

# *Hoxie Jr/Sr High School*

## **STUDENT/PARENT HANDBOOK 2020-21**



## **“Indian Pride”**

# **Unified School District #412**

**[www.hoxie.org](http://www.hoxie.org)**

## **Student/Parent Handbook 2020-21**

### **Mission Statement:**

**“The staff, students, and community of USD #412 share responsibility in attaining appropriate education to live, learn, and work in international society.”**

**Approved by the Board of Education  
July 13, 2020**

## **Nondiscrimination**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. James Howard, Superintendent, 1100 Queen Ave, Hoxie, KS 67740, 785-675-3258, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in the investigation proceeding or hearing.

## **Introduction**

**Any provision or information in this Student Handbook that is in conflict with the District's Board policy, Board Minutes, or State Law is nullified.**

### **BUILDING HOURS**

The building will be open in the morning by 7:45 A.M. and will close at 4:05 P.M. Classrooms will be open at 7:50 A.M. or by arrangement with the teacher. Classes will begin at 8:10 A.M. with dismissal at 3:35 P.M. Any student or group of students remaining in the building after 3:50 P.M. should be supervised by a member of the faculty. Maintenance staff are not to assume this responsibility

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## Board of Education Members

<b>Mr. James Howard, Superintendent</b>	<b>USD #412 District Office 785-675-3258</b>
Mrs. Billi Beckman, President	Mrs. Margery Haas, Member
Mr. Devan Castle, Vice President	Mr. Leonard Weber, Member
Mrs. Lola Baalman, Member	Mrs. Reba White, Member
Mr. Michael Bretz, Member	

## Administration

USD #412 District Office, 1100 Queen Ave., PO Box 348, Hoxie, KS 67740	785-675-3258
Mr. James Howard, Superintendent	
Mrs. Mandy Shipley, Board Clerk	
Mrs. Diane Stithem, District Treasurer	
Mr. Tom Feldt, Head Maintenance/Transportation Director	
Hoxie Jr/Sr High School, 1625 Queen Ave, PO Box 989, Hoxie, KS 67740	785-675-3286
Mr. Mark Wildeman, Principal	
Mr. Lance Baar, Athletic Director	
Ms. Hayley Heim, Secretary	
Hoxie Grade School, 1100 Queen Ave., PO Box 348, Hoxie, KS 67740	785-675-3258
Mr. James Howard, Principal	
Mrs. Diane Stithem, Secretary	

## Transportation

Transportation Director	Tom Feldt
Bus Drivers	Tanya Allmer, Laurie Farber, Sherry Franklin, Kim Munk, Jana Brewster, Darrell Mader, Dan Ottley



## Hoxie Grade School Staff

### Superintendent/Principal

Pre-K/Librarian

Sixth Grade

Sixth Grade

Second Grade

5th/6th Band

Kindergarten

First Grade

First Grade

Third Grade

Fourth Grade

Fifth Grade

K-6 Physical Education

Third Grade

Fourth Grade

Fifth Grade

Second Grade

Kindergarten

K-6 Music

Title I Reading

### Mr. James Howard

Cyndie Aumiller

Dana Baier

Whitney Bainter

Lichelle Baar

Lucas Burmeister

Nikki Campbell

Tiffni Carter

Christy Heim

Samantha Hernandez

Casey Johnson

Kim Robben

Miranda Scanlon

Gina Schamberger

Michelle Schippers

Carly Spresser

Kellie Stanley

Lisa Weimer

Paulette Wildeman

Billi Wilson

## Hoxie Jr/Sr High School Staff

### Principal

PE/Strength

Pre-Algebra/Counselor

7-9 Math/JH Scholars' Bowl

7-8 Math/Science/At-risk

HS Science

7-9 English/NHS/KAY

HS Social Science

English/Journalism/Yearbook

HS Math

Business Ed/Computers

7-12 Choir/Instrumental Music/Pops Choir

Industrial Arts

Foreign Language

### Mark Wildeman

Lance Baar

Tennille Giancola

Carman Simon

Breanna Brown

Alysia Bixenman

Megan Beiker

B.J. Beiker

Peggy Eland

Tom Friess

Daniel Ottley

Lucas Burmeister

Don Floro

Albert Leibold

Family & Consumer Science/FCCLA  
Vocational Agriculture/FFA  
Jr/Sr Science/Jr Cheerleader  
Librarian  
7-9 Social Science/Teaching Ed.  
Driver's Education  
Art/HS Scholars' Bowl

Jackie Carder  
Jennifer Bultena  
Sarah Henman  
Cyndie Aumiller  
Leah Heskett  
Laura Rush  
Jackie Campbell

## District Support Staff

Food Service Director  
Cooks

Tamera Schamber  
Wendy Cousins  
Eleanor Augustine  
Donata Zahn  
Lacy Dillehay

Custodial Service

Travis Arnold  
Kevin Beiker  
Karl Stillman  
Landon Heim

Gifted Education  
Speech  
School Nurse

Luanne Lee  
Jill Schoendaler  
Jeanita Losey

Interrelated Teacher HS  
GS

Erica Carter

Para Educators - Sarah Lozano, Aimee Vickers, Mindi Bloom, Tamara Valequez, Shannon Morgan, Andrea Zeigler, Kim Munk, Sherry Franklin

## Enrollment and/or Withdrawal from School

### **Enrollment and Admission** JBC, JGC

All students enrolling in the district for the first time shall provide required proof of identity.

#### Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child. See Immunizations, p. 47.

#### Part-Time Enrollment (for HHS students only)

Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than the first regular day of class. Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available.

#### Transfer or Withdrawal

If a student plans to transfer to another school or withdraw, the student or parent should notify the principal and complete the withdrawal form available at the HHS offices.

#### Transferring Credit

In the junior high and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, at the time the student enrolls, unless the principal determines there is a valid reason for not doing so.

#### Transfers from Non-Accredited Schools

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

Out of District Students

Non-resident students (along with their parents) will meet with the building administrator to discuss expectations and fill out the paperwork before they can enroll in the district. Although the district is not required to admit non-resident students; nonresident students may be admitted to the extent of the staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident admittance may be considered prior to acting on the non-resident application including but not limited to student grades, attendance, disciplinary record, and/or other factors as determined by the board. They must also provide complete documentation (i.e. current transcripts, health records, I.E.P., and any additional records) that are deemed appropriate. In accordance with state law, any non-resident student who has been suspended or expelled from another district will not be admitted to the district.

**Student  
Records**  
JR, JRB, IDAE

In compliance with the Student Data Privacy Act (Board Policy IDEA), the Annual Notice of Authorized Student Data Disclosures is available on the district web page. Parent/Guardian(s) are required to acknowledge their access and understanding through the online registration complete with a digital signature. Under the provisions of the Student Data Privacy Act and the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by USD 412. In accordance with the Student Data Privacy Act and FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - a. we have your prior written consent for disclosure;
  - b. the information is considered “directory information” and you have not objected to the release of such information; or
  - c. disclosure without your prior consent is permitted by law.
    - ❑ The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical

staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

- ❑ The district will disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
- 3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- 4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 412 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
- 5. The right to obtain a copy of USD 412 policies for complying with FERPA. A copy may be obtained from the superintendent.

Directory Information

For purposes of the Student Data Privacy Act and FERPA, USD 412 has designated certain information contained in educational records as directory information that may be disclosed for any purpose without your consent.

**Student Privacy  
IDEA, KCA**

Annual notice shall be given to parents and eligible students concerning the student's records and the Protection of Pupil Rights Amendment of 2015. 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 district office, on the district webpage, and in the office of each school building.

Information designated as directory information by the district are as follows:

- student’s name, address, telephone number, email address, picture;
- date and place of birth;
- major field of study;
- weight, height, participation in officially recognized activities and sports;
- dates of attendance or grade level;
- degrees and enrollment status (undergraduate/graduate, full-time/part-time);
- honors and awards received;
- most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file a written notification to this effect with USD 412, on or before September 1, of the current school year or 10 days from the receipt of this notice. If a refusal is not filed, USD 412 assumes there is no objection to the release of the directory information designated.

Recruiting Information

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

**Parent’s Rights**  
KCB

The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities. The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren). Upon request to a child's principal, either parent may obtain copies of school information

**Fees**  
JC

Enrollment fees have been set by the Board of Education. They have been set as follows: \$35 textbook fees, \$25 enrollment fee, and \$30 technology usage fee.

Additional student fees may occur for the following (not an inclusive list):

- materials for class projects;
- activity trip fees;
- personal apparel, used in extracurricular activities, that become the property of the student;
- HHS class dues
- material damage fees. (textbook or technical devices)

**Jr/Sr Schedule**

**Bell Schedule**

**1st Hour - 8:10 - 9:00**  
**2nd Hour - 9:00 - 9:53**  
**3rd Hour - 9:57 - 10:47**  
**4th Hour - 10:50 - 11:40**  
**Jr. Lunch - 11:40 - 12:05**  
**Sr. Lunch - 12:33 - 12:58**  
**5th Hour Jr. - 12:05 - 12:55**  
**5th Hour Sr. - 11:43 - 12:33**  
**6th Hour - 12:58 - 1:48**  
**7th Hour - 1:51 - 2:41**  
**8th Hour - 2:44 - 3:35**

**Wednesday**

**8:10 - 8:53**  
**8:56 - 9:39**  
**9:42 - 10:25**  
**10:28 - 11:11**  
**11:40 - 12:05**  
**12:33 - 12:58**  
**11:14 - 12:22**  
**11:14 - 11:57**  
**1:20 - 2:03**  
**2:06 - 2:49**  
**2:52 - 3:35**

Reminder Bells do not dismiss students from a class or activity. Students will be dismissed by their teacher.

**Changing Class Schedule:**

Students will have **two days** at the beginning of each semester to change their class schedules. Students must have permission from the counselor, the teachers involved, and the principal. The class change request must be approved by the student's parents and the request must be signed by the parents.

**Academics**

**GRADUATION**  
**JFC, JFCA, IHF**

All graduation requirements must be successfully completed before a student will be allowed to participate in graduation exercises. The principal reserves the right to waive this requirement and permit a student to participate in the graduation exercises. In both cases, students will not receive a signed diploma at the graduation exercise.

In order to meet requirements for graduation from Hoxie High School, graduating students must complete twenty-four (24) units, which must include the successful completion of:

1. three (3) units of mathematics
2. three (3) units of social science (U.S. History, World History, & U.S. Government)
3. one (1) unit of Physical Education/Health.
4. three (3) units of science.
5. four (4) units of English (must include English I, English II, English III, English IV or English Comp.).
6. one (1) unit of Fine Arts (art, choir, band, debate, forensics).

Consult with the school counselor to determine specific graduation requirements. Pre-College Curriculum Requirements, and NCAA Approved Core Courses for HHS Appendix F.

