB) has determined what an acceptable level is for students. Following is the State Assessment schedule for the next three years.

### Kansas State Assessment Schedule

2010-2011	2011-2012	2012-13
Reading once in high school	Reading once in high school	Reading once in high school
Mathematics once in high school	Mathematics once in high school	Mathematics once in high school
Science once in high school	Science once in high school	Science once in high school
Writing once in high school	History/Government high school	Writing once in high school

The five performance levels for the State Assessments are:

- Exemplary
- Exceeds Standard
- Meets Standard
- Approaches Standard
- Academic Warning

### Grading Scale

A+	4.00	98-100%	B-	3.00	80-82%	D	1.00	63-66%
A	4.00	94-97%	C+	2.00	77-79%	D-	1.00	60-62
A-	4.00	90-93%	C	2.00	73-76%	F	0.00	0-59%
B+	3.00	87-89%	C-	2.00	70-72%			
B	3.00	83-86%	D+	1.00	67-69%			

Students that take college classes concurrently with high school classes will have a 0.5 added to their final grade point.

### Incompletes

The grade of "INC" indicates that the work in the subject is not complete due to extenuating circumstances and that the proper credit can be earned by doing certain work as indicated by the instructor of the course. When the work is properly completed, the credit will be entered on the student's permanent record. An incomplete must be made up within two weeks following the end of the semester. If it is not made up, the grade for the incomplete work will be given "0%." No incomplete shall be granted without approval from the principal.

### Grade Classification

The following credits are required to be classified as: Sophomore = 5; Junior = 11; and Senior = 17.

### Report Cards

Periodic reports either written, by telephone or individual conference with parent(s) may be made to parents during the interim between formal reports being issued. Staff shall contact parents of students who are failing to master the learning objectives or whose grades have shown a decrease since the last reporting period.

The formal report shall be in writing following each nine week grading period.

### After School Assistance Program (ASAP)

We believe that every student can learn and be successful in school. However, some students learn at different rates or don't respond to traditional methods of instruction. The ASAP will provide the necessary time for these students to receive the special tutoring or instruction necessary to promote their academic achievement and progress at school. Students and parents are encouraged to initiate participation in ASAP by contacting the instructor and establishing a schedule that is mutually agreeable.

The After School Assistance Program (ASAP) is available and can be assigned by an instructor to any student who does not hand in assignments, fails tests, is behind in class due to absenteeism, or is in danger of failure in the course. The ASAP will be held after school Monday through Thursday. The ASAP bus will run Tuesday through Thursday. The ASAP is designed to provide time for the student to receive the additional individual instruction, guidance, and supervision necessary for academic success.

### Care Team

The MHS Care Team is a group of teachers, the counselor and principal who are available to assist and encourage students to succeed academically.

### Seminar

Seminar is intended as an opportunity for students to complete homework or to study during the school day. Consequently, all students must follow these rules for the benefit of the students in the seminar class.

1. Students must be seated and quiet when the bell rings. Students may not leave the classroom unless they have a pass **already written in their agenda** by another teacher. No one will be allowed to leave to go get a signature.
2. In order that students may study in a quiet environment, there will be no talking.
3. Students must bring textbooks and supplies to class. No locker passes will be issued.
4. If students do not have homework, then students are expected to bring a book to read.
5. Students may not sleep.
6. At times, seminar time may be used for the administration of testing, surveys and other school needs.

All school rules apply to a seminar class. Take this opportunity to get work completed during the school day.

### Seminar Schedule

First 15 minutes	Sustained silent reading or quiet study time
Remaining time	Tutoring

### **Accelerated Reader**

All McLouth High School students will read approved Accelerated Reader (AR) books as part of their English grade. Accelerated Reader is a specific intervention designed to improve the reading comprehension skills of the student population. AR will account for 10% of a student's English grade. Each book is worth a certain amount of AR points. When a student finishes a book and takes a test, they can earn up to that amount of points. Students will accumulate points during a nine weeks period to apply toward their English grade.

1. An approved book is one for which we have a test on file (these books are marked with a butterfly sticker) or with teacher approval the student may create a test.
2. Language Arts teachers will administer the AR tests.

### **Parent/Student/Teacher Conferences**

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties.

One parent/teacher conference will be held each semester. (Refer to school calendar for dates of scheduled conferences.)

### **Awards and Honors**

#### Honor Roll

The Honor Roll will be computed at the end of each semester. Students must not have any D's or F's on their report cards for that semester to qualify for the Honor Roll. There will be a Principal's Honor Roll, a Gold Honor Roll and a Purple Honor Roll.

Criteria for the Principal's Honor Roll: Students must have a 4.0 grade point average for the semester.

Criteria for Gold Honor Roll: Students must have a grade point average for the semester of 3.50-3.99 with no D's or F's.

Criteria for the Purple Honor Roll: Students must have a grade point average for the semester of 3.00-3.49 with no D's or F's.

#### Academic Letters

A student must be on the Principal's or Gold Honor Roll for both semesters during the academic year to earn an academic letter. New students must be enrolled by the end of the first nine weeks of the fall semester to be eligible for an academic letter. Students will be recognized and presented letters during the academic banquet held at the end of the school year.

#### National Honor Society

Students who meet the academic standard of 3.0 (B) and who meet the qualifications of service, leadership, and character are given consideration by a team of faculty members for membership in the National Honor Society. Inductees will be honored at the Spring Awards Night.

### **Graduation**

#### Graduation Requirements

Students will need twenty-four (24) units of credit to graduate from McLouth High School. One-half unit of credit may be earned per semester or one unit of credit per year. The following are requirements for graduation from McLouth High School.

#### Graduation Requirements

- 4 Language Arts** - three shall be Basic English and one shall be Language Arts electives (Senior English or College English)
- 3 Social Studies** - one must be World History, one and one-half must be American History, and one-half Government
- 3 Math**
- 3 Science** (one credit physical, one credit biological and one science elective)
- 1 Computer** (one credit Computer Applications)
- 1 Physical Education/Health**
- 1 Fine Arts** (Music, Art, Drama, Foreign Language)
- 1 Practical Arts** (Home Economics, Industrial Arts, Computer, Business)
- 7 Electives** (of which only one may be Student Para)
- 24 Total Credits**

Any additional requirements of the Board of Education, including any changes that increase the number of units required for graduation, shall not adversely affect the students currently enrolled. When in the judgment of the high school principal such additional graduation requirements would impose an undue hardship on the student, the principal may waive one elective unit of credit. All graduates will be expected to complete the minimum requirements currently approved by the Board of Education.

**NOTE:** Students will earn a grade and elective credit for a student para assignment and summer driver education. The grade resulting from a para course and summer driver education will not be used in calculating grade point average (GPA) and Honor Roll.

#### Early Graduation

Students who complete all state and local graduation requirements may request permission to graduate early. Students interested in early graduation should see the guidance counselor for forms and information. If the senior receives permission for early graduation, s/he forfeits all senior activities with the exception of Prom and Commencement.

#### Graduation Exercises

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Appropriate student behavior and dress is expected. Graduation exercises shall be under the control and direction of the building principal.

#### Valedictorian/Salutatorian

To be eligible for valedictorian and salutatorian honors, a student must have been a student at McLouth High School for at least the final two semesters before graduation. The graduating class valedictorian will be the student(s) with the highest cumulative grade point average at the end of eight semesters. The class salutatorian will be the student(s) with the second highest cumulative grade point average at the end of eight semesters.

To be eligible for valedictorian or salutatorian honors, a student must be enrolled in the Board of Regents Recommended Curriculum for Qualified Admissions (see below).

### **Qualified Admissions**

Under Kansas law, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents' Institution if the student has completed the pre-college curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale.\*

Take notice that the pre-college curriculum consists of:

- four units of English;
- three units of mathematics;
- three units of social studies; and
- three units of natural science.

\*The law also specifies that a graduate is eligible for admission if he or she has a composite ACT score of not less than 21 points or ranks in the top 1/3 of his or her high school class upon completion of seven or eight semesters of study.

### **Finals Policy**

All students are required to take comprehensive final examinations in every class at the end of each semester. A student may, however, earn an exemption from final exams each semester if they meet the following criteria:

1. No unexcused absences
2. No more than three excused absences and a grade of A OR no more than two excused absences and a grade of B
3. Three tardies in a class will equate to one unexcused absence for this policy.
4. Students who have served in-school and/or out of school suspensions are not exempt from finals.

School activities absences are not counted against a student's attendance record. Because exemptions from final exams are not guaranteed and must be earned there will be no final examinations given before the scheduled time.

### **Make-Up Work**

It is the student's responsibility to obtain make-up assignments from teachers following an absence.

### **Academic Dishonesty**

Academic dishonesty - as in cheating or plagiarism - is not acceptable. Cheating includes copying another student's work - such as homework, classwork, or test answers - as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

## **AIDS and Sexuality**

The human sexuality and AIDS curriculum is available for inspection from the high school office.

## **Opt-Out**

A parent or guardian (or student eighteen years of age or 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.

To receive information on the opt-out provision, contact the high school office.

## **Attendance**

### **Compulsory Attendance Requirements**

Kansas law requires students to attend school until the age of 18.

Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma or GED; **or**
- they are enrolled in an approved alternative education program, recognized by the local board of education;
- or**
- a court orders exemption; **or**
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer. (see appendix)

Students age 16 or 17 who are not exempt shall be reported as truant.

### **Attendance/Truancy**

#### Definition of Excused and Unexcused Absences

An absence request must be for a valid reason. The office will determine if the reason is valid, therefore determining if the absence is to be excused or unexcused. Out of school suspension is an unexcused absence. Valid excuses are defined as (1) any illness, either personal or family, (2) attendance of a funeral, (3) doctor or dental appointments, and (4) an absence desired by a parent or guardian if approved prior to the absence by the principal. In order for absences due to doctor and dental appointments to be excused, the student must present a note from the doctor or dentist to the office upon return from the appointment.

Unexcused absences may be subject to disciplinary action.

#### Truancy

The building principal shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney.)

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant.

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

### **Tardies**

Each teacher will establish and enforce his/her own tardy policy. Excessive tardies may result in disciplinary action from the administrative office.

### **Sign In/Sign Out**

Students must sign out in the office before leaving school premises during the school day. Students must sign in when they arrive at school after the school day has begun.

### **Release of Students During School Day**

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the office shall verify the identity of the person seeking release of the student. If the office is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

## College Visits

Students will be allowed three days for college visitations during the senior year. All college visits must be arranged and approved with the school counselor. A planned absence form will need to be obtained and completed two school days prior to the date of the college visit. Any college visit not approved by the school counselor will be considered an unexcused absence. College visits will not be allowed during final exam time. Approved college visits will not count against a student's attendance and will be recorded as a "C" on the attendance report.

NOTE: One of the three senior college visits may be used during the second semester of the student's junior year.

