

BASEHOR-LINWOOD HIGH SCHOOL

2108 N. 155th STREET
P. O. BOX 255
BASEHOR, KANSAS 66007

Telephone: (913) 724-2266

Fax: (913) 724-2040

www.usd458.org/blhs

2011-2012

BLHS OFFICE HOURS

7:00 AM - 4:00 PM

Sherry Reeves.....Principal
Jarred Fuhrman.....Assistant Principal
Joe Keeler.....Athletic Director/Assistant Principal
Nancy Silverforb.....Counselor
C. R. Goodin.....Counselor

MISSION STATEMENT

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

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

This agenda belongs to:

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

Vision Statement

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

- *Become responsible citizens and leaders in family, community and work settings.
- *Maintain a positive lifestyle and accept responsibility for one's actions and successes
- *Develop and use effective communication skills.
- *Be provided with a safe and supportive learning environment through communication and cooperation with the community.
- *Incorporate acquired knowledge while continuing to empower themselves to achieve challenging goals.

BLHS Core Values

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

Respect

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

Character

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

Integrity

We observe a code of moral strength and consistency.

Responsibility

We are accountable for our own choices.

Leadership

We conduct ourselves as role models for everyone around us.

Perseverance

We remain focused on our goals despite obstacles or adversity.

Compassion

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

Academic Excellence

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

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2011 - 2012 BELL SCHEDULE

DAILY SCHEDULE

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

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

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

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

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

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

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

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

PEP - ASSEMBLY SCHEDULE

7:40 a.m. - 8:56**Block 1**

8:56 a.m. - 9:01 Passing Period

9:01 a.m. - 10:17 a.m.....**Block 2**

10:17 a.m. - 10:22 a.m.....Passing Period

10:22 a.m. - 11:01 a.m.....**Seminar**

11:01 a.m. - 11:06 a.m.....Passing Period

11:06 a.m. - 12:46 p.m.....**Block 3**
Lunch (Group A) 11:02 - 11:25
Lunch (Group B) 11:29 - 11:52
Lunch (Group C) 11:56 - 12:19
Lunch (Group D) 12:23 - 12:46

12:51 p.m. - 2:07 p.m.....**Block 4**

(Release to pep assembly at 2:07 p.m.)

USD 458 ACCEPTABLE USE POLICY FOR ON-LINE SERVICES/INTERNET ACCESS

The following policy for acceptable use of computers and networks (including e-mail, all software, and the Internet) shall apply to all district administrators, faculty, staff, and students.

The user shall not erase, change, rename, or make unusable anyone else's computer files, programs, or disks (except for authorized staff members, as designated by the building principal).

The user shall not let other persons use his or her name, logon, password, or files for any reason (except for authorized staff members, as designated by the building principal).

The user shall neither use nor attempt to discover another user's password or in any way access another person's e-mail or other files (except for authorized staff members, as designated by the building principal).

The user shall not use district computers or networks for any non-instructional or non-administrative purpose (e.g., non-instructional games or activities for personal profit).

The user shall not use a computer for unlawful purposes, such as the illegal copying or installation of software.

The user shall not copy, change, or transfer any software or documentation provided by district schools, teachers, or other students without permission.

The user shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.

The user shall not deliberately use the computer to annoy or harass others with language, images, sounds, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.

The user shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system software.

The user shall not alter hardware setup of or software settings on computers, networks, printers, or other associated equipment, except as directed by authorized staff members, as designated by the building principal.

Software shall not be installed on district computers, except by authorized staff members, as designated by the building principal.

These rules will be reviewed annually, or as specific situations dictate by the Technology Committee, and be amended or edited as the committee deems necessary.

JUST FOR YOUR INFORMATION
FORM TO BE SIGNED AT ENROLLMENT

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

Parents' Agreement

In order to ensure that all members of the Basehor-Linwood community understand and agree to these rules of conduct, USD 458 requires you, as a parent or guardian, to sign the following statement, renewable each academic year at enrollment to obtain computer privileges for your child:

As a parent or guardian of this student, I have read the terms and conditions for the Basehor-Linwood School District's facilities use, including Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that highly controversial material, both literary and graphic, is readily available through the Internet, and that it is impossible to restrict access to all such material. I will not hold the Basehor-Linwood School District responsible for materials acquired or sent via the network.

I allow my child to participate in the district's networks and Internet presence in the following ways:

District Network access

Internet access

Website publishing

Electronic mail

District chat rooms

His/Her picture may appear on the Internet

His/Her first name (only) may appear on the Internet in conjunction with his/her picture

I understand that by filling out an Opt-Out form, I may restrict my child's participation on the district's networks if I so desire. I can obtain an Opt-Out form from my child's building principal.

I agree that my child will abide by the district guidelines and conditions for the use of the facilities of the Basehor-Linwood School District, including access to the Internet.

I further understand that any violation of the district's guidelines is unethical and may constitute a criminal offense. Should my child commit any violation, his or her access privileges will be revoked. School disciplinary action and/or appropriate legal action shall be taken.

I agree to hold neither the Basehor-Linwood School District nor any of its employees nor any of the institutions or networks providing access to networks responsible for the performance of the system or the content or costs or any material accessed through it.

Student's Agreement

In order to ensure that all members of the Basehor-Linwood community understand and agree to these rules of conduct, USD 458 requires you, as a

student, to sign the following statement, renewable each academic year at enrollment to obtain computer privileges.