**Grading Scale**

The following grading scale will be used by each instructor:

PERCENTAGE	GRADE	G.P.A
90-100%	A	4.00
80-89%	B	3.00
70-79%	C	2.00
60-69%	D	1.00
59-0%	F	0.00

**Honor Roll  
IHD**

The Honor Roll is compiled at the close of each nine weeks. A grade point average of 3.3 on a 4.0 scale is required to be eligible for the Honor Roll. Honorable Mention requires a 3.0 to a 3.29 compiled average. Students receiving a grade below a "C-" or an incomplete in any subject will not be eligible for the Honor Roll or Honorable Mention. Students must be classified as a full-time student.

**Valedictorian &  
Salutatorian**

Valedictorian and Salutatorian honors will be selected by following the below-listed criteria beginning with the class of 2022. The Valedictorian and Salutatorian will be selected yearly from the graduating class. The Valedictorian ranks first in scholarship and is considered the top student of his/her class; the



Salutatorian ranks second in scholarship and is considered the second highest student in his/her class. Criteria are based primarily on cumulative GPA, but the number of upper-level courses and scores on the ACT test will also be utilized to determine these designations. These criteria will be considered at the midpoint of the 3rd quarter of the senior year. It is possible that more than one student may qualify for the valedictorian honor; if this is the case no Salutatorian award will be given. Ties will be honored if there is a tie for the Salutatorian designation. Students must attend classes at Hoxie High School for at least 4 semesters of their junior and senior year to be considered for these honors.

The following point system will be used to determine valedictorian/salutatorian:

1. Cumulative GPA shall be determined at the end of the 1st semester of the senior year. The top ten seniors shall be ranked by GPA and given the following point values; 1st: 30 Points; 2nd 27 Points; 3rd 24 Points; 4th 21 Points; 5th 18 Points; 6th 15 Points; 7th 12 Points; 8th 9 Points; 9th 6 Points; 10th 3 Points. The GPA will consist of 60% of the total formula for determining Valedictorian and Salutatorian.

2. The number of upper-level classes taken by the top ten GPA seniors shall be determined at mid-3rd a quarter of the senior year. Classes considered the upper level at HHS are listed below. The following point values will be awarded to students based on the total number of upper-level courses taken during high school; 1st 10 Points; 2nd 9 Points; 3rd 8 Points; 4th 7 Points; 5th 6 Points; 6th 5 Points; 7th 4 Points; 8th 3 Points; 9th 2 Points; 10th 1 Point. Upper-Level Courses will consist of 20% of the total formula for determining Valedictorian and Salutatorian.

a. Courses designated as Upper-Level Courses at HHS:

- i. Accounting II
- ii. Marketing and Entrepreneurship
- iii. Anatomy and Physiology
- iv. Choir Year 4
- v. Band Year 4
- vi. College Prep English
- vii. Art Year 4
- viii. Calculus

- ix. Analysis/College Algebra
- x. FACS Year 4
- xii. Advanced Animal Science
- xiii. Woods Year 4
- xiv. Chemistry
- xv. Physics

3. The top score on the ACT test earned by the top ten GPA seniors shall be determined at the mid-3rd quarter of the senior year. The last ACT score to be considered for this honor is a December score. The following point values will be awarded; 1st 10 Points; 2nd 9 Points; 3rd 8 Points; 4th 7 Points; 5th 6 Points; 6th 5 Points; 7th 4 Points; 8th 3 Points; 9th 2 Points; 10th 1 Point. The ACT score will consist of 20% of the total formula for determining Valedictorian and Salutatorian.

The point totals from the above three criteria will be used to determine Valedictorian and Salutatorian. The Principal and Guidance Counselor will meet with the qualifying students after the 3rd quarter of their senior year to inform them of their honor and to begin preparing for graduation, which will include each individual preparing and delivering a speech during the graduation ceremony.

**Honor Student**

The distinction of Honor Student will be awarded to those students who meet the following requirement:

1. Must have taken all courses recommended by the Kansas Board of Regents for scholarship consideration.
2. Must have a minimum grade point average of 3.70.
3. All grades applicable toward graduation, including the semester grades for the last semester in which the student is officially enrolled, will be used in determining the distinction of Honor Student. An incomplete at the time of graduation can be cleared prior to the end of the school year, but this will disqualify the student from designation of Honor Student.

**Progress Report**

Grade reporting in the USD 412 schools will be through the Go.edustar Student Operating System. Parent and Student online accounts are established each school year after the enrollment process. Grades are posted weekly. Grade cards will no longer be printed and sent home. Student grades may be accessed through this system and parents may print a copy of the grades. Year-end grade cards will be filed in the student cumulative files at the school.

<p><b>Parent/Teacher Conferences</b></p>	<p>Conferences are scheduled at the end of the first and third nine-week grading periods. Parents are encouraged to attend these conferences. They will normally be scheduled in advance following the end of the nine-weeks grading period. See the district calendar for exact times.</p>
<p><b>Dual Credit Courses</b></p>	<p>Students enrolled in grades 11-12 are eligible to enroll in dual credit courses offered through Colby Community College, Northwest Kansas Technical College, North Central Kansas Technical College, or any additional accredited institution. The maximum number of college credits allowed to juniors is six per semester and nine per semester for seniors. Students must have a minimum ACT or comparable score to enroll in some classes for college credit. All costs of the college tuition, fees, and any additional textbooks or supplies needed for the completion of the college credit will be the responsibility of the individual students or as provided for in SB 155.</p>
<p><b>Make-Up Work</b> IHEA, JBD</p>	<p>All teachers shall supply make-up work assignments when requested. The make-up assignments must be turned in within 2 days after the student returns to school unless special arrangements have been made. It is the student's responsibility to request make-up assignments from teachers following an excused or unexcused absence.</p>
<p><b>Academic Dishonesty</b></p>	<p>Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.</p> <p>A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.</p>
<p><b>Sexuality Curriculum</b> IKCA</p>	<p>A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of the human sexuality classes included in the district's required curriculum.</p> <p>To receive information on the opt-out provision, or to inspect the human sexuality curriculum, you may contact the principal's office.</p>
<p><b>Special Programs</b> IDAA, IDACA, IDACB</p>	<p>USD 412 conducts a number of programs designed to assist students who have special needs. Some of these special education services are obtained through the Northwest Kansas Educational Service Center. A school psychologist receives referrals from the school S.I.T. Team for educational testing. Once the testing is completed, a team meeting with parents, administrators, and other staff members</p>

interprets the various kinds of assessment information to determine the student's educational needs, then recommends appropriate placement

Gifted Program

Students participate in accelerated and/or enriched learning experiences.

Learning Disabilities Program

This has been in the curriculum since 1975. Children with identified learning disorders have opportunities to meet with the learning disabilities teacher daily.

Speech Therapy Program

It is through this program that children with speech and hearing problems can receive special help. Children meet individually or in small groups for speech instruction.

Visually Impaired Program

Children in the visually impaired program are placed in the interrelated special education classroom and are mainstreamed into as many curriculum areas as possible.

Teacher Aides and Paraeducators

These individuals work with students under the direction of licensed teachers. They may be assigned to regular classrooms, special education, or elsewhere as needed.

Parental Involvement

Parental involvement and cooperation are important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education. In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

Section 504

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the

operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

## Attendance

### Absences and Excuses JBD

School attendance is becoming an increasingly important part of the student's high school record. Research shows that the single greatest factor contributing to student achievement is attendance at school. Although we realize that there will be occasions when students legitimately need to be gone from school, it is the combined responsibility of the school officials, students, and parents to see that these absences are kept to a minimum.

Regular attendance is the responsibility of the student and parent. K.S.A. 72- 1111 clearly states that parents and guardians have a legal duty to keep their child in regular attendance.

Students who are absent should have their **parents call the school by 8:30 A.M.** on the day they are absent. To arrange a pre-excused absence, parents should call the office in advance of the absence. Parents who have not called the school will be called at home or at work as soon as possible after the reported absence. After any absence, other than for school activities, the student must report to the office and check-in. When returning for part of a day, the student is to report to the office, check in and secure a pass before reporting to class.

Once a student has accumulated eight absences (excused or unexcused) per semester, any additional absences will be considered unexcused and handled as an unexcused absence, including vacations or trips. Exceptions to this policy are absences, which can be verified by a physician, and other situations which the administration has determined to be emergencies. Disciplinary action may be taken as a result of an unexcused absence. The student may be required to make up unexcused time beyond the eight absences. This will be determined by the administration. If a Senior has unexcused absences beyond the eight absences, he/she may be required to make up the time prior to graduation.

Note: This policy does NOT automatically excuse a student for his/her first eight absences from school, as the administration has the final authority to determine whether or not an absence will be excused.

Acceptable Reasons for Excused Absences

1. Personal illness
2. Serious illness or death of a member of a family member
3. Emergencies calling for the student’s services or presence at home
4. Obligatory religious observations
5. Participation in a district-approved or school-sponsored activity.
6. College/postsecondary school visitation for seniors (2 days) and for juniors (2) if arranged through the counseling office.

Again, school administrators will have the final authority to determine whether or not an absence is excused. Best practice will allow contacting and getting pre-approval by the school administration (building principal).

All make-up work for excused absences will be made up. Unless special arrangements are made by the student with the instructor, make-up work is to be completed by allowing one day make-up for each day of absence plus one. It is the student's responsibility to plan ahead and forewarn each instructor of a planned absence. Advance make-up work may be assigned by teachers. Parents must call or visit the office to request a planned absence.

All absences, regardless of cause, will be recorded on the student's permanent attendance record unless the student has been excused for some specific school activity - Senate Page, educational tour, or KSHSAA event.

Consequences for Unexcused Absences

Unexcused absences will result in the loss of the right to perform the work, obtain information, and the assignment for the day, take any tests given that day, and/or accumulate any points or grades possible by being in attendance or by being gone with an excused absence. In addition, teachers may require that students make up unexcused class time. More than three unexcused absences in a semester may result in a truancy report being filed with the county attorney.

**Sign In/Sign Out**

When arriving at school after 8:10am, students must sign in at the office before going to class. Students must also sign out before leaving the school premises during the school day. Students not signing out properly may be given an unexcused absence. The principal or his representative may require that students make up unexcused time.

**Release of Student During School**

Students shall not be released during the school day except upon a written or verbal request from the student’s parent or person acting as a parent.

Before releasing a student during the school day, the building principal shall verify the identity of the person seeking the release of the student. If the principal is not satisfied with the identification provided by the person seeking the release of a student, the student's release may be refused.

If your child is under a formal custody agreement, please provide a copy of that agreement to the building principal. Without that, we must allow either natural parents or guardians to have access to the student. See *Sign In/Sign Out* above.

## Tardies

Students are considered tardy if they are not in their assigned seats or work area with all necessary materials when the tardy bell rings. Students who are absent and not excused must have a pass from the office at the start of the period. A student more than 20 minutes tardy to a class will be considered absent.