## STUDENT DISCIPLINE POLICY

The administration reserves the right to review each situation and may deviate from a normal disciplinary progression as deemed necessary. **Disciplinary infractions accumulate over a student's career in grades 6-12. Students who accumulate multiple violations may be subject to more severe interventions than a first time offender.** Disciplinary infractions that occur during the last days of a school year may carry over into the subsequent school year and will result in a student being considered "not in good standing" and thus ineligible for any extracurricular activities that take place prior to the start of the next school term.

## McLOUTH USD #342 DISCIPLINE POLICY & GUIDE

The Board of Education of USD #342, McLouth, understands the many roles expected of schools and recognizes that none is more important than the teaching and learning of the intended curriculum for all students. The intended curriculum is any subject area that has a designated curriculum that is expected to be taught.

It is very obvious that instruction techniques (pedagogy), curriculum work, and forms of assessments are means to support the teaching and learning of the intended curriculum. It should be just as obvious that the discipline process is also a means to support the teaching and learning of the intended curriculum. Without the proper learning environment, teaching and learning will be greatly hindered.

To ensure a productive teaching and learning environment for all students K-12, McLouth U.S.D. #342 is committed to maintaining a safe environment, an orderly environment, and a productive classroom environment in all schools and at all school activities. To ensure the structure and consistency necessary to maintain such a positive teaching and learning environment, McLouth U.S.D. #342 has implemented a discipline process built on a foundation that consists of:

1. a definition of discipline,
2. belief statements regarding the handling of behavior, and
3. expectations for staff, student, and parent behavior.

This foundation is the basis for all decisions made in the handling of discipline situations, as well as the daily treatment of all.

## McLOUTH U.S.D. #342 DISCIPLINE PROCESS

### A. DEFINITION OF DISCIPLINE

Discipline is a process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

### B. BELIEF STATEMENTS

Teaching and learning of the intended academic curriculum for all students is the highest priority. Therefore:

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of another student or with teachers' responsibility to teach all students. Teachers will be expected to respond to all behaviors that interfere with their responsibility to teach other students. When a student does not respond to a teacher's instruction to stop a disruptive behavior, staff have the authority to remove the student from the learning activity.
- The misbehavior of a student will not excuse that student from successfully completing the learning objectives. Students required to leave the classroom will be expected by the teacher to perform the missed assignment(s). Students who are suspended will be given the opportunity to make up only major tests and assignments.
- Changing behavior takes time. Changing unacceptable behaviors to acceptable behaviors is a continuous involved process.
- Discipline is a part of the daily routine, not a disruption of the daily routine. Staff should not be surprised when students misbehave and not take such behaviors personally.

- Self-discipline is the expected outcome. Success in a discipline process occurs when students demonstrate self-discipline and make appropriate choices without coercion.
- Every discipline situation is an opportunity to teach expected behavior. Staff must be willing to teach school expectations by talking and counseling with students. Staff will use discipline situations as an opportunity to teach the expected behaviors.
- Teaching and modeling appropriate behaviors, along with implementing consequences for inappropriate behaviors, is the best way to help change unacceptable behaviors to acceptable behaviors. Discussing and modelling rules and expectations in class help students to understand that rules exist for everyone's benefit.
- Punishment by itself cannot change behavior. Punishment alone will not bring about self-discipline.
- In the handling of unacceptable behaviors, the focus will be on judging of the behavior of the student, not on judging the student.
- Staff will respond to misbehavior in professional way. It is not always possible to avoid taking some behaviors as a personal attack. Staff will not respond in a personal way.
- Staff will show respect to students and parents at all times, regardless of the students' and parents' behavior. One of the responsibilities of staff is to *build* bridges. Staff will handle disrespect in a respectful way. Staff are not expected to accept disrespect, but they will engage in such situations with respect.
- Staff will handle all discipline situations in a professional manner. All staff members are expected to:
  - Respond to only the misbehavior.
  - Judge the behavior, not the student.
  - Show respect at all times.
  - Respond in a professional—not personal—manner.
  - Refrain from using put-downs or allowing students to use put-downs.
- Parents will be expected to support the school staff in the correction of inappropriate behaviors of their children and to take advantage of the opportunities presented to help their children make up academic assignments. Parents have a responsibility to ensure that their children's behaviors do not take away from a safe and productive learning environment for others.

### **C. EXPECTATIONS**

The definition of discipline and the belief statements will provide the structure and consistency necessary to maintain a safe, orderly, and academically productive environment. The third part of the Discipline Foundation is the behavior expectations for all. Staff, students, parents and visitors will be expected at all times to:

- Demonstrate self-respect; respect for others;
- Help maintain a safe and orderly environment through the use of self-discipline.
- Handle all conflicts without the use of or threats of violence.
- Provide learning opportunities for misbehaving students.
- Assist misbehaving students to change their unacceptable behavior to acceptable behavior.

### **INTERVENTIONS / CONSEQUENCES**

The following are examples of interventions available in McLouth U.S.D. #342:

- Ignore behavior
- Looking in the vicinity of the misbehavior
- Walking toward the area of the misbehavior
- Verbal reprimand
- Informal talk
- Isolation
- Writing assignment
- Standing on the wall
- Loss of privilege
- Opportunity Room
- Parent communication
- Teacher-parent conference
- Behavior contract
- Detention packet/written assignment

- Detention
- Referral to principal
- School service
- Principal-teacher-parent conference
- After school assignment
- Saturday school
- Removal from bus
- Suspension from school-related activities
- Parent shadowing (optional)
- Referral to Intervention Team
- Referral to CARE Team
- Referral to counselor
- Referral to local agencies
- Short term out-of-school suspension
- Long-term suspension
- Expulsion for the remainder of the school year
- Expulsion for 186 school days

### **DEFINITIONS:**

#### Conference

The student and principal will have a visitation over the matter of misconduct that the student was involved in after the teacher has gone through discipline procedures. The student will be made aware that if certain conduct persists, disciplinary measures will be assigned. If the misconduct was a minor offense then a warning is all that is warranted; but if it is more serious in nature, more severe discipline may be assigned immediately.

#### Detentions & Detention Hall

Detention hall for office detentions will run after school Monday through Thursday. When a student is assigned a detention there is an option of serving it that afternoon or the next day detention hall is in session. If a student is tardy to detention hall, an additional detention for tardiness may be assigned.

Failure to serve an office detention will result in an in-school suspension (ISS). The ISS will be served in addition to the office detention.

Classroom detentions may be assigned by ANY employee of the school for minor violations of school policy and/or misconduct. An excessive accumulation of detentions may result in disciplinary intervention to remediate the problem behavior. It is the student's responsibility to notify parent(s) of a detention assignment at school.

#### Parent Shadowing

Parent shadowing may be considered as an alternative discipline assignment

### **Additional Educational Assignments may include:**

#### •Saturday Morning School

Saturday Morning School will be held from 8:30-11:30 a.m. on the Saturday assigned. The student's parent/guardian will be provided notice by phone or mail of the disciplinary assignment and the reason for the assignment. Failure to serve a Saturday Morning School may result in out of school.

#### In School Suspension

In School Suspension (ISS) may be assigned for all or part of a school day. The student will be assigned to the designated in school suspension area for the period of the suspension. Teachers will provide assignments for the student to work on while assigned to in school suspension.

Students who have been assigned ISS may not practice or compete in any activity for that day and until the next school day.

#### •Suspension/Expulsion

#### Suspension and Expulsion Procedures

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal.

A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated

employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

Students who have been assigned OSS may not practice or compete in any activity for that day and until the next school day.

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 parent to attend the hearing shall result in a waiver of the student's opportunity for the 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 information concerning services or programs offered by public and private agencies which 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 reestablish appropriate 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 or in any school building without the permission of the principal.
  - Attend any school activity as a spectator, participant or observer.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension Procedures

Except in an emergency, a short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student at an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

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

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

Any suspension of two or more days requires the student to serve an Evening School Assignment from 3 p.m. to 6 p.m. on one of the suspended days to be reinstated.

Students who receive a short-term suspension will ONLY be allowed to make up major assignments and tests.

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 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 or 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.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the results of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

#### Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

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

#### Appeal to the Board

- 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 expulsion hearings.
- The board shall make a record of the hearing of an appeal by mechanical or electronic recording.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

#### **Discipline Point System**

<u>Offense</u>	<u>Immediate Consequence</u>	<u>Points</u>
<u>Level 4</u> – Safe Environment – Behaviors that are intended to cause another individual physical or mental harm and/or are illegal. Examples are, but not limited to:		
Weapons	Long term suspension/expulsion	15
Arson	Long term suspension/expulsion	15
Explosive devices	Long term suspension/expulsion	15
Drug possession or sales	Long term suspension/expulsion	15
Alcohol/tobacco possession or use	1-10 day suspension	5-10
Threats/intimidation	1-10 day suspension	5-10
Fighting/assault/battery	1-10 day suspension	5-10
Gross disrespect towards adult	1-10 day suspension	5-10
Defiance that contributes to an unsafe environment	1-10 day suspension	5-10
Harassment of any kind	1-10 day suspension	5-10

Level 3 – Orderly Environment – Behaviors that occur that are not intended to cause physical or mental harm to another individual, but do negatively affect an orderly classroom environment. Examples are, but not limited to:

Theft	Restitution/1-10 day suspension	1-10
Disruptive behavior	Detention/OR/SMS	1-5
Dress code violation	Immediate correction/detention/OR/SMS	1-5
Inappropriate display of affection	Detention/OR/SMS	1-5
Profanity	Detention/OR/SMS	1-5
Defiance/Disrespect	Detention/OR/SMS	1-5
Skipping detention	Detention/SMS	1-5
Unexcused absence	Detention SMS	1-5
Inappropriate use of motor vehicle	Detention/SMS/loss of driving privilege	1-5
Inappropriate literature/graphics	Detention/SMS	1-5

Level 2 – Productive Classroom Environment – Behaviors that occur in the classroom and interfere with the learning of others. Examples are, but not limited to:

Talking out	Detention/OR	0-3
Horseplay	Detention/OR	0-3
Being out of seat w/o permission	Detention/OR	0-3
Disturbing another student	Detention/OR	0-3
Failure to follow reasonable request	Detentions/OR	0-3
Cheating/plagiarism	Detention/SMS	0-3

Level 1 – Personal Environment – Behaviors that occur in the classroom and affect only the disruptive student. The teacher will handle level 1 misbehaviors and *no points* will be assigned by the administration. Examples are, but not limited to:

- Not having appropriate materials
- Sleeping
- Being off task, but not disrupting others
- Failing to complete/turn in assignments

One (1) point will be assigned on the students' 4<sup>th</sup> time to the opportunity room and one (1) point will be assigned for each successive trip during that quarter. Two (2) points will be assigned for each Saturday School assigned to the student. If a student accumulates 5 or more points he/she will be given a 1 day OSS. If a student accumulates 10 points he/she will be given a 3 day OSS. If a student accumulates 15 or more points he/she will be given a 10 day OSS and recommended for long term suspension or expulsion. In an effort to promote student accountability and responsibility, students will be given an opportunity to earn back points through community service. The administration will assign all community service. Two (2) hours of service will be equivalent to one (1) point. All quality and quantity of service will be verified and evaluated by the assigning administrator. A maximum of five (5) points of service can be done. Once a student reaches fifteen (15) points, he/she is not eligible to earn back points.