I understand and will abide by the district's guidelines and conditions for the use of the facilities of the Basehor-Linwood School District, including access to the Internet. I further understand that any violation of the district guidelines is uncivil and/or unethical and/or unlawful and may constitute a criminal offense. Should I commit any violation, school disciplinary action and/or appropriate legal action shall be taken.

I have read a copy of the district guidelines on computer use and the conditions of use for computer networks.

BASEHOR-LINWOOD USD #458
PHILOSOPHY STATEMENT

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

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

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

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

Tobacco Free Campus

Per BOE approval as of July 2010, all Basehor Linwood properties are tobacco free.

NONDISCRIMINATION

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

CRISIS NUMBERS

Drug Referral

Mental Health Crisis Intervention	
Suicide Crisis Intervention	1-800-383-3676
(after 5:00 pm)	1-888-260-9634

School Safety Hotline	1-877-626-8203
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Eating Disorder	816-276-7819
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Rape Crisis Line	1-888-682-9131
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To Report Abuse

SRS--Leavenworth, KS. 1-866-215-9077
(after 5:00 pm)
Leavenworth County Sheriff 724-1313

**SCHOOL EMERGENCY CLOSING
NOTIFICATION**

In the event the Superintendent finds it necessary to close school due to inclement weather or other reasons, announcements will be made on the following stations:

KMBC-TV KSHB -TV
KCUR-FM 89.3 KCTV -TV KMBS-AM 980 KMVX-
FM 93.3
CHANNEL 6 (LAWRENCE)
WDAF -TV KFKF FM 94.1
KBEQ FM 104.3 KANSAS CITY STAR

USD 458 will implement a telephone call system named **School Reach** on an "as needed" basis.

The first consideration regarding early dismissal or school closing is the ability of our buses to operate safely and not the ability of a student driver with limited experience to drive on ice or snow. There will be a place for all district students on the bus routes.

SCHOOL CLOSING WILL ALSO BE ANNOUNCED AFTER 5 A.M. ON THE USD 458 INFORMATION LINES. (724-1777 & 723-3400)

BLHS STUDENT AGENDA

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

BLHS GRADUATION PATHWAYS

Students at Basehor-Linwood High School select graduation pathways they wish to pursue based on future career and educational interests. Each pathway represents a different level of academic preparation and rigor.

While there are minimum preparatory requirements for each pathway, students may elect to pursue more rigor. The minimum pathway requirements are as follows: Individuals going directly to the work force or a vocational/ technical program complete the basic BLHS graduation requirements. Those planning to enter a community college should consider either basic graduation requirements or the Kansas Board of Regents Qualified Admissions Pre-college Curriculum. Students going directly to a 4-year Kansas Regents university should pursue either the Kansas Board of Regents Qualified Admissions Pre-college Curriculum or the Kansas Board of Regents State Scholar Curriculum. Students interested in selective colleges should complete the Kansas Board of Regents State Scholar Curriculum. Parents and students may contact the BLHS Counseling Staff for additional information.

**BLHS HIGH SCHOOL DIPLOMA
REQUIREMENTS
28 Credits Required**

ENGLISH: 4 CREDITS (includes honors, regular, enriched & advanced)

ENGLISH I
ENGLISH II
ENGLISH III
ENGLISH IV

MATH: 3 CREDITS

1.
2.
3.

(Algebra in the Middle School will not count as a high school credit.)

SCIENCE: 3 CREDITS

1.
2.
3.

SOCIAL STUDIES: 3 CREDITS

U.S. HISTORY
U.S. GOVERNMENT: ISSUES IN DEMOCRACY
WORLD HISTORY

PHYSICAL EDUCATION: 1 CREDIT

P.E.
HEALTH

COMPUTER TECHNOLOGY: 1 CREDIT

COMPUTER APPLICATIONS I
MULTIMEDIA PRESENTATIONS

PERSONAL FINANCE: .5 CREDIT

PERSONAL FINANCE & BUSINESS CALCULATIONS or
PERSONAL AND FAMILY FINANCE

ARTS: 1 CREDIT

From the following areas:

ART
PERFORMING ARTS (Music, Speech & Drama)
PRACTICAL ARTS (FACS and Industrial Technology)

**KANSAS BOARD OF REGENTS QUALIFIED
ADMISSIONS PRECOLLEGE CURRICULUM
28 Credits Required**

ENGLISH: 4 CREDITS (includes honors, regular, enriched & advanced)

ENGLISH I
ENGLISH II
ENGLISH III
ENGLISH IV

MATH: 3 CREDITS (must be Algebra 1 or higher)

1.
2.
3.

(Algebra 1A and Algebra 1B may be combined to fulfill Algebra 1 content, but would then necessitate an additional math credit to meet the requirement.)
(Algebra taken at the middle school will not count as a high school credit.)

SCIENCE: 3 CREDITS

1. BIOLOGY
2. CHEMISTRY
3. SCIENCE ELECTIVE (Physical Science does not count as a qualified admissions course.)

SOCIAL STUDIES: 3 CREDITS

U.S. HISTORY
U.S. GOVERNMENT: ISSUES IN DEMOCRACY
WORLD HISTORY

PHYSICAL EDUCATION: 1 CREDIT

P.E.
HEALTH

COMPUTER TECHNOLOGY: 1 CREDIT

COMPUTER APPLICATIONS I
MULTIMEDIA PRESENTATIONS

PERSONAL FINANCE: .5 CREDIT

PERSONAL FINANCE & BUSINESS CALCULATIONS or
PERSONAL AND FAMILY Finance

ARTS: 1 CREDIT

From the following areas:

ART
PERFORMING ARTS (Music, Speech & Drama)
PRACTICAL ARTS (FACS and Industrial Technology)

KANSAS BOARD OF REGENTS STATE SCHOLAR CURRICULUM
28 Credits Required

ENGLISH: 4 CREDITS (includes honors, regular, enriched & advanced)
ENGLISH I
ENGLISH II
ENGLISH III
ENGLISH IV

MATH: 4 CREDITS
1. ALGEBRA I **OR** GEOMETRY
2. GEOMETRY **OR** ALGEBRA II
3. ALGEBRA II **OR** PRECALCULUS & TRIGONOMETRY 4.
TRIGONOMETRY/PRECALCULUS **OR** CALCULUS
(Algebra 1 at the Middle School will not count as a high school credit.)