1. Students with an unexcused tardy will be admitted to class. A recommendation from a teacher, administrator, or parent/guardian will be accepted as an excuse for tardiness.
2. Students who accumulate three (3) unexcused tardies per **semester** in a given class will serve a thirty (30)-minute detention. Each additional tardy in the particular class will further result in a thirty (30)-minute detention.

Detention may be served with the classroom teacher, building administrator, or another assigned staff member. Detention may be served the same day it is assigned or the next school day (student input will be considered).

Kansas' law requires students to attend school until the age of 18. Students 16 or 17 years of age may be exempted from compulsory attendance regulations if:

- The parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form;
- The student earns a GED; or
- The student has a court order exemption.

The law requires the disclaimer to include the following information:

- The academic skills the child has not yet achieved;
- The difference in future earning potential between a high school graduate and a high school dropout; and
- A list of education alternatives available to the child.

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

### Reporting Truant Students

The building principal shall report students who are inexcusable absent from school to the appropriate authority. Prior to reporting to either DCF (if the student

is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student’s parent(s) or guardian notifying them that the student’s failure to attend school without a valid excuse shall result in the student being reported truant.

Truancy is defined as any 3 consecutive unexcused absences, any 5 unexcused absences in a semester or 7 unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Law enforcement officers may return truant children to the school where the child is enrolled or to the child’s parent or guardian. If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

## Student Conduct/Discipline

**Behavior/  
Conduct**  
JCDA, GAAF

Student conduct and appearance are expressions of the student as an individual. Student conduct on the campus, in the building, on the buses, and at school activities should at all times be characteristic of a group of young men and women who are proud of themselves, their school, and their community. Teachers will always have the right to establish fair and sensible rules to enable them to maintain an effective teaching-learning situation.

Trouble is not necessarily expected. However, it sometimes arises when least expected and often from unexplained sources. Whenever at least two people are associated with one another, we can expect differences of opinion. However, mature individuals learn to cope with and respect others with different opinions. The main goal of Hoxie JR/SR High School conduct is to always present ourselves in a dignified manner. Whatever we do, let's do it with class.

ALWAYS:

- respect the rights of others.
- assume moral responsibility for every privilege.
- use hallways for passing, not for running or rowdiness.
- walk in a respectable manner, through hallways and up and down stairways.
- profanity or undesirable language will not be tolerated in school.



-remember that our school is a place to provide formal education and a place for positive social interaction.

It is the feeling of the Board of Education, the administration, and the faculty that the school is here to serve those students who show by their conduct and study habits that they want an education. We will not tolerate the student who seems intent upon violating rules and regulations, and who by his actions disrupts, impedes, or interferes with the operation of the school or with the rights of other students, or school personnel. Actions of this nature may result in suspension or expulsion from school. Respect toward all teachers and other employees, as well as obedience, is expected from every student enrolled in Hoxie JR/SR High School.

**Hazing**

Forcing underclassmen to act against their will is a serious offense. This manner of conduct will not be tolerated.

**Sexual Harassment**  
JGEC

Sexual harassment will not be tolerated at Hoxie JR/SR High School. Sexual harassment consists of unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by any member of the school staff to a student or when made by any student to another student. 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 implications; unwelcome touching; or suggesting or demanding sexual involvement. When acts of sexual harassment are substantiated, appropriate disciplinary action will be taken. Any student who believes that he/she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or other certified staff.

**Nonsexual Harassment/ Bullying**

Nonsexual harassment consists of bullying, unwelcome teasing, inappropriate comments and inappropriate physical contact.

(1) "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 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 members 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; or

(B) cyberbullying, or

(C) any other form of intimidation or harassment prohibited by the Board of Education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(2) "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.

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

The filing of a complaint or otherwise reporting harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

**Dress  
Code/Grooming  
JCDB**

Each student attending Hoxie JR/SR High School shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards that will result in a neat, clean personal appearance.

Extreme or sloppy styles which are disruptive will not be allowed. Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco, or illegal substances is prohibited.

The building principal or other authorized personnel in the absence of the principal is responsible for requiring students to make improvements in grooming whose appearance does not give an indication of an effort to dress appropriately, to be neat and clean, and whose appearance is disruptive.

Students who participate in or attend interscholastic activities will be expected to adhere to the personal appearance standards set forth in the Hoxie JR/SR High School Student Handbook and developed by the directors or coaches of those activities.

Students should be dressed appropriately at all times. Being appropriately dressed consists of wearing a full dress of clothing. **Students must be clothed at all times from the shoulders to mid-thighs.** Students will be permitted to wear shorts throughout the school year. All shirts, blouses and overalls shall be

appropriately buttoned. Overall straps/suspenders will be buttoned over both shoulders.

The following items listed are some (not an all-inclusive list) that are considered inappropriate for school wear:

- Halter tops, tube tops or see-through clothing, spaghetti straps or **shirts which do not cover the midriff area** (Mesh shirts and muscle shirts without a proper undergarment may not be worn)
- Hats, caps, sunglasses
- Clothing or other wearing apparel that promotes/advertises alcohol, tobacco or illegal substances
- Clothing or other wearing apparel displaying obscene, profane, or suggestive slogans
- Cut jeans, sweats or slacks (unless patched)
- Cut shirts or blouses (unless patched)
- Shorts or dresses above mid-thigh

Students not adhering to these guidelines will be asked to correct the situation. A student will not be permitted to attend any class should it be determined that he/she is not appropriately dressed. When the student has corrected his/her dress, he/she will be permitted to return to class. Should the student need to return home to change clothes, the students' parents/guardians will be notified. A student will be counted absent should he/she miss 20 minutes or more of a classroom period to correct his/her dress.

**Student Relationships**

Proper student relationships are expected at all times. Overt physical displays of affection are not acceptable at any time. Physical contact which exceeds hand-holding will result in disciplinary action. Parents will be notified after the first warning. Repeat offenders may be suspended.

**Drug Free Schools and Communities Act**  
JCAB

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. Violation may lead to expulsion from school for a period of one year. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

**Safe and drug-free schools:** A random sample of students (including out-of-town dates and out-of-school dates) will be given a breathalyzer test before entering school dances. Random drills/searches may be conducted during the school year in cooperation with the Northwest Kansas Law Enforcement and K-9 units.

**Alcoholic  
Beverages Drug  
Policy**

Student use or possession of alcoholic beverages or illegal drugs is not permitted on school property or on school-sponsored trips. This applies to all extra-curricular activities whether at home or away. Students who choose to participate in athletics will be subject to additional alcohol and drug use regulations (see Athletics/Extra-Curricular Activities)

**Smoking and  
Use of Tobacco  
Products**

Student use or possession of tobacco products, in any form, includes electronic cigarettes or personal vaporizer but is not limited to is prohibited on the school grounds and on school-sponsored trips. This applies to all extra-curricular activities whether at home or away. Students who choose to participate in athletics will be subject to additional tobacco use regulations (see Athletics Extra-Curricular Activities).

**Telephone Calls**

Messages and deliveries from home should be left in the high school office. Students will not be called from class for a phone call unless it is an ABSOLUTE emergency and only then if the caller identifies himself and the reason for the call. In most cases, a message will be taken and given to students between classes. When a student calls home because of illness, someone in the office must speak to the parent to verify dismissal. Should a student need to use the telephone, he/she may use the telephone located in the high school office or in the classroom with permission.

**Cell Phone &  
Electronic  
Device Policy**

Cellular phones and other electronic devices are useful electronic tools. However, responsible people must hold to ethical usage guidelines. Electronic devices must not interrupt the classroom instructional environment or interfere with administrative processes. Students are allowed to use their cell phones between classes and at lunch. Cell phones are to be left off and in designated areas in each classroom. Students may also use their cell phones during class and activity period with teacher approval. Lost, stolen or damaged cell phones are not the schools' responsibility.

**Cell Phone Guidelines:**

Warnings will be given during the first week of school.

After the first week of school - all cell phone violations will be reported to the office.

1<sup>st</sup> offense – Cell phone will be kept in the office and returned to the student at the end of the day.

2<sup>nd</sup> offense – Cell phone will be kept in the office until a parent or guardian comes to the school to pick it up.

3<sup>rd</sup> offense - 45-minute detention and cell phone kept in the office until a parent or guardian comes to the school to pick it up.

4<sup>th</sup> offense – One-day suspension.

- 5<sup>th</sup> offense – Suspension (maximum five days).
- 6<sup>th</sup> offense – Suspension (maximum ten days).
- 7<sup>th</sup> offense – Suspension for remainder of the semester

**Hotline Number**     **A statewide school safety hotline staffed by the Kansas Highway Patrol has been established to allow students to anonymously report possible impending violent acts in schools. The hotline number is 1-877-626-8203.**

**Suspected Child Abuse**  
GAAD     Individuals may file a report of suspected abuse anonymously to either the Department of Children and Families (DCF) by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

**Weapons**  
JCDB, JCDBB,  
KGD     A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Violation may lead to expulsion from school for a period of one year.

Weapons and Destructive Devices

As used in this policy, the term *weapon* and/or *destructive device* shall include, but shall not be limited to:

- any item being used as a weapon or
- 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 weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a incendiary charge of more than 1/4 ounce, mine, or other devices;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellants, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens propellant charge of more than four ounces, missile having an explosive or automatically by hand pressure applied to a button, spring or other devices in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or

- centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

#### Penalties for Possession

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above 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.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for a weapons violation shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile to the Secretary of DCF or the KDOC.

***Comprehensive  
Tobacco-Free  
School Grounds  
Policy. Students  
and Staff***  
JDDA

The use, possession, or promotion of any tobacco product by any student or staff is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times. Visitors: The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times. The following definitions apply to this policy. “Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges. “Electronic Nicotine Delivery System (ENDS)” means any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved Nicotine Replacement Therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials. Student violations will result in disciplinary actions as outlined by the school district. Disciplinary actions may include parent/guardian notification, participation in a tobacco & electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

***Tobacco***  
JCDA

Smoking by students and/or the possession and use of any other tobacco product or electronic cigarette is prohibited in any attendance center, at school-sponsored events, or on school property. Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

***Alcohol Testing***

Students that exhibit symptoms of being under the influence of a restricted substance may be tested for consumption by the following method and procedure:

Students suspected of being under the influence of alcohol or cereal malt beverages may be tested by a school administrator or the administrator’s designee with a portable breath analysis machine. If parents are not present during the testing, they will be notified immediately of all testing results. If a student tests positive, the parent(s) or guardian(s) shall be notified immediately and asked to take the student home. If a student refuses to take the test, it will be assumed they are guilty and they will follow the same procedure as a student who has tested positive.

The district holds the right to randomly test or test all students before allowing students to participate in a school activity. A common use would be for a school dance or similar activity. The test shall be administered by an administrator or the administrator’s designee with a portable breath analysis machine. If a student tests positive, the parent(s) or guardian(s) shall be notified immediately and asked to take the student home. If a student refuses to take the test, he or she will not be allowed to participate in the school activity.