The administration reserves the right to assign consequences and points to any violation of school policy that is not listed and may deviate from the consequences and points as deemed necessary.

### **Weapons**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

#### Possession of a Weapon

Possession of a weapon shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case by case basis. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

#### Definition of Weapons and Destructive Devices

As defined in KSA 72-89a01, the term "weapon" means (1) any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, (3) any firearm muffler or silencer, (4) any explosive, incendiary or poison gas, (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than one-quarter ounce, (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sandclub, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term "weapon" does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (4) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 or title 10 of the United States Code; (5) class C common fireworks.

### **Vandalism**

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

### **Corporal Punishment**

Corporal punishment shall not be used in the district.

### **Searches of Students**

Principals are authorized to search students' clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated. See "Lockers." Drug dogs may be used to search the premises.

### **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 conduct 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.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parent, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parent, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

### **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, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint of sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

### **Dress Code**

Clothing or accessories worn to school should not distract from the learning atmosphere of the school setting. If, at any time, a student appears in school in apparel that is considered by a staff member or the principal to be obscene in appearance, inappropriate for school, immodest and/or lacking in cleanliness they may be asked to change clothing or may be sent home immediately and permitted to return only after the inappropriate situation has been remedied, or assigned appropriate disciplinary measures. Exceptions to the dress code may be made for formal attire for special events such as Prom, etc.

Examples of clothing deemed inappropriate/immodest for wear at school or school activities are apparel that bears:

- offensive/suggestive designs or language
- advertisement of alcoholic beverages and/or tobacco products
- is of such cut or design as to be considered immodest
- excessively tattered jeans
- bare midriff shirts, mesh shirts, low-cut tank tops, T-tops, spaghetti strap tops
- ripped out shirts on the side seams
- short shorts (less than 5 inch inseam)
- representation of controlled substances or related paraphernalia
- sagging pants
- chains
- bandanas
- low cut shirts or tops
- skirt length must be as long as or longer than the longest fingertip. Skirts that pass this test may still be deemed inappropriate.

Students will not be allowed to wear hats in the building and the administration requests that parents/patrons set a responsible example and remove their hats while in the building, during the school day. Hats of an appropriate nature will be allowed during inside athletic events. No hats are to be worn in the building for any other school function outside of the school day.

### **Student Relations**

Public displays of affection between students are inappropriate and unacceptable in the school setting. Examples of public displays of affection include, but are not limited to, hand holding, kissing, walking arm in arm, inappropriate touching.

### **Gangs**

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

## **U.S.D. #342 CONTROLLED SUBSTANCE POLICY**

In order to ensure the highest possible standards of learning as well as the safety, health, and well-being of all students, USD #342 endorses procedures which will: aid all students in abstaining from the use of alcohol/drugs, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide after-care support for students. Controlled substances shall include: alcohol, tobacco products, illegal drugs, and misuse/abuse of prescription drugs or any material (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances.

Students are not to possess, sell, distribute, be under the influence of, or use any controlled substances; nor are students to be in possession of drug related or smoking paraphernalia. Possession shall mean "on the person, or on property owned and/or used by the person." This policy is in effect on all school district property, at any district sponsored activities both home and away, while traveling to and from any school sponsored activity on school transportation, and while wearing school issued uniforms, warm-ups, jackets, or other clothing. If the student is found to be distributing, the student's parents, the law enforcement agency, and any counselor involved with the student will be notified, and the student will be suspended from school pending an expulsion hearing. Other violations of the policy will be subject to appropriate discipline as outlined in the remainder of this policy.

In enforcing the provisions of this policy, the administration will act on reasonable suspicion brought by a teacher, an administrator, a law enforcement official, a student or other sources. When suspension or expulsion from school is proposed, students will be afforded due process rights in accordance with K.S.A. 72-8901, et. seq. The school district will attempt to cooperate with outside agencies in coordinating efforts to assist the student.

In an effort to assist students in successfully addressing chemical dependency problems, all McLouth schools will establish and maintain a student assistance program. The intervention team may assess student needs, develop goals, and make recommendations for needed services.

**PROCEDURAL GUIDELINES FOR ADMINISTRATION OF POLICY****FIRST OFFENSE (ALCOHOL/OTHER DRUGS):**

**NOTE:** Offenses which accumulate during the kindergarten through fifth grade period are separate from offenses which accumulate during the sixth through twelfth grade period. Consequences for a first offense may include any of the following:

- a. The administrator will notify parent(s)/guardian(s) of the student of the violation. Such notification may include a request for a conference with the parents to discuss evaluation and assessment.
- b. The administrator may notify appropriate law enforcement or juvenile agencies.
- c. The student will be ineligible to participate in any school activities for up to ten (10) school days after the penalty has been imposed.

**NOTE:** Students who violate the school activities suspension will be subject to additional disciplinary measures at the discretion of the intervention team.

- d. Refer to Level 4: Safe Environment for possible disciplinary action.
- e. The intervention team will meet with and evaluate the student. If the recommendation is to have the student evaluated by an outside agency, the student and parent(s)/guardian(s) must schedule an assessment with an alcohol/drug counselor and or treatment center of their choice and at their expense. The school counselor will have a list of intervention services available. If the assessment has not been completed within fourteen (14) days, the student will be subject to further ineligibility.

**SECOND OFFENSE (ALCOHOL/OTHER DRUGS)**

- a. The administrator will notify the parent(s)/guardian(s) of the student of the violation. Such notification will include a request for a conference with the parent(s)/guardian(s) to discuss evaluation and assessment.
- b. The administrator will notify appropriate law enforcement or juvenile agencies.
- c. The student will be ineligible to participate in any school activities for up to forty-five (45) school days.

**NOTE:** Students who violate the school activities suspension will be subject to additional disciplinary measures at the discretion of the intervention team.

- d. Refer to Level 4: Safe Environment for possible disciplinary action.
- e. During the school suspension the student and parent(s)/guardian(s) must schedule an assessment with an alcohol/drug counselor of their choice and at their expense. The school counselor will have a list of intervention services available. Participation in a rehabilitation counseling program is mandatory in order to reinstate eligibility for any school activity.

**THIRD OFFENSE (ALCOHOL/OTHER DRUGS):**

- a. The administrator will notify the parent(s)/guardian(s) of the student of the violation. Such notification will include a request for a conference with the parents to discuss evaluation and assessment.
- b. The administrator will notify appropriate law enforcement or juvenile agencies.
- c. The student will receive a ten (10) day out-of-school suspension pending a hearing for long term suspension or expulsion.

**NOTE:** Participation in an in-patient, rehabilitative treatment program may be a condition for reinstatement as a bona fide student. In case of reinstatement the student would be ineligible to participate in any school activities for up to 90 school days from the time of the third offense.

**NOTE:** Students who violate the school activities suspension will be subject to additional disciplinary measures at the discretion of the intervention team.

**Tobacco**

Possession and/or use of any tobacco products will be the same as an illegal substance or alcohol.

**Bus Regulations**

U.S.D. #342 provides bus transportation to and from school for those students who qualify and wish to use it. The bus itself is an extension of the classroom and proper rules of conduct must be followed. The transportation provided by the district is a privilege to a student and this may be revoked if unnecessary conduct persists by a certain student. The following are rules that will be enforced for all students riding on any bus or transportation provided by USD #342.

1. Each student may be assigned a seat during the first week of school.
2. The students assigned to a particular seat will be responsible for keeping that area clean and free from damage. Report any damage immediately.
3. No one will stand up on the bus except to load or unload at the proper time (when the bus is at a complete stop).
4. No food or drink may be consumed on the bus when it is in motion.
5. Students may talk with other students seated with or near them.
6. No horseplay is ever allowed on the bus or at points where students wait to load or unload.
7. No object of any description will ever be thrown on the school bus or out of the bus.

8. Any time the bus is coming to a stop or stopped, there will be no talking until the bus is under way again.
9. No adult or student will smoke while riding a school bus.
10. No profane language will be tolerated while riding a school bus.
11. A student will notify the bus driver if he or she will not ride the bus.

Bus misconduct may be identified as either: Productive Environment (Level 2), Orderly Environment (Level 3), or Safe Environment (Level 4).

## **Extracurricular Activities**

### **District Philosophy**

Extracurricular activities are an important component of the educational program at U.S.D. #342 McLouth Middle/Senior High School. These activities can, should, and must reinforce our academic programs. A well-balanced curriculum, that is accompanied by athletics and activities, provides an opportunity for not only physical, social and emotional growth, but it also strives to stimulate intellectual growth. The academic program teaches cognitive skills; the activities program endeavors to stimulate responsibility. Responsibility is mastered through dedication, discipline, and determination. The opportunity of participating in extracurricular activities challenges the student to become dedicated to the refinement of one's self. Furthermore, participation shall be deemed as a privilege and an honor to represent the school. In order for these programs to be successful:

- Students must learn determination in aspiring to reach their goals, both personal and team/group.
- They must receive encouragement from parents, school officials, coaches, sponsors, teachers, patrons and advisors. It is the philosophy of the Board of Education to, within the means of the district, provide the opportunity of extracurricular participation without regard to sex, race or creed.
- All participants must learn to accept success and failure, gain confidence in themselves, as well as poise. The student will strive to understand others, comprehend tolerance, and gain the feeling of self-actualization by accomplishing these goals.

It is through an efficiently administered total school program, that students and spectators become better citizens. We will participate and observe the principles and procedures of the Kansas State High School Activities Association (KSHSAA).

It is also the philosophy of U.S.D. #342 to provide an opportunity for all students who so desire to participate in interscholastic athletic competition. As the junior varsity contests are the training grounds for varsity athletics, all participants not playing on the varsity level should be allowed to play in the junior varsity games. However, there may at times exist circumstances that do not allow a student to participate.

### **Expectations for School Sponsored Activities**

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- parent notification;
- police involvement;
- suspension or expulsion; and/or
- exclusion from future extracurricular activities.

### **Activities Covered By This Manual**

All school-sponsored teams and groups which include, but are not limited to:

<i>Cross Country (B/G)*</i>	<i>Forensics*</i>	<i>Band*</i>
<i>Football*</i>	<i>Knowledge Bowl*</i>	<i>Art Club</i>
<i>Volleyball*</i>	<i>Student Council*</i>	<i>FCCLA</i>
<i>Basketball (B/G)*</i>	<i>Baseball*</i>	<i>Foreign Language Club</i>
<i>Track (B/G)*</i>	<i>Softball*</i>	<i>National Honor Society</i>
<i>Cheerleading*</i>	<i>Vocal Music*</i>	

*\*KSHSAA regulated groups*

## Definition of Teams/Groups

All high school sports sanctioned by McLouth Schools; cheerleading; any group who competes in KSHSAA sponsored events; other clubs, groups or teams as designated by the administration. All of the teams/groups must have rules of training that coincide with U.S.D. #342 total activity philosophies.