SCIENCE: 3 CREDITS
1. BIOLOGY
2. CHEMISTRY
3. PHYSICS

SOCIAL STUDIES: 3 CREDITS
U.S. HISTORY
U.S. GOVERNMENT: ISSUES IN DEMOCRACY
WORLD HISTORY

PHYSICAL EDUCATION: 1 CREDIT
P.E.
HEALTH

COMPUTER TECHNOLOGY: 1 CREDIT
COMPUTER APPLICATIONS I
MULTIMEDIA PRESENTATIONS

FOREIGN LANGUAGE: 2 CREDITS OF THE SAME LANGUAGE
1.
2.
(Foreign Language taken at the Middle School will not count as a high school credit.)

PERSONAL FINANCE: .5 CREDIT
PERSONAL FINANCE & BUSINESS CALCULATIONS or
PERSONAL AND FAMILY FINANCE

ARTS: 1 CREDIT
From the following areas:
ART
PERFORMING ARTS (Music, Speech & Drama)
PRACTICAL ARTS (FACS and Industrial Technology)

To be eligible for consideration as valedictorian, salutatorian, or top ten percent of the class, a student must have successfully completed all Board of Regents State Scholar Curriculum requirements.

ALL GRADUATION REQUIREMENTS MUST BE SUCCESSFULLY COMPLETED BEFORE A STUDENT WILL BE ALLOWED TO PARTICIPATE IN GRADUATION EXERCISES.

OTHER PROGRAMS

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

College Release

Seniors may enroll in College Release. Instruction is provided by an approved institution. Students planning to enroll in college release courses must do the following:

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

If a student enrolls in a three credit hour college class, he/she may be released from two high school blocks. If a student enrolls in six credit hours, he/she may be released from three high school blocks. If a student enrolls in nine credit hours, he/she may be released from four high school blocks. The assumption is that students have travel time as well as course time. *Please note that college release is either at the beginning or the end of the day. Students do not come and go from BLHS during the day.*

On-line courses do not qualify for college release.

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

Credit Recovery

Students may recover credit for courses in distance learning/credit recovery through the Basehor-Linwood Virtual School. Brochures with enrollment procedures are available in the BLHS Counseling Center. Students may do credit recovery during the school year or during the summer. Courses may be started at any time with parent approval and counselor signature. The fee of \$100 per half unit of credit must be paid prior to training. Students must have internet access in order to do credit recovery.

Dual Credit Courses

Through Donnelly College, students may enroll to receive dual credit for certain courses in which they are enrolled at BLHS. Those courses are Honors English. IV, College U.S. Government, College U.S. History, College Chemistry, Trigonometry/Precalculus and Calculus. Students must qualify for the the equivalent English, math and science courses by scores earned on the ACT or Accuplacer test.

Counselors will provide enrollment information at the beginning of each semester. Dual credit offers a means to earn college credit while in high school. It is the student's responsibility to ensure that Donnelly College credits will transfer to the colleges and universities they plan to attend.

Early Senior Release

Seniors who have completed most graduation requirements by the end of first semester may, with parental and administrative approval, shorten their second semester schedules. The intent of Early Senior Release is to allow students time to enroll in college courses and/or to increase hours at work in order to save money for post secondary education. Before deciding on Early Senior Release, students and parents need to take a hard look at some of the possible consequences:

- * Shortened senior year schedules are not always viewed favorably by colleges. Admissions offers could be retracted and scholarships revoked.
- * Students may put themselves in jeopardy of being less prepared than their peers who completed an entire year of coursework.
- * Early Senior Release is not an entitlement package for a semester off without responsibility to use the time effectively.

The procedure for requesting Early Senior Release is as follows:

- * In early December, students will fill out an application that will include a short essay detailing why the request is being made.
- * Parents must also write why they support the request.
- * The application, with attached transcript, will be submitted to the senior counselor. A staff committee will review the requests.
- * Students will be notified prior to Winter Break as to whether or not the application was approved

Early Graduation

A student who has completed all state and local requirements for graduation in less than the normal four year time might be eligible for early graduation.

In order to meet the needs of individual students, the board provides the following early graduation process.

- a. An early graduation application must be filed with the building principal. The application will be reviewed by the principal

and others that he/she deems necessary to properly approve or disapprove the request.

b. After the initial application is filed, a conference must be held involving the parent(s) and the principal.

c. Once graduation requirements are met and the student is granted early graduation, the student is considered an alumnus and will not participate in further school activities or functions except the option of attending prom, courtwarming and graduation exercises. Students choosing to attend these school sponsored events must conform to the same rules and regulations required of regularly enrolled students of the district. Students choosing early graduation will remain candidates for scholarships for which they are qualified, in the same manner as other students.

TRANSFERS FROM NON-ACCREDITED SCHOOLS

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

GRADING

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

"A" means that the student's work is outstanding/superior.