***Complaints  
About  
Discrimination***  
JCE

The district shall maintain a learning environment free from discrimination insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or another appropriate school official for investigation and corrective action by the compliance officer.

**Harassment,  
Sexual, Racial  
or Disability**  
JGEC, JGECA

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

The district prohibits retaliation or discrimination against any person for opposing discrimination including, harassment; for participating in the complaint process; or hearing.

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 and free from discrimination, including harassment on the basis of race, color or national origin.

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

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass or racially 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

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.

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

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;



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

Sexual harassment may 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 extra-curricular activities, etc.

Specific examples of sexual harassment may include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual;
- spying while someone is showering or dressing.

#### Racial Harassment

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Racial Harassment is racially motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

#### Reporting of Sexual, Racial, or Disability Harassment

The district encourages all victims of sexual, racial, or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual, racial, or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to sexual, racial, or disability harassment or has witnessed an act of alleged harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another licensed staff member. Any school employee who receives a complaint of sexual, racial, or disability 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 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.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual, racial, or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual, racial, or disability 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. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is sexually, racially, or disability motivated.

The filing of a complaint or otherwise reporting sexual, racial, or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in an investigation, proceeding, or hearing of a

sexual, racial, or disability 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, racial, or disability harassment may result in corrective or disciplinary action against the complainant.

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

**Vandalism**

When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

Juveniles or their parents shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

Students must return school property. If a student does not return district property, the superintendent may take action allowed by law.

## Discipline Measures

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate. (Also see discipline measures listed under *Absences and Excuses*, p. 18, *Weapons*, p. 25, *Vandalism*, 32, *Sexual, Racial, or Disability Harassment*, p. 22, *Dress Code*, p. 23 *Drug Free Schools*, p. 24, *Transportation To and From Activities*, p. 43, *Computer Use*, p. 61, and *Food Service*, p. 65)

**DETENTION**  
JDB

The following consequences are used in conjunction with violations of school regulations:

A time spent before or after the school day with the staff member assigning the detention. Detention may be served the same day it is assigned or during the next school day (student input will be considered). However, it should not be delayed beyond this time. If assigned detention is missed, double time detention applies. If assigned detention is missed after missing the original detention and/or double time detention, the student will be assessed a one day in school suspension.

Students serving detention will use the time to complete homework assignments. Coaches will have the option to allow athletes to participate in practice the day of the detention.

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas' law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and district policy. Suspension and/or expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

**Suspension and  
Expulsion**  
JDD

**IN-SCHOOL SUSPENSION** - isolation for one or more days of school.

Students will report to in-school suspension at 8:00 A.M. and will not be permitted to leave before 3:35 P.M. The student must work on assignments missed during the time while serving an in-school suspension. Credit and grades will be given. Restroom breaks and drinks will be permitted. Any violation of rules will result in immediate out of school suspension.

**A student serving in-school suspension will not be permitted to participate in or attend any school activities during the period of suspension.** Coaches will have the option to allow athletes to participate in practice during the period of suspension.

**SHORT TERM OUT-OF-SCHOOL SUSPENSION -**

Except in an emergency, a short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student 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 the imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in the policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The students shall have the right to make statements in his/her defense after receiving notice of the charges.

**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 hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law; and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension-expulsion law and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a licensed employee or committee of licensed employees authorized by the board, the chief administrative officer, or other licensed employee of the district in which student is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas' law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record 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.

Rules Which Apply in all Cases When a Student May Be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies that provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation only the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.
- The days a student is suspended or expelled are not subject to the compulsory

attendance law.

- During the time a student is suspended or expelled from school, the student may not: a) be on school property or in any school building without the permission of the principal; b) attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

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.

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

The student shall have the right to:

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

#### Appeal to the Board

The following conditions shall apply if a student who is age 18 or older 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 of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

**Expulsion**

The Board of Education authorizes the principal to suspend from school any student guilty of the following:

- Willful violation of any regulation for student conduct adopted or approved by the Board of Education.
- Conduct which substantially disrupts, impedes, or interferes with the operation of any public school.
- Conduct which substantially infringes upon or invades the rights of others.
- Conduct which has resulted in the conviction of the pupil or student of any offense specified in Article 21-6301 of the Kansas Statutes Annotated or any criminal statute of the United States.
- Disobedience of any order of a teacher or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material infringement upon, or invasion of the rights of others.

A written notice of any short term suspension and the reason therefore shall be given to the student involved, to his parents or guardian, and to the Board of Education within twenty-four hours after the suspension has been imposed. Any notice of the proposal to suspend for an extended term or to expel shall state the time, date and place the student and representatives should meet. All suspensions will be in compliance with K.S.A. 728901-2 and in accordance with due process as outlined by the Kansas statute.

Acts of unacceptable behavior that may result in suspension or expulsion, depending upon the severity of the infraction, or which may result in suspension for a repeated infraction, including but not limited to the following:

- Possession, consumption, or sale of alcoholic beverages, narcotics, marijuana, addictive drugs, and deleterious substances, and possession of drug paraphernalia
- Possession, threat or use of a lethal weapon or a device that could be considered a weapon
- Vandalism
- Extortion of any type and/or amount
- Possession, use, consumption or sale of tobacco in any of its forms or look-alike products
- Failure to comply with a reasonable request from administration, teacher, and other school employees
- Fighting and/or provoking a fight
- Intimidation, threatening by word or deed
- Sexual harassment
- The use of profanity and/or vulgarities.

- Excessive tardiness
- Excessive unexcused absences
- Temper tantrums
- Open defiance of authority
- Stealing
- Destruction of school property
- Possession of lethal weapons
- Repeated violations of school regulations
- Unsportsmanlike conduct at school activities
- Conduct which disrupts the school's activities and educational mission
- Leaving the school grounds without permission

**NOTE:** The principal reserves the right to determine whether the suspension is in or out of school. The principal reserves the right to defer any punishment, suspension or expulsion and the student involved may be placed on probation for a set period of time.

**Direct use of inappropriate language to teacher or staff:**

- 1st offense - Three days suspension
- 2nd offense - Five days suspension
- 3rd offense - Suspension for remainder of the semester and/or expulsion

**Verbal/physical threat to teacher or staff:**

- 1st offense - Five days suspension
- 2nd offense - Suspension for remainder of the semester and/or expulsion

**Students Fighting:**

- 1st offense - One-day suspension
- 2nd offense - Five days suspension
- 3rd offense - Suspension for the remainder of the semester and/or expulsion

**Assault and/or physical attack of a student:**

- 1st offense - Maximum of five days suspension
- 2nd offense - Suspension for remainder of the semester or expulsion

**\* Physical attack of a staff member:**

- Suspension for remainder of the semester and/or expulsion

**\*Willful destruction of student, staff, or school property:**

- 1st offense - Three days suspension and restitution for damage
- 2nd offense - Suspension for remainder of the semester and/or expulsion



**\*Felony theft of student, staff, or school property:**

Suspension for remainder of semester and/or expulsion.

**Mischievous theft:**

In-school suspension or short out-of-school suspension depending upon the circumstances.

**Leaving the school grounds without permission:**

1st offense - Detention

2nd offense - One-day suspension

3rd offense - Suspension (maximum five days)

4th offense - Suspension (maximum ten days)

5th offense - Suspension for remainder of the semester

**\*Possession of and/or drinking of and/or under the influence of an alcoholic beverage at school or at a school activity:**

1st offense - Five days suspension

2nd offense - Suspension for remainder of the semester and/or expulsion

If after the second offense, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement to school after a minimum of 10 days suspension. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

**\*Possession, use, or under the influence of illegal drugs, or possession of drug paraphernalia while at school or at a school activity:**

Suspension for remainder of the semester and/or expulsion. If after this violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement to school after a minimum of 10 days suspension. Such certification must be issued by the director of a chemical dependency treatment center.

**Possession or use of tobacco - at school or at a school activity:**

1st offense - One-day suspension

2nd offense - Two days suspension

3rd offense - Three days suspension

4th offense - Suspension for remainder of the semester

**\*Possession of a weapon - at school or at a school activity:**

1st offense - Five days suspension

2nd offense - Suspension for the remainder of the semester and/or

expulsion.

Violations with an asterisk (\*) require mandatory reporting to law enforcement.

**Students sent to the principal's office from a classroom for disciplinary reasons may expect disciplinary action. Stronger disciplinary action will increase with repeated violations. Parents of students suspended out of school will be notified by phone, in person, or by certified mail as soon as possible.**

**Reporting Crimes to Law Enforcement**  
JDDB

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- in possession of a weapon,
- in possession of a controlled substance or illegal drug

**Probationary status**  
JDC

Any punishment, suspension or expulsion may be deferred by the superintendent, principal, or designee. The student involved may be placed on probation for a set period of time.

The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the principal. The principal's decision may be appealed to the superintendent. A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that:

- the terms and conditions have been explained,
- the student understands the conditions,
- the student agrees to abide by the conditions and failure to abide by the conditions may be a reason to reinstate the original punishment.

Any probation arrangements resulting from violations of the weapons policy shall be handled by the Supt. See *Weapons, 25*, and *Suspension and Expulsion, 33*.

**Searches of Students**  
JCABB

Principals, superintendent or a designated representative are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness. See *Lockers*, p. 64.

**Property Searches**

Use of Trained Dogs Conducting Sweeps

**Interrogations  
and  
Investigations**  
JCAC

Law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials which may threaten the general health, welfare, and safety of the students and staff. Sweeps may be requested and/or on a schedule predetermined by the principal. School premises include the parking lots, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is a reason to believe a violation of criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

In cases not involving the investigation of known or suspected child abuse, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow questioning, a valid warrant has been presented to the principal for such purpose, or in demonstrated emergency.

**Activities**

Being selected to represent Hoxie JR/SR High School as a member of any athletic team is a distinct honor, and no student should aspire to that honor unless he or she can fully measure up to the responsibilities that go with it. Conscientious and rigorous training is the first requirement in all athletic activities. Unless students are, without reservation, determined to follow all training rules and give loyal allegiance to the team and the coach, they should save themselves, the coach, and the school the embarrassment that will result if they try to compete.

All students who wish to participate in athletics must have the consent of their parents and a current physical examination prior to the first day of practice.

USD 412 will make every effort to provide a safe and orderly environment for our athletes and patrons at both home and away events. Communication between participating schools will ensure that our students receive quality care at their facilities. This will include procedures to contact the necessary medical services such as ambulance services, emergency medical technicians, and first aid providers.

## Conduct

Interscholastic contests should create good sportsmanship in athletes. All participants are expected to conduct themselves in an appropriate manner. Inappropriate behavior will not be tolerated. A violation will result in the following penalties:

-First violation - suspension from all contests for a period of 1 week. Coaches will have the option to allow athletes to participate in practice during the period of suspension.