## Delaware Valley League

McLouth High School is a member of the Delaware Valley League. This league is composed of 11 schools from Jefferson, Leavenworth, Jackson, Doniphan, Johnson and Brown counties in Northeast Kansas. The high school portion of the league competes as one 11 team unit.

League schools are:	Atchison County Community	Doniphan West	Easton-Pleasant Ridge
Horton	Immaculata	Jackson Heights	JCN (Winchester)
KC Christian	Maur Hill-Mt. Academy	McLouth	Oskaloosa
Troy	Valley Falls	Wathena	

## Academic Eligibility

A student must meet and maintain the standards provided by KSHSAA and the USD #342 Board of Education in order to participate in extracurricular activities. KSHSAA scholastic standards state a student shall have passed at least five subjects of unit weight the previous semester and shall be enrolled in at least five subjects of unit weight during the present semester. Board of Education policy states that participants be passing all classes with a minimum of a "C" average, and no F's. Students may raise a failing grade to passing and be deemed eligible one time per season. This must be documented by their teacher in writing and turned in to the Activities Director before the athlete can resume competition that week. If a student is academically ineligible the effective period will run from Wednesday of the week the list is published through the following Tuesday.

Academic eligibility will be kept after the second week of a grading period. Coaches/sponsors must submit a roster to the Activities Director following the first week of practice to certify both KSHSAA and academic eligibility.

## Bona Fide Student & Good Standing Requirements

Students at MHS are required to be a bona fide student in good standing, in accordance with KSHSAA Rule 14 and school requirements, to be eligible for participation in any extracurricular activity of the school. This means that any and all obligations a student has must be completed and a student's conduct record must be acceptable or the privilege of participation and/or attendance will be denied until the student reestablishes a good standing status.

## Attendance

Students must be present for the entire school day to participate in competitive activities. Absences for doctor or other appointments scheduled on a competition day must be approved by the office in advance in order for that student to participate. Emergency appointments will be considered on a case by case basis.

Absences from school which are unexcused may be unexcused by the coach or sponsor of an activity if it interferes with practice or games. Students must be in school by noon to attend evening activities or participate in practice. Practices on days when school is not in session may be held if approved by the activities director or administration in advance. Absences at these practices must be approved ahead of time by the coach in order to be excused.

## Discipline

Students who have been assigned OSS or ISS may not practice or compete in any activity for that day and until the next school day. **[Note: The weekend is an extension of the last school day.]** Students who receive detentions that affect practice time may be held accountable for the time as per the team rules.

ASAP is not considered detention time. Coaches should be notified by the student who is taking advantage of ASAP time. Students should receive a pass from their ASAP teacher to give to the coach when they return to practice.

## Completed Forms

All athletes must have the following forms completed, signed, and turned into the Activities Director before they may start workouts:

- 1) physical
- 2) proof of insurance
- 3) permission to treat;
- 4) emergency contact numbers.

Furthermore the athlete could be determined ineligible to participate by the coach if these forms aren't completed and turned in before the first practice date. KSHSAA regulations require physicals and insurance forms to be completed and on file in the office before practicing.

### Athletic Training Rules

Students are offered a wide range of athletic and extracurricular activities at McLouth High School. In addition to remaining academically eligible, the following rules must be followed.

1. All participants and a parent/guardian will be required to attend a preseason orientation meeting and/or sign a team policy sheet prior to competing in that sport.
2. All participants must have the following forms completed, signed, and turned into the Activities Director before they may start workouts. 1) physical; 2) proof of insurance; 3) permission to treat; 4) emergency contact numbers. The athlete could be determined ineligible to participate by the coach if these forms aren't completed and turned in before the first practice date.
3. Participants are to remain academically eligible according to the policy stated in the Student Handbook and according to KSHSAA scholastic standards. Board of Education policy states that participants be passing all classes with a minimum of a "C" average, and no F's.
4. Participants who are academically ineligible are required to attend and participate in practices. Additionally, they are required to attend all scheduled events and travel with the group to away activities *unless approved by the coach*. Ineligible students will not be allowed to attend events in which the student will miss school time or when supervision is an issue.
5. Perfect attendance at events and practices is expected. The head coach must be notified of an impending absence in advance for it to be considered an excused absence.
6. Athletes must be present for the entire school day to participate in contests/events. Planned absences for doctor or other appointments scheduled on a competition day must be approved by the office in advance. Emergency appointments will be considered on a case by case basis.
7. Athletes who have been assigned OSS may not practice or compete in any activity for that day and until the next school day.
8. Each participant is responsible for the care and return of equipment and uniforms. Loss, breakage, or damage not associated with normal wear and tear will be charged to the student.
9. Each participant is to check equipment/uniforms in to coaches only (not secretaries, the activities director, etc.). All items must be checked in by the end of the first week after the final game of the season. Detentions may be issued by the coach and/or the student may be designated as "not in good standing," until the equipment/uniform is returned or paid for.
10. Good sportsmanship shall be shown before, during, and after all contests.
11. Foul or vulgar language will not be tolerated on the field, court, or in the locker room. An individual's physical actions will also be subject to the same criteria.
12. Use of tobacco, alcohol, or illegal drugs is forbidden. Offenders will be punished according to the district's Controlled Substance Policy.
13. Participants are expected to dress nicely to attend all events. Managers are part of the team and must abide by the same rule. Appropriate after-game dress will be determined by the coach/sponsor. Failure to adhere to this rule may result in loss of playing time or other consequences.
14. No student will be allowed in the locker rooms or gymnasiums prior to the assigned arrival time unless under the direct supervision of a coach. This applies for evening, weekend, or holiday practices, as well as on game nights.
15. Students are expected to keep the locker room clean of tape, litter, soap, and personal clothing and equipment. Absolutely no horseplay will be allowed in the locker room.
16. Athletes will stay out of the coaches' offices unless invited in by the coach.
17. Each participant is responsible for personal valuables. Each athlete will be issued a locker and lock and is expected to use them. Valuables may be locked in the office with the permission of the coach/instructor. Students should not carry large sums of money to school or on school trips.
18. **ALL DECISIONS MADE BY THE COACHING STAFF OF EACH SPORT CONCERNING STRATEGY, TACTICS, AND PERSONNEL WILL BE FINAL!!**

### Sportsmanship

The administration and Board of Education of USD #342 fully support and have adopted the criteria established by the K.S.H.S.A.A. Rule 52 Citizenship/Sportsmanship. The interscholastic activities program provided by the school is designed to promote healthy competition in a spirit of fair play and mutual respect for officials and opponents.

- a. Be courteous to all (participants, coaches, officials, staff and fans).
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Students and patrons that do not display appropriate sportsmanship may be prohibited from attendance at future activities.

### **Assemblies and Pep Rallies**

All students and staff members are to attend assemblies designated for their grade level to attend. Upon dismissal students/staff are to go immediately to the assembly location and be seated in an orderly manner. Conduct for assemblies should be appropriate for the setting and type of assembly program presented.

Students are expected to be courteous, respectful and attentive at all times whether or not a guest is present. Guests should feel welcome and leave our school impressed with the class displayed by the students and staff.

## **AWARDS**

### **High School Athletic Lettering Guidelines and Awards Policies**

1. To earn an athletic letter the following guidelines have been established. Letters may be awarded for those athletes who meet the criteria listed below.
2. If a student does not meet the lettering guidelines, the student may receive a junior varsity letter or a certificate of participation. Those playing on freshmen teams will receive a certificate of participation unless they meet JV requirements.
3. The final decision for all letters is the discretion of the coaching staff based on the student athlete's total contribution to the team.
4. If a student cannot complete a season due to injury or circumstances beyond the student's control and has met the game time percentage requirement prior to that time, a letter shall be awarded.
5. Any high school student who participates four complete years in a sport shall receive a varsity letter during the senior year.
6. In order to receive any award or letter, the athlete must be in attendance at the awards assembly, unless excused in advance by the activities director or administration. No letters will be issued prior to the assembly. If a student's absence from the awards assembly is unexcused, only certificates or other consumables will be issued to the student. Bars, letters and other emblems that can be reused will not be issued.

<b><u>SPORT</u></b>	<b><u>VARSITY</u></b>	<b><u>JUNIOR VARSITY</u></b>
<b>Volleyball, Football, Basketball, Baseball, Softball</b>		
Practice Time	90%	90%
Playing Time	60%	50%
<i>(Quarters FB,Basketball;Games for VB,BB,SB)</i>		
<b>Track</b>		
Practice Time	90%	90%
Meet Performance	Place in at least three meets.	Place in at least one meet.
<b>Cross Country</b>		
Practice Time	90%	90%
Meet Performance	Medal in at least three varsity races.	Medal in at least 3 JV races or 1 varsity race.
<b>Cheerleading</b>		
Practice Time	90%	None given
Event Cheer Time	90%	None given

### **BRAMMELL AWARD**

Ira Brammell retired from the McLouth School District in 1971 after serving the community for over 25 years. During those years, he served as high school coach, teacher and principal. In honor of Ira Brammell, who dedicated his life to education and helping hundreds of young people prepare for their future, the Ira Brammell Award may be given to a deserving athlete in each sport each year. The participant will be selected on athletic ability, scholarship, leadership, character, dedication and inspiration. The selection committee may approve more than one award per sport if equally deserving students are involved.

### **HIGH SCHOOL ACTIVITY AWARDS GUIDELINES**

1. Students may be awarded activity letters in Knowledge Bowl, Band, and Vocal Music if they meet the criteria listed below.
2. If a student does not meet the lettering guidelines, the student may receive a junior varsity letter or a certificate of participation.
3. The final decision for all letters is the discretion of the sponsor or teacher based on the student's total contribution to the team or group.

4. If a student cannot complete a season due to injury or circumstances beyond the student's control and has met the requirements prior to that time, a letter shall be awarded.
5. Any high school student who participates four complete years in the activity shall receive a varsity letter during the senior year.
6. In order to receive any award or letter, the student must be in attendance at the awards assembly, unless excused in advance by the activities director or administration. No letters will be issued prior to the assembly. If a student's absence from the awards assembly is unexcused, only certificates or other consumables will be issued to the student. Bars, letters and other emblems that can be reused will not be issued.

<u>ACTIVITY</u>	<u>VARSITY</u>	<u>JUNIOR VARSITY</u>
<b>Knowledge Bowl</b>		
Event Performance	60% of Varsity meets	50% of JV meets
<b>Band or Vocal Music</b>		
Points	100 points Band 100 points Vocal Music	None Given None Given

Point system as follows:

- 25 points - All concerts/contests
- 20 points - Enrolled in band or vocal music with grade of B or better/semester
- 15 points - Each solo performance at State contest
- 10 points - Each solo at league or regional contest
  - Each group performance at regional contest
  - Private lessons
- 5 points - Documented attendance at an outside concert with brief review.
  - Each group performance at league contest
- 3 points - Each pep band performance (band only)
- 1 point - Each performance away from school (solo/group)

### Forensics

Meet one of the following criterion:

1. Qualify for State Forensics Championships in one event; or
2. Qualify for State Forensics Festival twice in the same event; or
3. Qualify for State Forensics Festival in multiple events; or
4. Receive a "I" ranking at State Forensics Festival.