"B" means that the student's work is above average "C" means that the student's work is of average quality.

"D" means that the student's work is below average-inferior.

"F" means the student's work is not acceptable for credit toward completion of a given course.

"I" means that the grade is incomplete pending the completion of coursework by the students. At the end of a semester, all incomplete grades become F's.

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

WITHDRAWING FROM CLASSES

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

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

FINAL EXAMINATIONS

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

HONOR ROLL

The requirements for Honor Roll at BLHS are as follows:

Bobcat Honor Roll - 4.0 GP

Gold Honor Roll - 3.67 GPA or above with no grade lower than a "B"

Green Honor Roll - 3.0 GPA or above with no grade lower than a "C"

ACADEMIC LETTER

A student will earn an academic letter after achieving a 3.67 or higher GPA, with no grade lower than a "B", for three consecutive semesters. A second letter will be earned after a student meets the same criteria for 5 consecutive semesters and a third letter after seven consecutive semesters.

SCHEDULING and CLASSIFICATIONS

1. High school students are required to enroll in every block unless they receive special permission from the administration to enroll for a lesser number of hours.

2. Schedules will be changed only if one of the following conditions have been met:

- a) a student is scheduled incorrectly (computer error, lack of required courses for graduation, lack of prerequisite course, etc.)
- b) a staff member requests a student be scheduled in a less or more difficult course
- c) rescheduling becomes necessary as a result of academic performance in the previous year, class enrollment imbalance, loss of teaching unit, teacher reassignment, etc.
- d) student has a medical reason
- e) extenuating circumstances which are approved by an administrator and involve a student/parent/counselor conference.

3. Classification of high school students:

By August 1, students must meet these criteria:

- a) **Sophomore** standing--6 credits
- b) **Junior** standing--13 credits
- c) **Senior** standing--20 credits

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

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

ATTENDANCE

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

Attendance Policy:

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

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

Any student who checks into school after 7:47 am must first report to the office to have his/her agenda signed as an admit to class pass. If the absence is excused, daily work must be made up. **It is the responsibility of the student to initiate the make-up work immediately upon return to school (regardless of Gold or Green).** The classroom teacher will determine the make-up work with credit awarded according to school guidelines.

Attendance - Board Policy JBD

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

1. Personal illness - A doctor's note will be required for any absence after three consecutive days or five total days in a semester;
2. Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, death of a friend)
3. Necessary appointments that cannot be made outside the school day and are verified by bringing a signed note from the appointment facilitator;

4. Emergencies requiring a student's service or presence at home and which are documented and verified by the building principal. Dangerous local road conditions might qualify as an emergency under this section;

5. Obligatory religious observances of the student's own faith;

6. Family vacations and personal matters arranged in advance (2 weeks) with the school administration (with class assignments arranged in advance and due upon return or as agreed to by the building administrator and teacher); or

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

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

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

CLASS WORK AND HOMEWORK **MAKE-UP POLICY**

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

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

Administrative Excused Absences:

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

Unexcused Absences:

Any absence with the parent or guardian's permission for any reason other than those listed on page 24 will be classified as Unexcused. Unexcused absences of three or more will result in additional disciplinary action as determined by the administration. (See Item D., Compulsory Attendance Law) Class work and homework make-up will be allowed as set out on page 25.

Skipped Absences:

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

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

Absences Due To Suspension:

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

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

Each school shall carry out these functions:

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

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

TARDY POLICY

Most tardiness is unexcused. The classroom teacher will establish procedures to address the first three tardies in each individual class per semester. It is important for the teacher to make parental contact. In addition, teacher needs to notify the student when he/she reaches 3 tardies in a semester. The student is made aware of the fact that the next tardy will result in a referral to the grade level administrator. Teacher writes the referral.

Teacher sends referral to office and the grade level administrator will meet with the student. After hours suspension will then be assigned. The administration will determine disciplinary consequences for excessive tardies. 5 Tardies will constitute one unexcused day.

TRUANCY

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

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

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

SIGN IN/SIGN OUT

Students must sign out in the office before leaving school premises during the school day. They must sign in upon their return to school. By not signing in or out, a student will be considered unexcused from school.

RELEASE OF STUDENT DURING SCHOOL DAY

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

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

ADMISSION OF ABSENT STUDENTS TO CLASS

Absent students are required to have their agenda stamped by the attendance clerk before school starts on the day they return to school. Their absence will be classified as (a) excused, (b) unexcused, (c) skipped, or (d) suspended (OSS).

DETENTION POLICY

A student may receive one or more detentions for undesirable behavior. Detentions are to be served (before or after school) within 2 days after the detention is assigned. It is the responsibility of the student to obtain transportation to his/her home after a detention is served. Failure to serve detentions on time will result in the student being assigned to After-Hours Suspension. All other rules governing AHS will apply. Chronic violators will be subject to out of school suspension.

AFTER-HOURS SUSPENSION POLICY

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

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

Students must be in seats for AHS at 3:10 p.m. AHS will be dismissed at 7:10 p.m. Students are required to make arrangements for transportation to and from AHS IN ADVANCE. Students who arrive after 3:10 p.m. to AHS or have not made the appropriate arrangements to stay until 7:10 p.m. in AHS will receive additional disciplinary consequences.