-Second violation - dismissal from team

## Training Rules

**The following training rules will be in effect 24 hours a day, 7 days a week for the entire school year. School year is defined as the first day of practice as set by the KSHSAA to the conclusion of the state golf tournament and/or state track meet. There is no off-season during the defined school year.** Participants will not consume or possess illegal drugs, alcohol, or tobacco products. If the participant is observed by a coach, teacher, administrator, arrested by the law, **or self reports**, the following action will be taken.

-First violation – **The student shall lose eligibility for a two week period and a minimum of two contests. If there are not two contests during this two week period then the length of time will increase to fulfill the two-contest requirement. The suspension could carry over to the next sport if needed**

**to fulfill the minimum of the two-contest requirement. Additional penalties may be imposed at the discretion of the coach/sponsor. The loss of eligibility will be applied to the level of competition for each specific athlete (Varsity, Junior Varsity).** Coaches will have the option to allow athletes to participate in practice during the period of suspension.

-Second violation - dismissal from the team OR:

--If after the second violation, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in KSHSAA activities after a minimum period of four (4) weeks. Such certification must be issued by the director or a counselor from a chemical dependency treatment center.

This provision doesn't prevent the coach from confronting the player if the coach has probable cause to believe that the player was consuming alcohol or using tobacco products. If the player admits to consuming alcohol or using tobacco products, the coach will discipline the player according to the stated consequences.

## Practice

All participants will attend all practices. Coaches will determine unexcused absences. In the case of unexcused absences, the following penalties will occur:

-First violation - conference with the head coach; penalty to be decided by the head coach.

-Second violation - suspension from the team for one week (contests and/or practices)

-Third violation - dismissal from team

High school managers that are not in high school should not participate in full practice. They can facilitate drills but should be limited in any form of contact. KSHSAA's catastrophic insurance will not cover junior high athletes participating in high school practice.

**Equipment and Uniforms:** Participants are responsible for the care of each piece of equipment issued to them. Any equipment damaged or destroyed by misuse, or lost, will be replaced at the expense of the participant. To be eligible to participate in the next sport season, or extra-curricular activity, the participant must return all equipment, uniforms and pay all outstanding bills.

(Example: A participant not returning track equipment at the end of the track season will not be eligible to participate in football or volleyball. A participant not returning football equipment at the end of the football season will not be eligible to participate in basketball or wrestling) When the assigned equipment or uniforms are returned and all bills paid, eligibility will be restored.

**Managers**

High school sports will only use high school students as managers.

**Lettering Requirements:** The sponsor or coaching staff of each sport will determine letter requirements. This information will be provided to students prior to the season.

**Sportsmanship**

Interscholastic contests should create good sportsmanship traits in both athletes and spectators. Hoxie JR/SR High School students will conduct themselves in a manner that will be a good reflection on the team, school, and community.

A championship team exhibits good sportsmanship among its members, students, fans, and spectators. Good sportsmanship is among our top priorities. The most acceptable way to support one's team is to do just that - Cheer For Your Team, not Against the Opponent. Let us strive to ensure that Hoxie JR/SR High School's sportsmanship is commendable and noticeable.

Good sportsmanship is resisting any negative behavior that tends to influence the outcome of a contest. Yelling during free throws, using obscenities, booing players or officials, chanting You, You, are evidence of poor sportsmanship and will not be tolerated. When the National Anthem is being played, please stand, remain quiet, and show proper respect for the flag. Your cooperation in these matters will be greatly appreciated. All extracurricular activity participants will conform and comply with the rules and regulations of the KSHSAA, the school, and the seasonal sports rules. Removal from the premises and/or suspension from future school activities may result from unacceptable sportsmanship/conduct. Inappropriate behavior as a participant or an observer at extracurricular activities may result in suspension from extracurricular activities

For all 7-9 and students participating in athletics, including cheerleading, must have a yearly physical and have a form on file with the building principal before the first practice. Forms are available from the High School Office or on the school website. ([hoxie.org](http://hoxie.org))

**Athletic Physicals**

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from

**Transportation to  
and from Activities**  
JGG

district-sponsored activities held during or after the school day. Students may be released to their parent or guardian if the parent or guardian personally reports to the sponsor in charge.

Waivers and Checkout

Only the principal may approve a waiver for a student to not use the school provided transportation to or from the event.

If transportation is being provided by someone other than the parent or guardian, a waiver form must be signed by both parties and approved by the principal. The principal is responsible for notifying the coach or sponsor and the parent. See Appendix C, *Waiver Application for Transportation To or From a School Sponsored Activity*.

The *Checkout Form* will be used if a student will be returning home with their parent or guardian. Parents or legal guardians will sign the checkout form at the event. If the coach or sponsor has an approved activity waiver stating someone other than the parent may provide transportation for the student, that individual must sign the checkout sheet at the event when the student is released into their care.

Transportation Rules

USD 412 is not responsible for the student's welfare while traveling to or from school unless the student is traveling in school transportation. All students living **more than 2.5 miles** from their attendance center will be provided bus transportation to school.

Storm bus routes will run on hard surfaced roads only when the weather is bad. The safety of our students and our bus drivers are the primary reason for having storm bus routes. This announcement will be made the same way as school closing announcements.

Riding a bus is a privilege which may be denied a student who, by his/her behavior, causes situations which infringe on the rights of others or endangers the lives of other students. Conduct by a student that in any way distracts the bus driver will not be tolerated.

Bus routes are established by the central office. Prior to the opening of school, bus drivers will contact families concerning morning pickup and afternoon return times. If a student is not riding the bus in the morning, please notify the bus driver. If the driver is unavailable, please contact the bus dispatcher at the

central office. If a student or parent knows that the student will not ride in the afternoon, please notify the office so the bus driver can be notified.

**Bus Conduct:**

1. There will be no changing of seats while the bus is in motion, except by direction of the sponsor.
2. There will be no defacing of bus parts by writing, etc.
3. Seating arrangements will be at the discretion of the sponsor.
4. No obscenities will be allowed - this includes vocal and hand signals.
5. At all times, a student will keep his person inside the bus.
6. Excessive noise is unnecessary; normal conversations and school yells are permissible.
7. Each group will police the bus and leave it in a neat and orderly fashion with all trash in the proper receptacles.
8. Boom boxes are not permitted.

The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulations.

The principal may approve field trips when reasonable educational objectives can be established.

Class and Organization Trips and Camps

The board subscribes to the philosophy that students learn in a variety of ways and that class and student organization trips and camps planned cooperatively by students and faculty shall be viewed as school-sponsored activities whether occurring inside or outside the normal school year.

Student participation in these activities shall be voluntary, and students who do not participate shall not be adversely affected in terms of their course requirements, grades or eligibility to participate in other activities of the class or student organization.

Students may participate in a field trip if the parental consent form has been turned in.

We consider our co-curricular program for interschool competition and participation to be an important part of our school program. We are moving to become a new member of the Mid-Continent League that includes: Ellis, Hill City, Norton, Oakley, Phillipsburg, Plainville, Russell, Smith Center, Stockton, TMP, and Trego County.



**Athletics**  
JGC

Coaching Staff

HS Football: Lance Baar, J.R. Kaiser, and Chase Kennedy  
 JH Football: Garrett Kaiser and Jared Dowell  
 HS Volleyball: Lichelle Baar, Gabi Spresser, and Miranda Marez-Scanlon  
 JH Volleyball: Gabi Spresser, Mandy Shipley, and Miranda Marez-Scanlon  
 HS/JH Cross Country: Tom Friess  
 HS Men's Basketball: Jake Moss and B.J. Beiker  
 HS Girl's Basketball: Jared Dowell and Jennifer Dowell  
 JH Men's Basketball: Jennifer Dowell and Lance Baar  
 JH Girl's Basketball: Madi Niblock and Breanna Brown  
 HS Wrestling: Mike Porsch and Kyle William  
 JH Wrestling: Tyler Baker and Clayton Schamberger  
 HS Cheer Squad: Megan Beiker  
 JH Cheer Squad: Sarah Henman  
 Golf: Lisa Weimer  
 HS Track: Lichelle Baar, Tom Friess, B.J. Beiker  
 JH Track: Carmen Simon and Lance Baar

**Assemblies and  
Pep Rallies**  
IKE

Students must attend scheduled assemblies. If a student wishes to not attend an optional assembly, the student's parents should notify the principal by 8:00 A.M. the morning of the assembly.

Student behavior should always be courteous and refined. Student behavior determines the scheduling of future assemblies. Whistling is not considered appropriate. Inappropriate behavior is sufficient to cause for removal and disciplinary action.

Students will sit according to an established seating plan. The seating plan will be announced prior to the assembly.

All school-sponsored activities shall be supervised by an adult approved by the administration. The principal shall be responsible for approving all student activities.

**Clubs and  
Organizations**  
JHC

Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board

Activity Fund Management

No funds shall be expended from these accounts except in the support of the student activity program. Receipts shall be issued for all revenue taken into the activity fund. All payments from the activity fund shall be by checks provided for that purpose.

Organizations

Student Council

JH KAYS

National Honor Society

FCA

FFA

Family, Careers, Community, Leaders of America

Pops Choir

Freshman, Sophomore, Junior, and Senior Class Organizations

Each class/organization has a separate activity account in the activity fund. The procedure for spending money from the activity account is:

- secure a purchase order from the office.
- complete the form entirely.
- have the form approved by the sponsor and signed by the principal.
- give the form to the secretary to be numbered.
- send for or pick up the items listed on the purchase order.
- secure a charge slip from the vendor.
- return the charge slip from the vendor to the secretary.

Dances (except Junior/Senior Prom) are open to all HHS students and their registered guests only. Non-HHS students who attend dances must be 9th-12th or limited to HHS graduates under the age of 21. They must be registered by noon of the day of the dance or by noon on Friday if the dance is held on Saturday. The HHS host fills out the Guest Permit, submits it to the office with the appropriate signatures, and has it signed by the principal. Hosts will be responsible for the actions of their registered guests. **Once you have entered the dance and then leave, you will NOT be allowed to re-enter without prior approval of the administrator or teacher in charge.** The doors to the dance will be closed 30 minutes after the dance begins, and no one will be admitted after that time unless prior approval has been granted. Dances will end at 11:00 P.M.

**School Dances and other Social Events**

The Junior/Senior Prom is open to all HHS juniors, seniors, and prom servers and their guests. All guests must be registered and approved to attend the dance (this includes HHS Freshmen and Sophomores). Prom servers are not allowed to bring non-HHS guests.

In an effort to help support and maintain the drug-free school policy, a random sample of students (including out-of-town dates and out-of-school dates) will be given a breathalyzer test before entering school dances

ELIGIBILITY RULES of the KSHSAA and Hoxie Jr/Sr High School will apply to all students participating in interscholastic activities.

-A student must also be enrolled in and passing at least five new subjects during the current and previous semester which have not been passed before (KSHSAA-Rule 13).