### HAZARDS INHERENT IN TACKLE FOOTBALL AND PARTICIPATION IN ATHLETICS

#### ***BOTH THE APPLICANT STUDENT AND A PARENT OR GUARDIAN MUST READ CAREFULLY.***

Students and parents are aware that tackle football is a violent contact sport and that playing or practicing to play tackle football will be a dangerous activity involving MANY RISKS OF INJURY. It is understood that the dangers and risks of playing or practicing to play tackle football include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the body, general health and well being. It is understood that the dangers and risks of playing or practicing to play tackle football may result not only in serious injury, but in a serious impairment of future abilities to earn a living, to engage in other business, social and recreational activities, and generally enjoy life.

Because of the dangers of tackle football, and all sports, students should recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules, etc., and to agree to obey such instructions.

### Overnight Field Trips

Occasionally field trips, athletic events and other school sponsored activities may necessitate the need for overnight lodging. When students participate in such events, they will be assigned rooms by the sponsors. They are to be in only their rooms unless given approval by the sponsor (i.e., perhaps an organizational meeting may be called by the sponsor in one of the rooms). Students will not stay with parents when representing McLouth School unless approved by the administration.

A reasonable curfew will be established by the sponsor and will be adhered to by students. Periodic room checks will be conducted. Abuse of the aforementioned may result in parents being notified to make arrangements for their

child's transportation home. Students may also be suspended from future events.

### **Transportation to School Activities**

All students will be transported by the school to and from all extracurricular activities. **No student shall ride home with friends or relatives unless they are the student's parent(s) or guardian(s) and they personally deliver a signed, handwritten note to the coach stating that their child will be riding with them from the contest.** In lieu of a handwritten note by the parent/guardian, the coach may require the parent/guardian to sign a form stating that the student is being released to the parent/guardian from a specific event. Emergency or extenuating circumstances will be dealt with by prior arrangement through the office or by the coach/sponsor, administrator or administrative designee on site. Students wanting to be picked up or let off the bus in front of their home, provided the bus goes by their home, must have written permission granted from the parent and administrator.

### **Fund-Raising**

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities.

All student sales projects shall require the principal's prior approval.

### **Parties/Social Events**

All classroom parties and other school social events must be approved in advance by the principal.

### **Dances**

Student organizations are encouraged to sponsor dances during the school year. All school rules and regulations are in effect at all dances unless otherwise specified. To retain this privilege, the following rules must be observed.

1. Permission to hold a dance must be obtained from the office at least two weeks in advance of the event.
2. No dance shall last later than 12:00 a.m. with the exception of Homecoming and King & Queen of Courts which shall last no later than 12:30 a.m.
3. More illumination than that from the exit sign is required.
4. The type of dress which is appropriate shall be determined by the sponsoring organization and principal.  
**Persons improperly dressed will not be admitted.**
5. Persons leaving the building will not be readmitted. No one will be admitted 30 minutes after the dance has begun.
6. Persons who are not students at MHS and are dates of McLouth students will be admitted only if they are signed up prior to the dance and their attendance has been approved by a parent of the McLouth student and the principal by completing the Dance Guest Permission Form (see Appendix). Guests/dates of MHS students at dances are subject to the same rules/expectations for dress and conduct as are members of the student body.
7. No middle school or elementary student will be allowed to participate in or attend the high school dances or vice versa (as a date, guest, etc.). Administration reserves the right to deny approval of guests who may be disruptive.
8. Any person who is suspected of having engaged in the consumption of alcoholic beverages or drugs will be dismissed. If the party is a McLouth student, disciplinary action will be taken by the office. McLouth students will be held responsible for the behavior of their dates.
9. Any behavior which is judged by the sponsor to be misconduct will be considered sufficient reason for immediate dismissal. This would include inappropriate or suggestive dancing.
10. ALL DECISIONS OF THE SPONSOR ARE FINAL!

### **Student Publications**

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

## **Health and Safety**

### **Accidents, Reporting of**

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

sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment. See Appendix for sample student accident form.

### **Medications, Administering**

Diagnosis and treatment of illness and the prescribing of drugs, medications and nostrums are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses unless authorized hereinunder. School personnel are advised that the Nurse Practice Act KSA 65-1113 et. seq., as amended, makes it illegal for school nurses to administer medications or treatments that have not been prescribed by a licensed physician or dentist. The law under that statute also prohibits any acts of diagnosis.

It is the opinion of the State Board of Health, the State Department of Education, the Kansas School Health Advisory Council and the board that the public school should never provide students with aspirin or other medication. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Neither diagnosis nor treatment are within the responsibilities of the school.

Dispensation of any prescribed medication must have a written order of a licensed physician and/or dentist to allow designated school personnel to administer the drug. The following rule for the administration of medication by school personnel, including school nurses, is authorized:

Administration of aspirin or other unprescribed medication shall not be practiced by any school personnel including school nurses. In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents; but the family physician will send a written order to the school. In secondary schools, students and parents are responsible for the administering of all over-the-counter medications.

### **Inoculations**

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during an outbreak.

### **Communicable Diseases**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

### **Weather Emergencies**

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 calls broadcast by the SchoolReach message system. Announcements will also be made over the following radio/TV station(s): WIBW radio 97.3 FM 580 AM and TV Channel 13, KTKA Channel 49; FOX Channel 4, KMBC TV Channel 41, KCMO radio 95 FM 810 AM, and Country 94 (94.5 FM) LAZER 105.9 FM, and KAIR 93.7 FM in Atchison. These announcements will be made about 6:30 a.m. on the day concerned.

If an emergency occurs with less than one hour of 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 board policy for release of students during the school day.

### **Procedures to Evacuate Students with Disabilities**

School staff members will be responsible for the evacuation of students with disabilities.

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## General Information

### Insurance

Parents may wish to purchase student accident insurance made available by American Bankers Life Assurance Company. Students must have insurance coverage before participating in interscholastic sports. Insurance application forms may be obtained in the high school office. The coverages, which pay in addition to any other insurance, have the following plans available on a voluntary basis.

1. School Time Coverage (covers interscholastic sports except high school football)
2. 24-Hour Coverage (cover interscholastic sports except high school football)
3. High School Football Coverage

### Personal Property

Students are responsible for any personal property they bring to school or school activities. Students are responsible for any school property; textbooks, uniforms, lockers, calculators, etc., that has been checked out to them. Backpacks and book bags are to be placed in the student's locker upon arrival to school and kept in the locker throughout the school day. Electronic devices are not to be used in the classrooms unless permission is granted by the instructor.

### Posters

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

### Telephone Calls / Cell Phones

The high school office staff will only deliver messages to students during the school day in the event of an emergency. Students will not be called out of class for a phone call except in an emergency. All other messages will be held for students to pick up in the office after the dismissal bell.

Students are not to use cell phones during the school day unless permission is granted.

### Use of Personal Vehicle

Students who drive to school shall park in the designated parking areas. Students may not go to their vehicles during the school day without permission from the office.

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.

Vehicles parked on school grounds or at school activities may be searched.

### Visitors

Parents are welcome at school and are welcome to attend school assemblies and functions. Visitors must first check in at the office and obtain a visitor's pass. Agents and individuals are not permitted to solicit students or teachers on the school premises without a permit from the principal. **Student visitors will not be permitted.**

### Computer Use

Use of or access to district computers and computer software is limited to district approved users under the conditions put forth in the McLouth USD #342 Acceptable Use Policy.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Students shall not use electronic communications, including e-mail and the internet, to harass staff, students or other individuals.

### No Right to Privacy

Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons.

Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the district.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

**MCLOUTH USD 342  
INTERNET SAFETY POLICY**

This Internet Safety Policy is designed to help the user understand McLouth USD 342's expectations for safe use of the Internet and in association with McLouth USD 342 Acceptable Use Policy to help use those resources wisely. In order for McLouth USD 342 to be able to make its technology systems and Internet access available, all users must take responsibility for appropriate and lawful use of this access. While McLouth USD 342 will make reasonable efforts to supervise the use of network and Internet access, users must cooperate by exercising and promoting responsible use of this access.

**Access is a privilege**, not a right, and access entails responsibility. All users have a responsibility to use McLouth USD 342's technology systems and the Internet in a professional, lawful, and ethical manner. Violation of this policy shall result in due process disciplinary action, including possible termination of information technology privileges, termination of current role/position/status, civil, and criminal liability.

Using McLouth USD 342 information technology systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. Any parent or guardian of a student may direct that the student not be given access to the Internet.

**I. PERSONAL RESPONSIBILITY**

- A. You agree to appropriately report any misuse of McLouth USD 342 technology systems. Misuse means violations of McLouth USD 342 policy or other use that is not included in McLouth USD 342 policy, but has the effect of harming another or his or her property.
- B. McLouth USD 342 is providing privileged access to its technology systems and the Internet for educational purposes. Users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.
- C. If you have any doubt about whether a contemplated activity is appropriate, you may consult with your supervising administrator/teacher/staff to help you decide if a use is appropriate. All users and their parents/guardians are advised that access to the Internet may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of McLouth USD 342 technology systems and Internet and stay away from these sites.
- D. Be safe. In using the computer network and Internet, do not reveal personal information about yourself, minors, or any other person. Personal information includes, but is not limited to, your home address, telephone, school address, work address, etc. Do not use information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the Internet. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**II. NETIQUETTE**

- A. Be polite. Use appropriate language. For example no swearing, vulgarities, suggestive, obscene, belligerent, bullying, or threatening language.
- B. Avoid language and uses which may be offensive to other users. For example don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- C. All users must take special care to maintain the clarity, consistency, and integrity of McLouth USD 342 mission and goals when using the Internet. Internet usage must be able to survive public scrutiny and disclosure.

**Lockers**

All students are required to have a locker and all lockers will be assigned by the high school office. Lockers should be kept locked at all times. Students are not to trade lockers, share lockers, or give their combination to other students. If changes need to be made, they must be approved by the office. Students will be held responsible for the condition and contents of their lockers.

Lockers are school property and there is no expectation of privacy regarding lockers. 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. Drug dogs may be used to search the premises.

## Student Services

### Counselor

#### Academic Counseling

Students are encouraged to talk with a school counselor, teachers, and principals in order to learn about the curriculum offerings, graduation requirements, qualified admissions for Regents universities and academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

#### Personal Counseling

The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should stop by the counselor's office in the morning or during breaks to set up an appointment and secure a pass. Present the pass to the classroom teacher prior to attending the appointment. Failure to secure prior permission to visit the counselor may result in an unexcused absence.

### Food Service

Breakfast and hot lunches are served daily in the school cafeteria. All students are encouraged to use the lunch ticket program. The Lunch Express is a computerized lunch system that has been set according to state and federal accounting guidelines and will operate as follows:

1. Each family will be assigned a unique ID number for all students in their family. Each student in the family will also be assigned an individual ID number within their family account by which individual purchases may be tracked. Any money you send to school with your student for lunch will go into the family account - no cash will be given back to them. Checks for the family accounts can be mailed to the elementary office.
2. Money may be put into the family's account any morning before school in the office.
3. A lunch or breakfast may be purchased and the amount of the purchase will be automatically deducted from the family account. Ala carte items and milk must be purchased using cash only.
4. A reminder slip will be mailed to the parents when the family account has reached a low balance.
5. Charges will be allowed up to \$2.50.