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

EXTRA CLASS ACTIVITIES

A. Philosophy

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

B. Eligibility

A student must be in good standing and meet the requirements of the Kansas State High School Activities Association, the Board of Education of USD 458, and any additional requirements established by BLHS, to be eligible to participate in extracurricular activities in USD 458. Extracurricular activities means all school activities both of an athletic and non-athletic nature. Specifically the rules of the KSHSAA are:

1. The student (participant) shall be a bona fide undergraduate member of his or her school and in good standing. (Rule 14)

2. The student shall not have participated in any sport for money or prizes. Athletes may be recognized at dinners, but such dinners must be limited to athletes of the local community. (Rules 20 and 21)

3. The student must have passed at least five subjects of unit weight the semester prior to competition and must be enrolled in at least five subjects of unit weight during the semester they compete. (Rule 13)

4. A STUDENT IS NOT CONSIDERED IN GOOD STANDING WITH HIS SCHOOL IF HE OR SHE IS UNDER PENALTY OF SUSPENSION. (Rule 14)

5. Any student, who reaches nineteen (19) on or before September 1, shall be ineligible for interscholastic activities. Any student who reaches nineteen (19) after September 1 shall be eligible for the remainder of that school year. (Rule 17)

6. A student, who is a member of a school athletic squad, may not participate as a member of an outside team or as an independent competitor in the same sport. Violation of this rule shall make a student ineligible for the remainder of that sport's season unless he or she is reinstated by the Executive Board of KSHSAA. (Rule 22)

In addition to the rules established by the KSHSAA, the Board of Education of USD #458 has written into policy that student participation in extra school activities on days that a student is absent from school is prohibited. Students of USD #458 are also required to pass a physical examination prior to competition in athletic events. A consent form, signed by the student's parents is also a requirement. No student will be allowed to participate in any activity with a failing grade. BLHS does have a policy on students participating in an activity with a failing grade. See the addendum for further details. According to the KSHSAA, a student must have passed five classes of unit weight in the preceding semester and in the current semester enrolled in at least five classes of unit weight. If these requirements are not met, the student is ineligible for the entire following semester. In addition, the KSHSAA allows local schools to impose their own eligibility requirements. The local requirements of Basehor-Linwood High School are as follows:

No student will be allowed to participate in any activities including: athletics, field trips, and Co-curricular activities not required for a grade. Out of State approved trips will follow KSHSAA regulations. This process will begin at progress report time of the first nine weeks (4 1/2 weeks into the grading period). Each student will then be put on an individual eligibility plan monitored each week throughout the semester. A student with a failing grade at that time will be put on probation for one week. If the student fails to improve on that failing grade at the end of the probationary period they will be ineligible to participate in an activity for **one week**. If they have failed to improve their grade they will continue to be ineligible. During the probationary period and/or ineligible period students are still required to practice with the team. **Each student will only be allowed one probationary week. Each proceeding week a student will be on the failing list.** Grade checks are due at noon every Monday.

C. Kaw Valley League Code of Ethics

As member of the Kaw Valley League, we support the following code of ethics:

1. Unsportsmanlike conduct on the part of others should not be an example for us. We should set the example of good sportsmanship.

2. Fans who do not respond to reasonable requests to curb unacceptable behavior will be removed from the gym or playing area.
3. Harassing officials and opposing coaches or team members is prohibited.
4. Banners and signs are permitted provided they are not personal, negative, unsportsmanlike, or vulgar.
5. Artificial noisemakers such as cannons, guns, bells, and sirens, may not be used.
6. Band instruments are to be played only during time-outs and intermission.
7. Courtesy during free throws should be observed for both teams.
8. Only authorized school personnel and teams should be on the floor. Visiting teams are prohibited from forming tunnels at athletic contests.
9. Fans and cheerleaders will refrain from stomping and kicking bleachers.
10. No objects of any kind will be thrown on the playing area.
11. No vulgar language or gestures will be allowed.
12. Cheerleaders and student pep clubs will sit in areas designated by the host schools.
13. Host schools will encourage officials to enforce sportsmanship by communicating with rowdies and using technical fouls/unsportsmanlike conduct penalties.
14. Tunnels are not to be allowed on playing field or playing floor.

D. Activities Agreement

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

E. Non-Sport Student Activities

Art Club	National Honor Soc.
Newspaper	Pep Band
Photo Club	Debate/Forensics
Science Club	BADD
Family, Career & Community Leaders of America	Scholar's Bowl
Student Council	Animé Club
Radio Club	Science Olympiad
Habitat for Humanity	Book Club
International Club	Vocal Music
Gardening Club	Yearbook
	Powerlifting
	Chess Club

Rules and Regulations Relating to Non-Sport Activities:

- a) Student activities, except athletic events, will conclude at 10:00 p.m. on school nights (Monday-Thursday in most cases).
- b) School activities will not be regularly scheduled on Sundays.

c) All students must be in good standing to participate in school activities (students under penalty of suspension may not attend school activities-- at home or away).

F. Transportation to School Activities

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

SCHOOL BUS RULES AND REGULATIONS

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

1. The operator of any school bus shall be responsible for the order and conduct of the pupils transported.
2. The operator has the responsibility to assign seats, and will be directed to do so as a matter of policy.
3. Pupils should obey promptly and willingly, any reasonable directive of the driver.
4. Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language, or gestures are not permitted.
5. Pupils must remain seated with feet on the floor in front of them; not in the aisle or draped over the seat back.
6. Students may not board or depart from a bus at any other stop than that which has been properly authorized by parents or school authorities.
7. Pupils will not extend hands, arms, heads, or objects from the bus windows at any time.
8. Pupils are not permitted to shout, or gesture to passing vehicles or pedestrians from the bus
9. Students may adjust windows only when permitted to do so by the driver.
10. Pupils may not throw any object including trash or paper either from within or out of the bus while waiting for, riding, or after leaving the bus.
11. Riders must stay out of the driver's seat and may not tamper with any operating equipment.
12. Students may not exit from the emergency door unless directed to do so by the driver.
13. Eating and drinking food and beverages on the bus is prohibited.
14. The use of tobacco, drugs, or alcohol in any form shall not be permitted on the bus.
15. Animals, knives, matches, firearms including cap and water pistols, explosives, glass and other similar breakables, or any other items creating a safety hazard are not permitted on the bus.
16. Students needing to ride any bus other than their regularly assigned bus must give driver a note from their principal or parent.