-Age requirement KSHSAA – Rule 17

-Any regulations not herein covered will be in accordance with KSHSAA rules and regulations.

**Extra-Curricular  
Activities  
Participation  
Requirements**  
JH

**HOXIE JR/SR HIGH SCHOOL EXTRACURRICULAR  
PARTICIPATION POLICY**

**Academic standing is very important and students must be performing in the classroom in order to represent USD #412. This eligibility rule applies to all students in grades six (7) through twelve (12) participating in any extra-curricular activities. This includes any and all extra-curricular activities, including dances, with the only exception being class-related activities that would negatively affect a student’s grade. The building administrator will make the final decision regarding eligibility.**

**Teachers will turn in grades weekly through Monday. This must be completed by 4:00 on Monday. If a student has a failing grade(s) in a subject, he/she will have until the next Monday to raise her/his grade(s). If at that time there is still an “F” or two or more “Ds” in any subject, the student will be ineligible beginning Wednesday until the following Wednesday. He/she will remain ineligible until all grades are passing at check time. Students will only be given one-week probation for each nine weeks period (called a grace period) to correct their grades before coming ineligible. Students will use their “grace periods” for the nine weeks if they have a “D” or “F”.**

***NOTE: If a teacher has not entered at least one (1) new grade for the week following a student's ineligibility in a "D" or "F" class, the student will again become eligible for that week.***

**Grades will be determined on an accumulative basis for each marking period. Eligibility will not be checked until the 3<sup>rd</sup> Monday of each new semester and 2<sup>nd</sup> Monday of each new nine weeks. Students will be allowed to practice during the time of ineligibility. In addition, ineligible students will not be allowed to attend home or away from activities or travel with the team to their participating activity (for example, but not limited to team attendance at college games, team lock-in's, team motivational activities) with their school organization during or after school hours.**

-He/she must be in good standing in school. It is important that all students realize that deliberate misbehavior, destruction of school property, unexcused absences, misbehavior, suspensions (in or out of school), or breaking school rules could cause them an ineligible status for participation in interscholastic activities. A student that is suspended or in detention is not eligible for games during the suspension or detention. When the loss of school activity is assigned as a consequence for student misconduct, the student will not be permitted to participate in or attend the next school activity. Should the student be absent from school on the date of the activity or the activity is canceled, the student will not be permitted to participate in or attend the next school activity.

#### Attendance at School Activities if Absent During the Day

Students must attend the full day of school, 8:10 A.M.-3:35 P.M., to be eligible to participate in an activity scheduled for that day. Students must attend the last half of the school day, 12:49 P.M.-3:35 P.M., to be eligible to participate in a practice. Students must also attend the last half of the school day, 12:49 P.M.-3:35 P.M., on a Friday to participate in a Saturday activity. Exceptions to this rule would be a doctor or dentist appointment, funeral, etc. Illness is not an exception to this rule.

All absences must be excused in advance in order to participate in an activity or practice after school or that evening. A call from home in advance is necessary. Exceptional circumstances will be dealt with on an individual basis.

**-The Principal may determine eligibility due to unforeseen circumstances.**

## Health and Safety

**Health Services**

Hoxie JR/SR High School will have a school nurse available on a limited basis. Her responsibilities include the following: maintenance of school health records, checking immunization certificates, counseling with students and teachers concerning health problems, checking vision and hearing, conducting certain educational programs for the students, and administering first aid. Notices sent home by the school nurse should be returned when the treatment has been completed.

**Immunizations**  
JGCB

Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian’s signature on the prescribed release form signifies knowledge of the outbreak and risks to the child.

**Head Lice**

Students who are determined to have lice will be dismissed from school until such time as they are treated with a medicated shampoo. Students do not have to be nit-free, but they must be free of live lice before returning. Students shall be checked by the school nurse prior to returning to school.

**Reporting of Accidents**  
JGFG

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

When appropriate, a parent shall be notified of a student injury as soon as

possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment. See Appendix G, *Student Accident Report*

#### First Aid

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

### **Medications JGFGFB**

The supervision of medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

In certain circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the school must have:

- A signed Medication Waiver of Liability form requesting the schools cooperation in such supervision and releasing the school district and personnel from liability. This form may be picked up from the nurse's office. See Appendix H, I, & J, *Medication Policy*
- A written order for prescription medication from the medical person prescribing the medication, or written order for non-prescription medication from the parent, and;
- A properly labeled, original container.

Any changes in the type of drugs, dosage and/or time of administration should be accompanied by new parent permission signatures and a newly labeled pharmacy container. See Appendix I, *Medication Authorization – Over the Counter Medications* or Appendix J, *Medication Authorization – Prescription Medications*. These forms are also available at our website, [www.hoxie.org](http://www.hoxie.org)

In the event of illness, students must be fever free for 24 hours before returning to school.

**Student Self Administration of Medications**  
JGFGBA

The self-administration is allowed for students in grades K-12. To be eligible, a student shall meet all requirements as outlined in board policy. Parents/guardians shall submit a written statement from the student’s health care provider using the form provided. See Appendix H, *Permission for Self-Administration of Medication*. This form is also available at our website, [www.hoxie.org](http://www.hoxie.org)

**Diabetes Management**  
JGFGBB

Accommodating Students with Diabetes

Diabetes management and treatment plan means a plan prepared and implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

Student Eligibility

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all the requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student’s health care provider.

The student shall provide written authorization from the student’s health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. Annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student’s diabetes will be allowed to:

- Perform blood glucose level check,
- Administer insulin through the delivery system the student uses,
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and
- Otherwise, attend to the management and care of the student’s diabetes.

**Animals and Plants in the School**  
ING

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. All animals must be contained while in a classroom or on school property. Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher.

Service animals may be permitted in the schools and on school property in accordance with board approved guidelines and may be used by employees, patrons, and students. This policy does not apply to animals provided by the school for instructional purposes or for therapy or comfort dogs.

**Asbestos**

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the Superintendent of Schools at the District Office.

**Drills**  
EBBE

Students shall be informed of emergency drill procedures at the beginning of each school year.

Fire Drill

An intermittent signal on the alarm bell will signal a fire drill. At that time, the students will file from the classroom on a pre-arranged route, usually the nearest exit. All students move in silence and as quickly as possible. There will be absolutely no running! Students will not stop at lockers or for any purpose. Books and pencils should be left on desks. Do not get hats or coats. Classes are to stay together and stay at least 50 feet from the building. Teachers are to check that all students are accounted for and no students remain in the building. An announcement will signal the safe return to the classroom.

Tornado Drill

An announcement will signify a tornado drill. Students will proceed quietly to their assigned areas and wait for further instructions.

The evacuation program is designed with the assumption that the staff will be forewarned in the event of a tornado. However, i.e. event of no warning, each classroom should be turned into a secondary shelter area by placing the students in the cloak and storage areas of each classroom and instructing them to assume the same physical position that they use in the shelter areas.

Lockdown Drill

The principal or the principal designee announce the level of lockdown drill that the school is under. Teachers will clear the hall immediately outside their classroom door then lock classroom doors, turn out lights, make sure all cell phones are turned off, and add any additional students to their roster.



## General Information

<b>Closed Campus</b>	<b>All students must stay on the grounds during the school day. Leaving the school grounds is prohibited except for emergencies. The closed campus regulation includes the lunch period (exceptions must be approved by the principal).</b>
<b>School Closing</b>	In case of bad weather, you will be notified by phone concerning "no school" or "early dismissal". If you have not registered for this service, please contact the school. <b>Storm bus routes</b> will run on hard surfaced roads only when the weather is bad. The safety of our students and our bus drivers are the primary reason for having storm bus routes. This announcement will be made the same way as school closing announcements.
<b>Visitor Permits</b> KM	No outside visitors are permitted to attend classes with any Hoxie JR/SR High School student unless approved in advance by the principal. Visitors other than parents must request permission to visit a day in advance. Visitors are required to report to the office upon arrival at the school.
<b>Use of the School Building</b>	No group is to use the building without the approval of the principal and, in no case, is a student to be allowed in the building without a sponsor. The group using the building is responsible for leaving the building in an acceptable condition.
<b>Calendar</b>	Our school district will keep a live school calendar. The link for this calendar can be located on the school website <a href="http://hoxie.org">hoxie.org</a> or using the following link: <a href="#">Hoxie's Red Calendar</a> .
<b>Complaints about School Rules</b> KGDA	Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.
<b>Public Conduct</b> KGDA	The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or

persons who are on school property in violation of board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. {Visitors must secure and wear a visitor's pass to enter school buildings during the school day.}

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such a case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

**Possession of a  
Firearm  
KGD**

Unless otherwise allowed by law or authorized by board policy, no person other than law enforcement, shall possess a firearm on any district-owned or operated property; within any district-owned or operated building or structure, in a school vehicle; or in an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school-sponsored activity, program, or event.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such an order will result in a report to law enforcement.

**Insurance**

The school carries limited insurance coverage for participants involved in KSHSAA-sponsored activities. The school also provides secondary insurance for students injured in class or on a school-sponsored activity. This insurance coverage is NOT intended to be the primary or sole coverage of insurance for the student. Parents are encouraged to have their own insurance coverage. The school's coverage should be considered supplemental insurance. It has been our experience that the insurance does not pay the total amount of the

claim. If you have insurance of your own, you must file a claim with that company. The school does not sell insurance nor serve as an insurance agent.

**Solicitations**

Solicitations by Outside Agencies: Commercial firms or individuals shall not be permitted to solicit teachers, students, or other school employees during school hours except to demonstrate school equipment or materials which have the approval of the principal.

Schools, colleges, or other agencies will not be permitted to meet with or solicit prospective students except upon invitation or special arrangement. Counseling students relative to the continuation of their schooling or job placement is a service of the guidance department.

Solicitation of Students: Solicitation of students within the school is prohibited for any cause or purpose other than a school-sponsored activity. Solicitation by students and school organizations is not permitted unless prior approval has been granted by the building principal.

**Teacher Authority**

Teachers are expected to maintain a proper school atmosphere. This responsibility extends beyond their own classrooms and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of teachers discharging this responsibility will be subject to appropriate disciplinary action.

**Personal Property**

Laptop Computers

Unless approved by the principal, students will not be allowed to use personal laptops in school. Chromebooks or laptops are available for students in grades 6 – 12 through the 1:1 initiative.

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

Lost and Found

All articles found on the school premises are brought to the school office. They will be returned to their owners when properly identified. After a two-week period, articles not identified will be disposed of.

Posters

**Telephone Calls**

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school. See *Lockers*, p. 64.

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal.

Students will be permitted to use the telephone in emergency cases to make or receive calls. Students will be called from class only if the call is urgent. The office personnel will take messages for students whenever possible, and we ask that messages be kept to a minimum. We expect students to make arrangements for after-school activities before coming to school. Late arrival to class because of using the phone between classes will be unexcused.