Students may still pay cash for their meals, however the Lunch Express system is the preferred plan for our breakfast and lunch programs. Students who use Lunch Express will be served first.

Students will NOT be able to CHARGE meals for more than \$10 per family. When an account reaches a negative \$10 balance students WILL NOT be able to EAT school meals. A payment must be made to that account to bring the balance to a positive amount or parents should send a sack lunch to school with their child(ren). To help you monitor your children's account, notices will be mailed home twice a month.

Sharing with fellow students will be discouraged.

McLouth High School has a closed lunch period. Food and drink are to be consumed in the cafeteria. Teachers/school officials may confiscate any food or drink being consumed outside of the cafeteria. Students are not allowed to be in the parking lots or their cars during the lunch period. In fact, during their assigned lunch period, students are to be in the lunchroom or the designated outdoor area. If a student needs to leave these designated areas, permission must be obtained from the lunchroom supervisor.

All students should act in a courteous and respectful manner while waiting in the serving line and during lunch. No food or drink, except for a sack lunch for the individual student, may be brought to school without prior approval. Any food brought or delivered in violation of this rule may be confiscated.

**NOTE:** Students who are on special diets and cannot eat a school lunch may be excused to go home and eat if they:

1. Can walk home and eat and return to school within their lunch period; and
2. Have on file with the building principal a letter from their doctor stating that they must be on a special diet for health reasons.

## **APPENDIX**

**BOARD OF EDUCATION**

Kristi Carlton  
Jessica Folsom

Heather Coit  
Andy Sullivan

Edward Courtney  
Mike Tullis

**STAFF INFORMATION**

Jean Rush	Superintendent
Lorie Patterson	Clerk / Business Manager
Sherri Brown	Central Office Secretary
Mike Bogard	Secondary Principal
Jason Schroeder	Activities Director / Elem. Physical Education
Phillip Thomas	Technology Director
Debbie Kesinger	High School Secretary / Registrar
DeAnna Gill	Middle School / Athletic Secretary
Cliff Weeks	Counselor
Annamaria Rainey	Guidance Office Secretary
Rachelle Christie	Language Arts
Aaron Polson	Language Arts
David Boucher	Social Science
Lindsay O'Neil	Foreign Language
Sara Booth	Science
Steven Murdie	Science
Shannon Covert	Math
Ty Haas	Math
Steve Gish	Computer Science, Math
Gerard Aligo	Physical Education
Gary Freeman	Physical Education
George Karn	Industrial Arts
Sandra Walbridge	Family & Consumer Science
Karen Bailey	Business Education, Computer
Jerome Johnson	Instrumental Music
Jessica Lenhart	Vocal Music
Erin Scott	Art
Gaby Holcomb	Media Center
Joshua Jacobs	ISU
Daniel Brune	Gifted

**COOKS**

Cory Sullivan, Head Cook  
Tara Stauch

Jeannie Jantz  
Helen Tullis

Becky Sheley

**CUSTODIANS**

Wes Patterson  
Angie Tillisch

Malinda Hogan  
Robert Walker

Barbara Reliford

**TRANSPORTATION STAFF**

Paul Reed, Director  
Gregg Justus, Mechanic  
Terry Snyder

Kirk Lewis, Director  
Angie McCowan  
John Wright

Jolene Holwick  
Don Nowak

Dixie Jones  
Debby Smoots

**STUDENT LEADERS  
2010-11**

**STUDENT COUNCIL OFFICERS**

Alex Courtney	President
Andrea Sullivan	Vice President
Morgan Wise	Secretary
Calvin Booth	Treasurer

**NATIONAL HONOR SOCIETY OFFICERS**

Corinne Hoffhines	President
Jeri Holwick	Vice President
Tyler Ottensmeier	Vice President of Activities
Morgan Wise	Secretary
Ally Bristol	Treasurer

**SENIOR CLASS OFFICERS**

Chanler Tharpe	President
Derek Wright	Vice President
Misti Jenkins	Secretary
Jeri Holwick	Treasurer
Logan Terry	StuCo Representative
Adam Gray	StuCo Representative

**JUNIOR CLASS OFFICERS**

Alex Courtney	President
Clare Courtney	Vice President
Kelsey Campbell	Secretary
Andrea Sullivan	Treasurer
Hunter Koch	StuCo Representative
Ally Bristol	StuCo Representative

**SOPHOMORE CLASS OFFICERS**

Marc Walbridge	President
Charlie Courtney	Vice President
Alex Adams	Secretary
Jamie Cain	Treasurer
Katie Gann	StuCo Representative
Wyatt Farris	StuCo Representative

**FRESHMAN CLASS OFFICERS**

Drew Cerny	President
Sarah Petrie	Vice President
Destiny Mestagh	Secretary
Baylee Brown	Treasurer
Dylan McHenry	StuCo Representative

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Konner Patterson

StuCo Representative

## SYMBOLS AND TRADITIONS

### SCHOOL CREST

McLouth High School was established in 1900. In the fall of 1995, MHS students designed our official crest. Each symbol has significant meaning.

- Flame - Knowledge
- Winged Foot - Athletics
- Music Lyre, Paint Palette, Drama Mask - Fine Arts
- Handshake - Citizenship
- Gavel - Leadership



### SCHOOL COLORS

McLouth High School colors are purple and gold.

### SCHOOL MASCOT

The mascot of McLouth High School is the BULLDOG.

### ALMA MATER

Our strong bands can ne'er be broken,  
Formed at McLouth High;  
Far surpassing wealth unspoken,  
Sealed by friendships ties.  
Alma mater, Alma mater,  
Deep graven on each heart;  
Shall be found unwavering true,  
When we from life shall part.

### HOMECOMING

The Student Council sponsors various activities during the week ending with a parade of floats, football game, crowning of King and Queen and a dance.

### KING AND QUEEN OF COURTS

A King and Queen are crowned during basketball season.

### JUNIOR-SENIOR PROM

A formal evening with program and dance are planned by the Juniors for the Seniors.

### ACADEMIC BANQUET

A banquet at the end of the school year is held for students who earned an academic letter. Students' parents/guardians, the administration, and the Board of Education are also invited to participate in this event. (To earn an academic letter, a student must have been on the Gold Honor Roll for both semesters during the academic year.)

### FALL SPORTS PREVIEW

Team scrimmages and activities to kick off fall sports - cross country, football, and volleyball.

### LATE NIGHT WITH THE BULLDOGS

Activities and scrimmage planned to officially kick off basketball season.

**MCLOUTH HIGH SCHOOL**  
**PERMISSION FORM FOR OUT-OF SCHOOL GUEST**

TO BE SIGNED AND COMPLETED BY MCLOUTH HIGH SCHOOL STUDENT IN ADVANCE OF ACTIVITY.

I, \_\_\_\_\_, would like to invite  
(Name of MHS Student)

\_\_\_\_\_ as a special guest to  
(Name of guest invited) (Age)

attend \_\_\_\_\_ at McLouth High School.  
(Event - i.e., Homecoming, Prom, etc.)

I have informed him/her of the school rules and we both understand that I am responsible for my guest and that all school rules and regulations are to be followed.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
(M.H.S. Student's Signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
(Guest's Signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
(Parent/Guardian Signature)

# McLouth Unified Schools

District No. 342  
217 Summit Street  
McLouth, Kansas 66054  
Phone 913-796-6122

Mike Bogard  
Principal

## PARENTAL CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE EXEMPT FROM COMPULSORY ATTENDANCE REQUIREMENTS

I, \_\_\_\_\_, understand that pursuant to Kansas law, \_\_\_\_\_ is required to attend school until he/she receives a high school diploma or general education development (GED) credentials or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-1111, as amended, Unified School District No. 342 encourages \_\_\_\_\_ to remain in school or pursue an educational alternative.

The academic skills listed below have not been achieved by \_\_\_\_\_ :

\_\_\_\_\_ The future earning power of a high school graduate is \$990,000.00 over his/her lifetime. The future earning power of a high school dropout is \$675,000.00 over his/her lifetime. The difference is \$315,000.00 over a lifetime.

\_\_\_\_\_ is encouraged to attend one of the following alternative educational programs:

\_\_\_\_\_ I (We), the undersigned, hereby give written consent to allow \_\_\_\_\_, who is \_\_\_\_\_ years of age, to be exempt from the Kansas compulsory attendance requirement and state we have attended the final counseling session conducted by USD No. 342 in which the above information was presented to us.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent(s) or Person acting as Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**McLouth Schools  
Medication Administration Request**

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Allergies \_\_\_\_\_ Grade \_\_\_\_\_

Physician \_\_\_\_\_

**Prescription Information**

(Homeopathic, herbal, natural remedies cannot be delegated without physician's order.)

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Time of day to be given \_\_\_\_\_ Start Date \_\_\_\_\_

Expected Days of Use \_\_\_\_\_

Reason for Medication \_\_\_\_\_

Possible Side Effects \_\_\_\_\_

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_  
(or must have current prescription label on original container)

Phone \_\_\_\_\_

The following to be completed by parents/guardian:

*I hereby certify that my son or daughter, named above, has previously had at least one dose of the above medication and had no adverse reactions. I request that this medication be administered at school as directed above. I understand that it is my responsibility to furnish this medication. Further, I understand school policies regarding medication administration.*

*I hereby authorize my child's school's nursing personnel to exchange information regarding this request/medication or this prescription, with the physician or with the pharmacy as identified on the affixed label for purposes of clarification or risk assessment.*

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

**Note: The medication must be brought to school in the original container appropriately labeled with student name. Prescription medications must be labeled by the pharmacy or physician, stating the name of the student, the date, the medication, the dosage, and the number of days to be administered.**

This request is valid for the current school year only.

School use: Prescript no.: \_\_\_\_\_

Pharmacy: \_\_\_\_\_

Prescript date: \_\_\_\_\_

Staff Initial: \_\_\_\_\_



## *McLouth USD 342 2010-2011 School Calendar*

08/04 - Enrollment  
08/05 - Enrollment  
08/13 – Teacher Prof. Develop./Work Day  
08/17 – Teacher Work Day  
08/18 - First Day of School (1:00 Dismissal)

09/06 - Labor Day - No School  
09/27 – Teacher Prof. Develop. - No

10/15 – Teacher Work Day - No School  
10/21 – Parent -Teacher Conferences - No School  
10/22 - No School

11/11 – 1:00 Dismissal  
11/24 – 11/26 - Thanksgiving - No School

12/22 - 12/31 - Winter Break - No School

01/01– New Year’s Day - No School  
01/03 – Teacher Work Day – No School  
01/17 – Teacher Prof. Develop. - No School

02/17 – Parent-Teacher Conferences - No School  
02/18 - No School  
02/21 – Teacher Prof. Develop. – No School

03/11 – Teacher Work Day/Prof. Develop. - No School  
03/21-03/25 - Spring Break - No School

04/15 – Teacher Prof. Develop. – No School  
04/22 - No School

05/26 - Last day / Work Day - (1:00 Dismissal)  
05/27 – Teacher Work Day

**SCHEDULE OF GRADING PERIODS**

•NINE WEEK GRADING PERIODS

1st Nine Weeks:	August 18	October 14
2nd Nine Weeks:	October 18	December 21 (End of 1st Sem.)
3rd Nine Weeks:	January 4	March 10
4th Nine Weeks:	March 14	May 26 (End of 2nd Sem.)