17. Students desiring to take another student home with them who do not normally ride a particular bus must obtain prior permission from bus driver or authorization from their principal to ensure bus is not overloaded.

18. Teachers, especially sponsors of activity trips, need to be aware of bus regulations. These regulations emphasize that teachers are responsible for the discipline and safety of the students under their supervision while on a school sponsored trip.

19. Parents should be responsible for transporting big items used for science fair or other special projects. Many large items cannot safely or conveniently be carried on the limited space available on school buses. Failure to abide by bus rules may result in loss of bus riding privileges as well as suspension or expulsion from school.

STUDENT CONDUCT

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

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

PLEASE READ CAREFULLY

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

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

B. Student Behavior: (Relationship to other students)

1. Fighting on school grounds.
2. Fighting at school activities both at home and away.
3. Throwing of snowballs or other missiles on school grounds.
4. Intimidation or threats to another student.
5. Any form of hazing or initiation is prohibited. (This is in compliance with Kansas Law.) In addition to suspension or expulsion from school, any student involved in any school activity where this occurs will be subject to discipline from the coach or activity sponsor up to removal from the activity for the remainder of the year or season.
6. Any form of bullying or harassment is prohibited.
(This is in compliance with Kansas Law.)

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

1. Destruction, defacing or vandalism of school building or property. (Students who vandalize or destroy school property will be held financially responsible for repair and/or replacement of said property including labor.)

2. Unruly behavior in class, in the buildings or on the school grounds.
3. Theft of school property.
4. Theft of property belonging to other students.
5. Theft of property belonging to teachers or other school personnel.
6. Possession of stolen property.
7. The printing, distribution or possession of obscene or pornographic literature, drawings, papers or the writing of obscene words or drawings on school property.
8. Obscene language on school property or at school activities will not be tolerated.
9. Possession and/or use of fireworks in or on school property buildings will result in immediate suspension of the student from all school activities, ceremonies (including graduation) and could result in a formal hearing before a district hearing committee.
10. Unauthorized use of cell phones and other electronic devices--- examples: PAGERS, BEEPERS, CELLULAR PHONES (during the school day), CD PLAYERS, RADIOS, TAPE RECORDERS.
11. Excessive physical contact considered to be in poor taste in a public school (e.g., kissing, embracing and other displays of affection) will not be tolerated.
12. Knives and/or other items which could pose a threat to the health and safety of others are forbidden.
13. Book bags-Students are not to carry book bags to and from class. Students are not to have book bags in the classroom. They are to leave the book bags in their lockers. Drawstrings bags are acceptable to bring to class.

D. Discipline Policy

LEVEL ONE

Administrator/student conference and/or detention:

- Cafeteria violation
- Clothing violation
- Display of affection
- Food/drink violation
- Hall violation
- Littering
- Not bringing materials to class
- Profanity
- Horseplay (minor or 1st offense)
- Harassment (minor or 1st offense)
- Unauthorized use of cell phone or other electronic Device

LEVEL TWO

Administrator assigned detention - 3:00-3:45 pm:

- Class disturbance (lower level)
- Defiance of authority
- Fake attendance call
- Forging/altering attendance
- Hazardous driving
- In restricted area without permission
- Leaving class without permission
- Parking violation

LEVEL THREE

Administrator assigned detention or After-Hours

Suspension:

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

LEVEL FOUR

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

- Tobacco (possession or use of)
- Alcohol (possession or use of)
- Assault
- Computer network violation
- Dangerous materials/behavior
- Drug Paraphernalia
- Failure to serve AHS
- Fighting
- Fire alarm pull/false 911 call
- Gang behavior/dress/graffiti
- Intimidation, harassment, threats
- Non-accidental damage/vandalism to school/faculty/staff/student property
- Severe disrespect to faculty/staff
- Severe disrespect to student
- Sexual conduct
- Theft

LEVEL FIVE

Long-term suspension or expulsion

recommended:

- Alcohol (2nd offense)
- Assault/battery
- Behavior that endangers safety of self/others
- Illegal or controlled drugs (possession, use, distribution)
- Explosives (possession or use)

Fighting (2nd offense)
Setting a fire
Weapons (possession or use)
Computer/technology/equipment crime
Bullying (serious or 2nd offense)
Harassment (serious or 2nd offense)

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

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

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

ACADEMIC DISHONESTY

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

CELL PHONE USE

The unauthorized use of cell phones is prohibited during class time and is subject to the classroom disciplinary policy.