**Use of Personal Vehicle**

JGFF

A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal shall review the violation with the student and sanctions including, but not limited to the following, may be applied:

- The student may be prohibited from parking or driving on school property;
- A letter may be sent to the student's parents;
- The student may be disciplined according to the disciplinary code.

**Textbooks and School Property**

Student textbooks are rented to students each year. Students are responsible for the books and equipment checked out. Textbooks are expected to last five years. If students write in textbooks, abuse them or lose them, they may expect to be fined when the texts are returned. We urge students to show proper respect for property, both public and private. The custodians have a big job. We need to assist them in keeping the building neat and attractive.

The policy governing lost or destroyed textbooks is as follows:

New books purchased this year---100% of cost  
 Second yearbooks----- 75% of cost  
 Third yearbooks-----50% of cost  
 Fourth yearbooks----- 25% of cost  
 Damaged textbooks will be charged accordingly.

Refunds will be given on the following basis:

- A. Any time during the first week of school, a full refund will be given.

**College Visitation Days**

- B. Any time during the first semester following the first week, one-half of the rental fee will be returned.
- C. Any time during the period following the first week of the second semester, no refund will be given.

Each senior is permitted two college visitation days. This will not be counted as an absence provided arrangements with the college or vo-tech school have been made through the counselor. Students must have work made up in advance and must submit a parental permission form to the office. Students and parents/guardians are responsible for their own transportation. To count as a college visitation day, the student must visit with a college official. Exceptions to this policy may be made by the principal contingent upon circumstances.

**National Honor Society**

**NATIONAL HONOR SOCIETY  
James L. Davis Chapter**

The purpose of the National Honor Society shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of Hoxie High School.

The James L. Davis Chapter of the National Honor Society shall determine one or more service projects for each school year. Members of National Honor Society are expected to plan and participate in these projects. In addition, each member shall have the responsibility for choosing and participating in a service project which reflects his or her talents and interest. (This service project is in addition to the chapter's projects to which all members contribute). The National Honor Society shall publicize its projects in the Hoxie Sentinel.

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

To be eligible for membership in the James L. Davis Chapter of the National Honor Society, the candidate must be a member of the junior or senior class at Hoxie High School; must have a cumulative scholastic average of 3.8 (GPA's will not be rounded up) or higher on a 4.0 scale; and must have submitted a personal data sheet to the chapter sponsor. When the above requirements are fulfilled, the student will be eligible for consideration on the basis of leadership, service, and character.

The chapter sponsor shall meet with academically eligible students to determine their interest in membership and to explain the selection procedures. The sponsor shall also notify parents of the selection procedures.

The chapter sponsor will prepare a rating worksheet listing eligible students from the junior and senior classes; will prepare a list of current seniors who are members of National Honor Society; and will prepare a student personal data sheet notebook containing the resumes of eligible students.

Each Hoxie High School faculty member will receive a rating worksheet which lists the names of each student eligible for consideration. Faculty members will use the rating worksheets and student resumes to rate students in the areas of scholarship, leadership, service, and character. Faculty members may rate as many students as they wish. Faculty members are asked not to rate or vote on a student they have not had in class or as a participant in an activity they have sponsored. They will be asked to use the columns on the student rating worksheet to indicate + (a strength), 0 (not a strength), or - (a weakness) for the students they vote for or against to indicate their opinion of strength and weakness.

The following criteria will be used to rate the students:

**Criteria for Scholarship:**

- Student demonstrates a commitment to learning.
- Students are willing to spend time reading and study.
- Student continually expands his/her world through scholarship.
- Student knows the lasting benefits of a cultivated mind.

**Criteria for Leadership:**

- Student demonstrates academic initiative in his/her studies and takes a constructive lead in classroom and school-related activities.
- Student exhibits a positive attitude and inspires positive behavior in others.
- Student demonstrates reliability and dependability for any responsibility accepted.

**Criteria for Service:**

- Student gives time, effort and talent for the class, school, and community.
- Student volunteers for and performs committee work.
- Student demonstrates courtesy to students, certified and non-certified staff members.

- Student represents the school in various types of competition.
- Student works well with others in group activities.

**Criteria for Character:**

- Student exhibits desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Student cooperates by complying with school and classroom rules.
- Student demonstrates courtesy, concern and respect for others.
- Student demonstrates punctuality and dependability both in and out of the classroom. After the student has been rated, the faculty member will indicate whether the student should be selected for membership in the honor society by marking a "yes" or "no" in the membership column.

Faculty members will return the rating worksheets to the honor society sponsor in a sealed envelope. Students receiving a "yes" in the membership column on the rating worksheet from seventy (70) percent (this percent will not be rounded up) of the faculty members voting on this student will be inducted into the Jim Davis Chapter of the National Honor Society. The honor society sponsor will notify all candidates of their selection status.

The sponsor will prepare a summary sheet showing the total and average scores of all students considered. In case of a protest, this summary sheet will be reviewed by the principal. The parts showing a particular student's score may be shown to the student in substantiation of the student's non-selection.

**Non-selected students wishing to review their ratings must notify the principal in writing no later than five (5) days after notification of non-selection.**

If there are no requests, the rating worksheets and summary sheets will be destroyed.

**STUDENT PERSONAL DATA SHEET:** Each student will answer the following question in no more than 500 words:

If you are selected for membership in the National Honor Society, you will be expected to choose and participate in a service project that reflects your talents and interests. The project should not be an ongoing service that you have been participating in. Briefly describe the service project in which you wish to participate. The project must be completed and documented for the sponsor before graduation.

The student personal data sheet will consist of a copy of the Hoxie High School activity record form that is available in the counselor's office.

1. Identify the community organizations to which you have belonged since September of your freshman year.
2. Identify the community activities in which you have participated without pay since September of your freshman year.
3. Name any leadership position held in community organizations or volunteer service since September of your freshman year.
4. Identify any job experiences, honors, or recognitions that you have received since September of your freshman year.
5. Identify any school organization to which you have belonged since September of your freshman year.
6. Identify any committees on which you have served since September of your freshman year.
7. Identify the ways that you have represented the school in various types of competition.
8. Since the faculty will be rating students in the areas of scholarship, leadership, service and character, students should try to address as many of the criteria as possible.
9. Any information not identified on the activity record form may be included on a separate sheet.

## Student Property

### **Appropriate Use of Equipment and Supplies**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission from the principal.

Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

### **Technology Use and Internet Access** IBG

Educational technology and Internet access are available to students and employees of USD 412, Kansas Educational Service Centers, affiliated educational organizations, and permissible visitors. The goal of providing this technology and access is to support the educational objectives and mission of USD 412 and to promote resource sharing, innovation, problem-solving, critical thinking, and communication.

The uninterrupted operation of computer use and Internet access relies on the cooperation of users adhering to strict guidelines. These guidelines are set forth



in this document so that all users are aware of the responsibilities they assume. In general, this requires appropriate, ethical, and legal utilization of the technology and associated resources. If a user violates any of these guidelines, his/her use of the technology and access will be significantly curtailed and/or terminated.

### *Terms and Conditions*

1. The purpose of technology and Internet access in the district is to support the educational objectives and mission of USD 412. All users are expected to demonstrate appropriate, ethical and legal utilization of the technology and associated resources.
2. The use of district-managed technology and Internet access is a privilege, not a right. Inappropriate use and access will result in the restriction or termination of this privilege. Guided by applicable law and understanding of that law, the presiding instructor and/or building principal will determine what is inappropriate use and access and their decision will be final.
3. **Internet access must always be under the direct supervision of an instructor and should be consistent with and in support of the USD 412 educational mission.** USD 412 forbids the transmission of any material in violation of any federal or state law, copyrighted material, obscene, offensive, threatening or harassing materials, hate literature, trade secrets, and/or computer viruses or scripts. If a user encounters forbidden material, he/she is expected to immediately terminate contact with the source. If a user intentionally seeks out forbidden material, punitive action will be taken by the principal, presiding instructor, or both or the school board as appropriate.
4. Physical and virtual security of any district-owned technology is imperative. Securing, protecting and preserving hardware, software, and data is absolutely critical. Tangible securities, procedures, applications, and software policies are put in place to hinder both intentional and unintentional attempts to appropriate and/or abuse district-owned technology. Users should report any security breaches or system misuse to the technology coordinator or principal immediately upon discovery. The technology coordinator and principal shall have both the authority and right to examine any logs, email, removable storage, cloud storage, and/or other technology-related records of any user of the system. Privacy is not an inherent right of users of the system.
5. Users are strongly discouraged from using e-mail for personal use and are expressly prohibited from accessing unacademic materials through

District-provided Internet service or e-mail.

6. A wireless, unsecure, bandwidth-limited, and content-filtered guest network is provided for users to use within the constraints of applicable laws and this policy using their own hardware.

All terms and conditions stated in this document are applicable to Unified School District #412 and the schools therein. These terms and conditions reflect the agreement of the parties hereto and supersede all prior oral and written agreements and understanding of the parties. BOE Policy IIBG.

### **Reference Additional USD #412 Device Usage Policy: Appendix A**

USD 412 website, [www.hoxie.org](http://www.hoxie.org), provides information about our schools and school activities for parents, students, and community members. Information about sporting events, team rosters, classroom activities, etc. might be available on this site. Staff members and classroom teachers will use this site to communicate with parents, students, and the community. Everyone is encouraged to visit our website frequently. The Computer Applications class will help update content on the district website. Parents and family members may sign up for automatic emails on this web site and the system will send information when it becomes available concerning changes, updates and reminders on the school calendar. The traditionally printed district “Red Calendar” is published online for the public’s convenience. Links may be found at [www.hoxie.org](http://www.hoxie.org).

If for any reason you do not want your child’s name or picture to appear in a school article posted on our website, you must inform the appropriate building principal in writing one week after the beginning of school.

### **Lockers** JCAB, JCABB

It is the policy at Hoxie JR/SR High School to assign lockers for student use. Students may keep personal property such as coats, books, etc., in the lockers. **THE LOCKERS MAY BE USED BY THE STUDENT BUT REMAIN THE PROPERTY OF THE SCHOOL, AND THEREFORE, MAY BE EXAMINED BY THE PRINCIPAL OR HIS REPRESENTATIVE.** Students are asked to mark all personal property for easy identification. The school is not responsible for valuables left in halls, rooms, or lockers. Students are encouraged to use school-issued locks. Students using locks other than school-issued must provide the combination or key to the building principal. Combination locks are available in the high school office. Students will not be assessed a fee to use

these locks. Students who fail to return locks at the close of the school year will be assessed the cost to replace the locks.

Several times throughout the school year, our locker rooms are used by students from other schools. When this occurs, students should remove their gym clothes, shoes and other equipment from lockers or make sure that their lockers are locked.