**MID TERM PROGRESS REPORTS**

September	November	February	April
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**SCHOOL VACATIONS**

**HOLIDAYS**

Labor Day .....	September 6
Thanksgiving.....	November 24 - November 26
Winter Break .....	December 21 – January 3 (Last school day Dec. 21; School resumes Jan. 4)
Spring Break .....	March 21 - March 25
Good Friday .....	April 22

**PROFESSIONAL DEVELOPMENT/TEACHER WORK DAYS - NO SCHOOL**

September 27  
 October 15  
 January 17  
 February 21  
 March 11  
 April 15

**EARLY DISMISSAL DAYS**

August 18.....	Dismiss 1:00 p.m.
November 11 .....	Dismiss 1:00 p.m.
May 26 .....	Dismiss 1:00 p.m.

**PARENT-TEACHER CONFERENCE DATES**

October 21	No School	8:00 a.m. - 8:00 p.m.
February 17	No School	8:00 a.m. - 8:00 p.m.

# The Road to Bulldog Victories

## Delaware Valley League Schools Map Directions:

**DONIPHAN WEST:** Located on Hwy. 20 between Bendena and Denton. Take US 59 to Atchison. Take Hwy 7 north to Hwy 20 where you go west to the school.

**HORTON:** Located on Hwy 159 northeast of Effingham. Take US 59 to Nortonville. Take Hwy 159 north out of Nortonville. There are several junctions with other highways! Pay attention to the signs!

**IMMACULATA:** Located at 600 Shawnee St., Leavenworth. Take Hwy 92 to Leavenworth. Turn left on Broadway and take to Shawnee. Turn right on Shawnee.

**JACKSON HEIGHTS:** Located 3 miles north of Holton on US 75. Take Hwy 16 through Valley Falls to get to Holton then north on US 75.

**JEFFERSON COUNTY NORTH:** The middle school basketball and volleyball games are at Nortonville (north on US 59). Middle school football games and all high school events are at Winchester (Wellman road north to Hwy 192).

**KANSAS CITY CHRISTIAN:** Take I-435 east to Nall Avenue, then south to 79<sup>th</sup> Street (4801 W 79<sup>th</sup> Street).

**OSKALOOSA:** Located on US 59 six miles west of McLouth.

**PLEASANT RIDGE:** Located at the junction of Hwy 192 and Leavenworth County Road 17. East on Hwy 92 then north on County Road 17.

**TROY:** Located on Hwy 7 north of Atchison.

**VALLEY FALLS:** Located at the junction of Hwy 16 and 4.

**WATHENA:** Located on US 36 east of Troy.

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### **Non-League Opponents Map Directions**

**ATCHISON** - Located on US 59. Maur Hill – 1000 Green St.; Mt. Academy – 810 R St.; ACES – 2<sup>nd</sup> and Division; Bendedictine – 1020 N 2<sup>nd</sup>.

**ACCHS (EFFINGHAM)**: Located on Hwy 159 northwest of Nortonville.

**BISHOP/SEABURY**: Located at 4120 Clinton Parkway in Lawrence.

**CAIR-PARAVEL**: Located at 635 Clay in Topeka. Take Hwy 24 to Topeka Blvd; South on Topeka Blvd to 6<sup>th</sup> Street; West on 6<sup>th</sup> to Clay.

**CENTRAL HEIGHTS**: Baseball at Princeton located 10 miles south of Ottawa on Hwy 59. Softball at Rantoul located 3 miles south of Ottawa on Hwy 59 then east to Rantoul.

**EUDORA**: Located on Hwy 10 west of Lawrence.

**HIAWATHA**: Located on Hwy 36 west of Highland.

**LYNDON**: Located on Hwy 75, 27 miles south of Topeka.

**MARANATHA ACADEMY**: School is located at 6826 Lackman Rd, just off of Shawnee Mission Parkway. Playing locations vary.

**PATTON JR HIGH**: Located on Fort Leavenworth. Go through the main gate of Ft. Leavenworth post onto Grant Avenue. Approx. one-half mile on Grant to Patton Junior High.

**POMONA**: Located on Hwy 68 west of Ottawa.

**ROSSVILLE**: Located on 24/40 Hwy west of Topeka (800 Main Street).

**ROYAL VALLEY (Hoyt)**: Located on US 75, NE of Meriden via county roads. Go to downtown Meriden (via Hwy 4). Turn right at the “T” intersection and follow the county road to “Old 75” (now a county road). Turn right until you get to Hoyt.

**SILVER LAKE**: Located on 24/40 Hwy west of Topeka (200 E Lake).

**ST. MARY’S**: Located on 24/40 Hwy west of Topeka (601 E Lasley).

**WYANDOTTE HIGH (Kansas City, KS)**: Located at 2105 Minnesota Avenue, Kansas City, Kansas.

## CROSS COUNTRY 2010

<u>Date</u>	<u>Day</u>	<u>Site</u>	<u>Time</u>
August 27	Friday	Fall Preview	7:00 p.m.
Sept. 2	Thursday	Jeff West Shawnee North Community Center (Topeka)	4:00 p.m.
Sept. 9	Thursday	Atchison County	4:00 p.m.
<b>Sept. 16</b>	<b>Thursday</b>	<b>McLouth</b>	<b>4:00 p.m.</b>
Sept. 23	Thursday	Troy	4:00 p.m.
Sept. 30	Thursday	Horton	4:30 p.m.
Oct. 7	Thursday	Pleasant Ridge	4:00 p.m.
Oct. 14	Thursday	DVL @ Rim Rock	4:00 p.m.
Oct. 23	Saturday	Regionals	TBA
Oct. 30	Saturday	State @ Wamego	TBA

## FOOTBALL 2010

### Varsity Schedule

<u>Date</u>	<u>Opponent</u>	<u>Site</u>	<u>Time</u>
<b>Aug. 27</b>	<b>Fall Preview</b>	<b>home</b>	<b>7:00 p.m.</b>
Sept. 3	Oskaloosa	away	7:00 p.m.
Sept. 10	Valley Falls	away	7:00 p.m.
<b>Sept. 17</b>	<b>Immaculata</b>	<b>home</b>	<b>7:00 p.m.</b> <b>Tailgate</b>
Sept. 24	Sunrise Academy	away	7:00 p.m.
<b>Oct. 1</b>	<b>Jefferson County North</b>	<b>home</b>	<b>7:00 p.m.</b> <b>Homecoming</b>
<b>Oct. 8</b>	<b>Horton</b>	<b>home</b>	<b>7:00 p.m.</b> <b>Cheer Clinic</b>
Oct. 15	Pleasant Ridge	away	7:00 p.m.
Oct. 22	Rossville	away	7:00 p.m.
<b>Oct. 28</b>	<b>Silver Lake</b>	<b>home</b>	<b>7:00 p.m.</b> <b>Senior Night</b>
Nov. 2 (Tues.)	Bi-District Play-off	TBA	TBA
Nov. 6 (Sat.)	Regional Play-off	TBA	TBA
Nov. 12 (Fri.)	Sectional Play-off	TBA	TBA
Nov. 19 (Fri.)	Sub-State Play-off	TBA	TBA
Nov. 27 (Sat.)	State Championship	TBA	TBA

### JV Schedule

<b>Sept. 13</b>	<b>Valley Falls</b>	<b>home</b>	<b>6:00 p.m.</b>
Sept. 20	Immaculata	away	6:00 p.m.
<b>Sept. 27</b>	<b>Horton</b>	<b>home</b>	<b>6:00 p.m.</b>
Oct. 4	JCN	away	6:00 p.m.
<b>Oct. 11</b>	<b>Horton</b>	<b>away</b>	<b>6:00 p.m.</b>

Oct. 18

Pleasant Ridge

home

6:00 p.m.

## VARSITY & JV VOLLEYBALL 2010

<u>Date</u>	<u>Day</u>	<u>Opponent</u>	<u>Time</u>	<u>Site</u>
<b>Aug. 27</b>	<b>Friday</b>	<b>Fall Preview</b>	<b>6:00 p.m.</b>	<b>Home</b>
Aug. 28	Saturday	Jefferson West Tournament (V)	9:00 a.m.	Meriden
<b>Aug. 31</b>	<b>Tuesday</b>	<b>Oskie/V. Falls (V/JV)</b>	<b>5:00 p.m.</b>	<b>Home</b>
Sept. 7	Tuesday	JCN/Oskie (V/JV)	5:00 p.m.	JCN
Sept. 11	Saturday	Nemaha Valley Tournament (V)	9:00 a.m.	Seneca
<b>Sept. 14</b>	<b>Tuesday</b>	<b>KCC/Immac(V/JV)</b>	<b>5:00 p.m.</b>	<b>Home Senior Night</b>
Sept. 21	Tuesday	JCN/P.Ridge (V/JV)	5:00 p.m.	JCN
Sept. 25	Saturday	JV Tournament	TBA	Jackson Hts.
Sept. 28	Tuesday	KCC/P.Ridge (V/JV)	5:00 p.m.	KCC
Oct. 2	Saturday	V. Falls Tournament (V)	8:00 a.m.	V. Falls
Oct. 5	Tuesday	Immac/V. Falls (V/JV)	5:00 p.m.	Immac
Oct. 7	Thursday	Atchison/Wyandotte	5:00 p.m.	Atchison
Oct. 19	Tuesday	DVL Play-Off (V)	5:00 p.m.	North
Oct. 23	Saturday	Sub-State Tournament	TBA	TBA
Oct. 29-30	Fri-Sat.	State Tournament	TBA	TBA