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

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

Drug Free Workplace - Board Policy GAOA

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

Drug Free Schools - Board Policy JDDA

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

Drug Free Schools Student Conduct- Board
Policy JDDA-R

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

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

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

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

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

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

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

KS Regional Alcohol/Drug Assessment Center @ Bethany Medical Center
51 N. 12th Street, Kansas City, KS. 66102
913-281-7939

Susanna Fitzgerald: Project Coordinator
Criteria: KS Resident; income eligible

Adolescent Center for Treatment (ACT)

301 N. Monroe, Olathe, KS. 66061
913-782-0283
Jim Eiker: Program Manager

Leavenworth County
Catholic Community Services

716 N. 5th Street
Leavenworth, KS. 66048
913-651-5261 Charles Williams
Evaluation - \$60.00
Treatment - Sliding fee scale

Northeast Kansas Mental Health Center

818 N. 7th Street
Leavenworth, Kansas 66048
913-682-5118
Substance abuse program coordinator

FIREARMS AND WEAPONS -

Board Policy JCDBB

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

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

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

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

E. Student Behavior: (Driving and Parking Privileges)

1. Reckless driving on school property is prohibited.
2. Students are to park in designated student areas only. Students parking in areas other than those designated as student parking will be subject to disciplinary action including loss of parking privileges on school property or a detention. No warnings will be given.

First offense: 2 weeks loss of driving privileges

Second offense: Loss of privileges for the remainder of semester or 3 weeks, whichever is longer.

3. Students are not to be in the parking lot during school hours without permission from the office.

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

Smoking by students and/or the possession and/or the use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on the school grounds.

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

G. Student Behavior (Disruption of school)

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

2. While this list is not intended to be all-inclusive, the following acts--when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school--illustrate the kinds of offenses encompassed here: (1) occupying any school building, school grounds or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room; (3) setting fire to or substantially damaging any school building or property; (4) firing, displaying or threatening use of firearms, explosive or other weapons on the school premises for any unlawful purpose; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus; and (8) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.

STUDENT SUSPENSION AND/OR EXPULSION

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

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

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

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

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

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

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

At the informal suspension hearing, the student shall be:

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

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

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

conduct the hearing. for expulsions related to weapons violations, see *Board Policy JCDBB*.

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

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

The student shall have the right:

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

4. Appeal to the Board

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:
Written notice of the appeal shall be filed with the clerk within 10 calendar days after receiving notice of the decision.
The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days after notice of appeal is filed.
The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
The board shall provide a certified court reporter to transcribe the hearing.
The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

F. Suspension and Student Activities

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

rules at league events may also result in student's suspension from future activities.

3. Suspensions end at 7:47 a.m. on the next regularly scheduled day of school following the suspension.

G. After-Hours Suspension

After-hours suspension may be used for student discipline management.

After-hours suspension may be used in place of out-of-school suspension when deemed appropriate by one of the school administrators.

BULLYING & HARASSMENT

Board Policy JDDC

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

Definitions

Bullying (KSA 72-6407)

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

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

Harassment

Harassment is directed at one or more pupils.

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

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

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

Cyberbullying means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites such as Facebook. Cyber Bullying is not limited just to students, but includes teachers, administration and/or any other staff of the school. These electronic sites cause a disruption with the operation of the normal school process and will be dealt with according to the severity **with** placement on the discipline matrix under "Harassment". Consequences could range from detentions to long term suspension/expulsion per discipline policy.

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

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

Prohibitions

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

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

Complaint Procedures

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

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

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

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

Sanctions and Support

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

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

The following factors will be considered for determining consequences:

- Age, development, and maturity levels of the parties involved,
- Degree of harm
- Surrounding circumstances

- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

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

Dissemination of Bullying and Harassment Policy

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

SEXUAL HARASSMENT - Board Policy JGE

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or

rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

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

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

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

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

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

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

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

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

HAZING - Board Policy JCF

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

HAZING - Board Policy JCF-R

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

Any staff member who encourages or tolerates hazing of a student by another student shall be subject to disciplinary action by the district, which may include termination.

MISCELLANEOUS

CARE OF BUILDING EQUIPMENT & INSTRUCTIONAL MATERIALS

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

To avoid potential problems and add to building security, students are requested not to report to the building earlier than 30 minutes before school starts and are asked to leave each afternoon no later than 30 minutes after

school has been dismissed unless they are under direct supervision of a faculty member of the school district. The building will open at 7:00 a.m. and be locked at 3:30 p.m.

CLASS FUNDS

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

STUDENT DRESS

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

Examples of Appropriate Dress (K-12):

Sleeved tops that cover the shoulders and midriff
Pants that don't sag and are worn on the waist or hips, not below
Skirts and shorts that are not shorter than mid-thigh
Jeans, slacks and shorts (mid-thigh or lower)

Possible Examples of Inappropriate Dress (K-12):

Inappropriate sleepwear
Cut-off jeans
Short shorts
Tube tops
Halter tops
Short crop tops
See-through attire
Tank tops
Spaghetti strap tops
Open back shirts
Bare shoulder shirts

T-shirts that advertise, show sponsorship or promote in any way: drugs, alcohol, tobacco, violence, gangs, inappropriate sayings – graphic phrases, derogatory comments, suggestive material, etc.

Bedroom slippers

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

Hats, caps, bandanas, sunglasses, headbands or head wear, book bags, clothing bags, gloves and coats are to be placed in the student's locker (cubby if

elementary) upon arrival at school and stay in the locker until school is dismissed.

Stage makeup and coloring of skin or hair may not be performed at school. Extremes in makeup should be avoided, as they are a distraction to the educational process.

Suggestions for Students/Parents/Teachers to Determine Appropriate Dress:

Sagging – It will be considered sagging any time a student’s pants are down lower than their hips. If a student has to keep pulling up their pants, wear a shirt or coat to hide the top of the pants, or wear shorts under their pants to hide the appropriate anatomy, it will be considered sagging. This is with or without a belt. Can the student raise their arms above their head without showing any part of their stomach or midsection?
Does the student’s shorts or skirt fall below their fingertips when their arms are straight at their side?
Can the student bend or squat without exposing himself/herself?

HALL PRIVILEGES

No student is to be in the hall during regular class time unless he/she has an agenda signed and dated by a classroom teacher and/or administrator.

No student is to use vending machines during class time.

HEAD LICE POLICY

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

**MCKINNEY-VENTO HOMELESS
EDUCATION ASSISTANCE ACT**

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

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

These children have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Continue in the school they attended before they became homeless, if that is the choice of the parent and it is feasible.
- Receive transportation to the school they attended before the family became homeless.

- Attend a school and participate in school programs with children who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records.
- Enroll and attend classes in the school parents choose, even while the school and the parent seek to resolve a dispute over enrolling.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

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

INSURANCE

In the past, any student who was injured while participating in a school-sponsored activity or event was covered as a supplemental plan that helped pay for bills, that parents medical insurance did not pay. If an injured student was uninsured, the school insurance paid up to the policy limits. Unfortunately, due to cost, this is no longer the case.

Beginning with the 2010-11 school year, United Healthcare Insurance Company will utilize a deductible format. If a student is injured, the parents insurance is utilized first. After that the parents are responsible for \$3,500 of any unpaid balance. Any remaining amount after the parents pay the \$3,500, will be paid by United Healthcare. United Healthcare offers an accident policy parents may purchase to help bridge this

gap. This "Student Accident Only Insurance" has options for 24-hour accident coverage, at-school coverage and football coverage. A policy to cover a high school student for 24-hours a day can be purchased for only \$62 per year! At-school coverage only can be purchased for \$15 per year! The cost for football coverage is \$106 per year. These options and more about the coverage can be found on our website at www.usd458.org.

A student must report an accident to a staff member at the time the accident occurs and seek medical attention within thirty (30) days of the injury. If your student has an injury that exceeds \$3,500, contact the receptionist at the Central Office, 913-724-1396 to obtain the necessary paperwork for filing a claim with the school insurance

LIBRARY

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

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

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

LOCKERS

The assignment of lockers must be approved by the building administrator. No student shall exchange lockers without permission from the school office. Lockers are the property of the school and may be searched at any time. (JCAB-R) Students should understand that they are responsible for anything found in the locker assigned to them. Your locker is the only place you have to keep items secure. For these reasons, it is imperative that you not give your combination to other students or allow others to use your locker.

LUNCH PROGRAM

The School Board has provided a hot lunch program for all students. Complete information about the program is available from the high school office. We have a closed lunch hour for all students. Students are not permitted to leave the lunchroom without permission during the regular lunch period. All students must have their meal tracker card when purchasing lunch or ala carte or they will be sent to the end of the line. No lunch or ala carte charges are permitted for grades 9-12.

LUNCHROOM PROCEDURES

Students should proceed directly to the lunchroom at the start of their lunch period. Students will be allowed to move freely between the dining area, serving area, and restrooms. The administration and faculty will set lunch room procedures and students are expected to follow the rules set. No passes to other areas of the building will be allowed during your lunch period. Students should practice appropriate manners during lunch and loud, disruptive behavior will not be tolerated. Students are not to leave the building during lunch.

When five minutes remain in the lunch period, students will remain in the dining area making certain to clear and clean their area to prepare for dismissal. When the dismissal bell rings, students should remain seated until dismissed by a lunchroom supervisor. **NOTE:** There is a five minute passing period to and from lunch.

MEDICAL TREATMENT OF STUDENTS

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

BASEHOR-LINWOOD SCHOOL DISTRICT MEDICATION POLICY

In compliance with changes in the Kansas Nurse Practice Act (K.A.R. 60-15-104), Basehor-Linwood High School has adopted the following medication policy:

ALL medications must be sent in the original container.

ALL medications must be accompanied by a note from the parent/guardian containing the following information:

Date
Name of student
Name of medication
Dosage (amount, time, # of days)
Reason for medication (ie. strep throat, ear infection, etc.)
Any special instructions or information that might be helpful
Your signature

Prescription Drugs:

In addition to the above, all **daily** medications must be accompanied by a written physician's order. Any changes in dosage and/or time must be accompanied by a note from a parent/guardian and a newly labeled pharmacy container and/or a new written physician's order.

Nonprescription Medication:

Any changes in dosage, time, or reason must be accompanied by a note from a parent/guardian. Nonprescription medications will not be supplied by the school.

This policy was developed with the safety of your child in mind. Please feel free to contact our school nurse if you have any questions concerning this policy or have any concern regarding any health related issue.

MOTOR VEHICLES

The Board of Education has established a speed limit of fifteen miles per hour for all driveways and access roads around the school building. Also, some areas have one way traffic only. The Board has also established that individuals who violate these procedures may be liable for a summons in court as well as individual school disciplinary procedures. In all cases, individual operators must have a valid driving license to drive or park on school property. Students are reminded that parking in driveways and fire lanes is not permitted either by the school or local police. Students are not to park in front of the school. Students are to park in the south parking lot only and are to park straight in (not angled) and use only one parking space. Failure to abide by all driving and parking rules and regulations may result in loss of driving privileges for up to the entire school year.

RESPECT

Staff members shall be referred to as either Ms., Mr., Mrs., Coach, or Doctor. There will be no warnings for disrespectful comments to staff.

SECTION 504

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

STUDENTS AS VENDORS

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

VISITORS

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

WITHDRAWAL FROM SCHOOL

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

Visitors to the School

The board encourages its patrons and parents to visit the district facilities.

Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

Release of Student Information

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

Directory Information

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

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

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

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

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