## BASKETBALL SCHEDULE 2010 – 2011

<u>Date</u>	<u>Day</u>	<u>Opponent</u>	<u>Time</u>	<u>Site</u>	<u>Format</u>
Dec. 7	Tuesday	Marmaton Valley Tournament	4:00 p.m.	Moran	JVG/B,VG/B
Dec. 9	Thursday	Marmaton Valley Tournament	4:00 p.m.	Moran	JVG/B,VG/B
Dec. 10	Friday	Marmaton Valley Tournament	7:00 p.m.	Moran	JVG/B,VG/B
<b>Dec. 14</b>	<b>Tuesday</b>	<b>JCN</b>	<b>5:00 p.m.</b>	<b>home</b>	<b>JVG/B, VG,VB</b>
Dec. 17	Friday	Troy	4:30 p.m.	away	JVG, JVB,VG, VB
Jan. 4	Tuesday	Oskaloosa	5:00 p.m.	away	JVG/B, VG,VB
<b>Jan. 7</b>	<b>Friday</b>	<b>Horton</b>	<b>5:00 p.m.</b>	<b>home</b>	<b>JVG/B, VG, VB</b>
Jan. 11	Tuesday	Pleasant Ridge	5:00 p.m.	away	JVG/JVB,VG, VB
Jan. 14	Friday	Doniphan West	5:00 p.m.	away	JVG/JVB,VG, VB
<b>Jan. 18</b>	<b>Tuesday</b>	<b>McLouth Invitational</b>	<b>6:00 p.m.</b>	<b>home</b>	<b>VB Qtr-Finals</b>
Jan. 20	Thursday	Maranatha	6:00 p.m.	away	JVG, VG
<b>Jan. 21</b>	<b>Friday</b>	<b>McLouth Invitational</b>	<b>6:00 p.m.</b>	<b>home</b>	<b>VB Semi-Finals</b>
<b>Jan. 22</b>	<b>Saturday</b>	<b>McLouth Invitational</b>	<b>4:00 p.m.</b>	<b>home</b>	<b>VB Finals</b>
Jan. 25	Tuesday	JCN Tournament	TBA	away	VG Qtr. Finals
<b>Jan. 27</b>	<b>Thursday</b>	<b>Maranatha</b>	<b>6:00 p.m.</b>	<b>home</b>	<b>JVB, VB</b>
Jan. 28	Friday	JCN Tournament	TBA	away	VG Semi-Finals
Jan. 29	Saturday	JCN Tournament	TBA	away	VG Finals
<b>Feb. 4</b>	<b>Friday</b>	<b>Wathena</b>	<b>5:00 p.m.</b>	<b>home</b>	<b>JVG/B,VG,VB Cheer Clinic</b>
Feb. 5	Saturday	JV TOURN	9:00 a.m.	P.Ridge	G & B
<b>Feb. 8</b>	<b>Tuesday</b>	<b>KCC</b>	<b>5:00 p.m.</b>	<b>home</b>	<b>JVG/B,VG,VB</b>
<b>Feb. 11</b>	<b>Friday</b>	<b>Jackson Hts.</b>	<b>5:00 p.m.</b>	<b>home</b>	<b>JVB/JVG,VG,VB K &amp; Q of Courts</b>
Feb. 15	Tuesday	ACCCHS	5:00 p.m.	away	JVG/B,VG,VB
<b>Feb. 18</b>	<b>Friday</b>	<b>Immaculata</b>	<b>5:00 p.m.</b>	<b>home</b>	<b>JVG/B,VG,VB Senior Night</b>
Feb. 22	Tuesday	Maur Hill-Mt. Academy	5:00 p.m.	away	JVG/B,VG,VB

Feb. 25	Friday	Valley Falls	5:00 p.m.	away	JVG/B, VG, VB
Feb. 28-March 5		Sub-State Tournament	TBA	TBA	VG, VB
March 9 - 12		State Tournament	TBA	TBA	VG, VB

## 2011 BASEBALL SCHEDULE

<u>Date</u>	<u>Day</u>	<u>Opponent</u>	<u>Time</u>	<u>Site</u>
<b>March 31</b>	<b>Thursday</b>	<b>Wellsville</b>	<b>4:30 p.m.</b>	<b>Home</b>
April 4	Monday	Pleasant Ridge	4:30 p.m.	Away
April 7	Thursday	Oskaloosa	4:30 p.m.	Away
<b>April 11</b>	<b>Monday</b>	<b>Maur Hill Mt. Academy</b>	<b>4:30 p.m.</b>	<b>Home</b>
<b>April 18</b>	<b>Monday</b>	<b>ACCHS</b>	<b>4:30 p.m.</b>	<b>Home</b>
April 21	Thursday	Immaculata	3:30 p.m.	Away
<b>April 25</b>	<b>Monday</b>	<b>Valley Falls</b>	<b>4:30 p.m.</b>	<b>Home</b>
April 28	Thursday	Doniphan County	4:30 p.m.	Away
<b>May 2</b>	<b>Monday</b>	<b>Maranatha</b>	<b>4:30 p.m.</b>	<b>Home</b> <i>Senior Night</i>
May 5	Thursday	Jefferson West	4:30 p.m.	Away
May 16 - 20	Regional	TBA	TBA	
May 27 - 28	State	TBA	TBA	

## 2011 SOFTBALL SCHEDULE

<u>Date</u>	<u>Day</u>	<u>Opponent</u>	<u>Time</u>	<u>Site</u>
<b>March 28</b>	<b>Monday</b>	<b>Perry Lecompton</b>	<b>4:30 p.m.</b>	<b>Home</b>
<b>March 31</b>	<b>Thursday</b>	<b>Atchison</b>	<b>4:30 p.m.</b>	<b>Home</b>
April 4	Monday	Pleasant Ridge	4:30 p.m.	Away
April 7	Thursday	Oskaloosa	4:30 p.m.	Away
<b>April 18</b>	<b>Monday</b>	<b>ACCHS</b>	<b>4:30 p.m.</b>	<b>Home</b>
<b>April 25</b>	<b>Monday</b>	<b>Valley Falls</b>	<b>4:30 p.m.</b>	<b>Home</b>
April 28	Thursday	Doniphan County	4:30 p.m.	Away
May 2	Monday	Holton	4:30 p.m.	Away
May 5	Thursday	Jeff West	4:30 p.m.	Away
<b>May 9</b>	<b>Monday</b>	<b>Hiawatha</b>	<b>4:30 p.m.</b>	<b>Home</b>
			<i>Senior Night</i>	
May 16-20	Regional	TBA	TBA	
May 27 - 28	State	TBA	TBA	

## TRACK SCHEDULE 2011

<u>Date</u>	<u>Day</u>	<u>Meet</u>	<u>Location</u>	<u>Time</u>
April 5	Tuesday	Oskaloosa Inv.	Oskaloosa	4:00 p.m.
<b>April 8</b>	<b>Friday</b>	<b>McLouth Inv.</b>	<b>McLouth</b>	<b>3:30 p.m.</b>
April 12	Tuesday	Atchison County	Effingham	3:30 p.m.
April 21	Thursday	Cardinal Relays	Eudora	4:00 p.m.
April 26	Tuesday	Silver Lake Inv.	Silver Lake	3:00 p.m.
May 2	Monday	Pleasant Ridge Inv.	Pleasant Ridge	3:30 p.m.
May 5	Thursday	Royal Valley Inv.	Hoyt	4:00 p.m.
May 12	Thursday	DVL	TBA	3:00 p.m.
May 20	Friday	Regional	TBA	TBA p.m.
May 27, 28	Friday/Saturday	State	Wichita	TBA

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## SCHOLARS' BOWL SCHEDULE 2010-2011

<u>Date</u>	<u>Day</u>	<u>Meet</u>	<u>Location</u>	<u>Time</u>	
Oct 21	Thursday	JCN	Winchester	4:00 p.m.	JV&V
Nov. 6	Saturday	Horton Inv.	Horton	9:00 a.m.	JV&V
Nov. 8	Monday	McLouth Inv.	McLouth	4:00 p.m.	JV&V
Nov. 30	Tuesday	KC Christian	Prairie Village	4:15 p.m.	V
Dec. 11	Saturday	DVL	Valley Falls	9:00 a.m.	V&JV
Jan. 8	Saturday	Hiawatha JV Tourn.	Hiawatha	9:00 a.m.	JV
Jan. 12	Wednesday	Perry-Lecompton Inv.	Perry	4:00 p.m.	V
Jan. 13	Thursday	Pleasant Ridge	P.Ridge	4:00 p.m.	V
Jan. 20	Thursday	Oskaloosa	Oskaloosa	4:30 p.m.	JV
Feb. 3	Thursday	Regionals	TBA		
Feb. 12	Saturday	State	TBA		

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## **Section 504 Procedural Manual General Information**

### **Introduction:**

An important responsibility of the Office of Civil Rights (OCR) is to eliminate discrimination on the basis of disability against students with disabilities. OCR receives complaints and inquiries in the area of elementary and secondary education involving Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §794 (Section 504). Most of these concern the identification of students who are protected by Section 504 and the means to obtain an appropriate education for such students.

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: “No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...” OCR enforces Section 504 in programs and activities that receive Federal financial assistance from ED. Recipients of this Federal financial assistance include public school districts, institutions of higher education, and other state and local education agencies. The regulations implementing Section 504 in the context of educational institutions appear at 34 C.F.R. part 104.

The Section 504 regulations require a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student’s individual educational needs as adequately as the needs of nondisabled students are met.

### **Services Available for Students with Disabilities Under Section 504:**

Section 504 requires recipients to provide to students with disabilities appropriate educational services designed to meet the individual needs of such students to the same extent as the needs of students without disabilities are met. An appropriate education for a student with a disability under the Section 504 regulations could consist of education in regular classrooms, education in regular classes with supplementary services, and/or special education and related services.

### **Students Protected Under Section 504:**

Section 504 covers qualified students with disabilities who attend schools receiving Federal financial assistance. To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

### **Physical or Mental Impairment That Substantially Limits a Major Life Activity:**

The determination of whether a student has a physical or mental impairment that substantially limits a major life activity must be made on the basis of an individual inquiry. The Section 504 regulatory provision at 34 C.F.R. 104.3(j)(2)(i) defines a physical or mental impairment as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs;

respiratory, including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic or lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The regulatory provision does not set forth an exhaustive list of specific diseases or conditions that may constitute physical or mental impairments because of the difficulty of ensuring the comprehensiveness of such a list.

Major life activities, as defined in the Section 504 regulations at 34 C.F.R. 104.3(j)2(ii), include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive. Other functions can be major life activities for purposes of Section 504. In the Amendments Act, Congress provided additional examples of general activities that are major life activities, including eating, sleeping, standing, lifting, bending, reading, concentrating, thinking and communicating. Congress also provided a non-exhaustive list of examples of "major bodily functions" that are major life activities, such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. The Section 504 regulatory provision, though not as comprehensive as the Amendments Act, is still valid – the Section 504 regulatory provision's list of examples of major life activities is not exclusive, and an activity or function not specifically listed in the Section 504 regulatory provision can nonetheless be a major life activity.

Public elementary and secondary recipients are required to provide a free appropriate public education to qualified students with disabilities. Such an education consists of regular or special education and related aids and services designed to meet the individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met.

The protection of Section 504 extends only to individuals who meet the regulatory definition of a person with a disability. If a recipient school district re-evaluates a student in accordance with the Section 504 regulatory provision at 34 C.F.R. 104.35 and determines that the student's mental or physical impairment no longer substantially limits his/her ability to learn or any other major life activity, the student is no longer eligible for services under Section 504.

Section 504 excludes from the definition of a student with a disability, and from Section 504 protection, any student who is currently engaging in the illegal use of drugs when a covered entity acts on the basis of such use. There are exceptions for persons in rehabilitation programs who are no longer engaging in the illegal use of drugs.

USD 342 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability or age. Persons having inquiries may contact the school district's Section 504 Coordinator, 217 Summit, McLouth, Kansas 66054. 913-796-2201