**Use of Drug Dogs**  
JCAB-R

Use of Trained Dogs Conducting Sweeps

Law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials which may threaten the general health, welfare, and safety of the students and staff. Sweeps may be requested and/or on a schedule predetermined by the principal. School premises include the parking lots, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

**Student Services**

**Guidance Department**  
IDAB

The guidance counselor seeks to serve students and faculty. Specific areas of focus are the student's life in school not covered for in regular classes or activities. Current work and future plans are of special interest. Students are interviewed by the guidance counselor throughout the school year. Individual counseling is available to all students. Any student having a problem may consult the counselor.

The guidance department collects and disseminates information relating to post-high school education such as scholarships, financial aid, and career opportunities. The counselor also arranges student appointments with post-secondary institutions and agencies.

**Library**  
IF

Hoxie High School has their own library that is open the days that school is in session from 8:00a.m. until 3:45 p.m. If a student has an overdue book, no additional books may be checked out until the overdue books have been

returned. Books lost or damaged are the responsibility of the person in whose name they are checked out. You will need to go to the high school office to check out any books.

The library is not supervised at all time but it does have a surveillance camera in place to help with supervision. Your conduct in the library is the same as in the classroom. You need to respect the facility. You will need to keep your voice and destructive behavior to a minimum as others will be using the library to study or to do online class work.

**Food  
Service/Cafeteria  
JGH**

Students and staff members will be assigned an account number for use in the cafeteria.

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided to parents in the enrollment packets. Additional applications may be obtained from the high school or district offices.

Breakfast will be served from 7:30 AM to 8:00 AM, in the Jr/Sr high school. If a bus is late, breakfast will be held for those students requesting breakfast. A breakfast meal count is taken one day in advance. However, if a student wants to eat breakfast and did not notify the staff on the previous day, the student will be allowed to eat.

Meal Prices

Student breakfast prices are \$1.95 and adults \$2.40 for HHS. Student lunch prices are \$2.80 and adults \$3.65 for HHS. Additional milk may be purchased for 50¢. Prices are subject to change at the discretion of the Board.

6-12 students are offered the opportunity to purchase a \$1.25 A La Carte Breakfast is served each morning from 7:30 to 8:00 with exceptions for late bus arrivals.

Students are encouraged to take advantage of the food service that is offered. Students are to remain at school through the lunch period unless excused by the building principal. Milk may be purchased to supplement lunches brought from home.

Food prepared commercially elsewhere may be brought to school by a parent for only their child. All such meals must be brought to the school office. Any other arrangements must be authorized and planned by the administration.

All students will eat in the cafeteria, including those students who bring lunch from home. High School students may leave the cafeteria upon finishing his/her meal. Junior High students will remain in the lunchroom until dismissed by the lunchroom supervisor. Food or drinks may not be taken out of the cafeteria.

High School students who are not eating do not have to report to the cafeteria. However, those students will report to the senior hall.

Students are allowed break time but must keep the noise level down in the senior hall, as there are classes in the session during this time.

**Special Education  
Services  
IDACA**

In accordance with the provisions of Federal and State law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and State law.

Actions and Due Process for Students

Parental involvement and cooperation are important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the “Procedural Safeguards in Parent Rights in Special Education” published by the Kansas State Department of Education.

In the provisions of special education and related services, the district will implement all Federal and Kansas Statutes, rules and regulations.

Section 504 Accommodations for Students

In accordance with the provision of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing the student with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise

qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of the right under Section 504.

# Appendix

## Appendix A

### USD #412 Device Policy

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## 1. RECEIVING YOUR DEVICE & DEVICE CHECK-IN

### 1.1. Receiving your Device

Devices will be distributed at the beginning of each school year during enrollment. Parents & students must sign and return the Student Pledge documents before the Device can be issued to their child. Students in grades 9-11 will keep the same device over the next several years. Students in grades 7-8 will be issued an electronic Device for use during the school day. In order for this endeavor to be successful, it will take a joint effort between the students, staff and parents to ensure the success of this program.

### 1.2. Device Check-in

Devices will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of USD 412 during the school year, the Device will be returned at the time of checkout.

### 1.3. Check-in Fines

**1.3.1. Individual school Devices and accessories must be returned to the Hoxie High School office at the end of each school year. Students who graduate early, withdrawal, are suspended or expelled, or terminate enrollment at USD 412 for any other reason must return their individual school Device on the date of termination.**

**1.3.2.** If a student fails to return the Device at the end of the school year or upon termination of enrollment at USD 412, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Device. Failure to return the Device will result in a theft report being filed with the Sheridan County Sheriff's Department.

**1.3.3.** Furthermore, the student will be responsible for any damage to the Device, consistent with the District's Device Protection plan and must return the Device and accessories to the Hoxie High School office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Device.

## 2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the Device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Office for an evaluation of the equipment.

### 2.1 General Precautions

2.1.1. The Device is school property and all users will follow this policy and the USD 412 acceptable use policy for technology.

2.1.2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3. Cords and cables must be inserted carefully into the Device to prevent damage.

2.1.4. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of USD 412.

2.1.5. Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.6. Students are responsible for keeping their Device battery charged for school each day.

2.1.7. Students will have the same Device for the life of the Device (senior Devices will go to next year's freshmen).

### 2.2 Carrying Devices

A protective case/cover for the Device is required to help protect the Device and provide a suitable means for carrying the device throughout the day. Devices should always be within the protective case when carried. USD 412 will provide each student a case for carrying their Device.

### 2.3 Screen Care



- 2.3.1 The Device screens can be damaged if subjected to rough treatment.  
The screens are particularly sensitive to damage from excessive pressure on the screen.
- 2.3.2 Do not put unnecessary pressure on the top of the Device.
- 2.3.3 Do not place anything near the Device that could put pressure on the screen.
- 2.3.4 Do not place anything in the carrying case that will press against the cover.
- 2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth
- 2.3.6 Do not “bump” the Device against lockers, walls, car doors, floors, etc. as it may crack or break.
- 2.3.7 Protective screen covers will be available and recommended for additional protection.

### 3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for Device use, school messages, announcements, calendars and schedules may be accessed using the Device. Students should bring their Device to all classes, unless specifically instructed not to do so by their teacher.

#### 3.1 Devices Left at Home

If students leave their Device at home, they are responsible for getting the course work completed as if they had their Device present. If a student repeatedly leaves their Device at home, they will be subject to appropriate disciplinary action.

#### 3.2 Device Undergoing Repair

Loaner Devices may be issued to students whose machine is being repaired.

#### 3.3 Charging Your Battery

Devices should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.

#### 3.4 Screensavers/Background photos

Students will have the ability to customize their Device (screen background). Appropriate media will be used.

#### 3.5 Sound, Music, Games, or Programs

Each student will use their school issued Google account (school email address). The google account will be the conduit through which apps are downloaded to the Device. Students will have a personal account set up upon enrollment. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.5.1 Appropriate music is allowed on the Device. **Earbuds/headphones may be used in the classroom based upon individual teacher approval.** During passing periods, students may not use ear buds/headphones.

#### 3.6 Printing

Students will be given information and instruction on printing with the Device at school.

#### 3.7 Home Internet Access/Printing

Students are allowed to set up additional wireless networks on their Devices. This will be necessary to use web-based services outside of the school setting. Printing at home will require a wireless printer, proper settings on the Device, an eprint compatible printer and possibly an additional app or software on your home computer/printer.

#### 3.8 Personal Apps

Students may install appropriate personal apps on their Device via their personal google account. USD 412 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the Device. This does not, however limit what can be downloaded to the students individual google account or other personal device. In the event storage space becomes an issue on individual Devices, student music, photos and apps will need to be deleted.

#### 3.9 Devices and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not Devices are allowed to be on buses or at particular events.

#### 4. MANAGING YOUR FILES & SAVING YOUR WORK

##### 4.1 Saving to the Device/Home Directory

Students should save work to the Device. It is recommended students regularly backup data to their google drive or another storage device such as USB flash drive. Limited storage space will be available on the Device— Data will NOT be backed up in the event a Device has to be re-imaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

#### 5. SOFTWARE ON ELECTRONIC DEVICES

##### 5.1 Originally Installed Software

The apps and operating system originally installed by USD 412 must remain on the Device in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades. Periodic checks of Devices will be made to ensure that students have not removed required apps or installed inappropriate material.

**5.2 Additional Software** Apps may be added by the school or the student throughout the school year. Some apps will be free and others may cost.

**5.3 Inspection** Students will be selected at random to provide their Device for inspection. Device use and contents will also be monitored remotely.

**5.4** Procedure for reloading software

If technical difficulties occur, the Device will be restored from a backup (if last synced to a home personal computer) or will be reset to factory settings in the event a home computer is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to *the necessity of* a re-format and/or re-image.

##### 5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Devices for periodic updates and syncing. USD 412 will notify students on how to update apps, should updates be necessary.

##### 5.6 Technology Support

Technology support for Devices will be available during the normal business day at Hoxie Junior/Senior High School between the hours of 8:00 and 4:00. After hours support will not be available.

#### 6. ACCEPTABLE USE

The use of the USD 412 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 412 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 412. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Hoxie JH/SH Student Handbook shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.**

##### 6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. \*9-12 students will have access to their device 24/7. Students in grade 7 and 8 will have access to the Device at school only. Obviously, you as parents will need to establish ground rules for Device use outside of the school day. USD 412 will restrict the content of legally purchased content that can be put on the device.

##### 6.2 School Responsibilities are to:

**6.2.1** Provide Internet and e-mail access to its students.

**6.2.2** Provide Internet filtering.

**6.2.3** Provide network data storage

(These will be treated similar to school lockers. USD 412 reserves the right to review, monitor, and restrict

information stored on or transmitted via USD 412 owned equipment and to investigate inappropriate use of resources.)

- 6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy
- 6.2.5 Provide user accounts for free information storage in cloud-based (off site/online) applications.
- 6.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

**6.3 Students are responsible for:**

- 6.3.1 Using Devices in a responsible and ethical manner.
- 6.3.2 Obeying general school rules concerning behavior and communication that applies to Device/computer use.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 6.3.4 Helping USD 412 protect our computer system/device by contacting an administrator about any security problems they may encounter
- 6.3.5 Monitoring all activity on their account(s)
- 6.3.6 Securing their Device after they are done working to protect their work and information
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.3.8 Returning their Device to the HHS office at the end of each school year. Students who graduate early, withdrawal, are suspended or expelled, or terminate enrollment at USD 412 for any other reason must return their individual school Device on the date of termination.

**6.4 Student Activities Strictly Prohibited:**

- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing Board policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5 Changing Device settings in an effort to circumvent the filtering system.
- 6.4.6 Downloading inappropriate apps.
- 6.4.7 Spamming-Sending inappropriate emails.
- 6.4.8 Gaining access to other student's accounts, files, and/or data.
- 6.4.9 Vandalism to your Device or another student's Device.

**6.5 Device Care:**

- 6.5.1 Students will be held responsible for maintaining their individual Devices, and keeping them in good working order.
- 6.5.2 Device batteries must be fully charged and ready for school each day.
- 6.5.3 Devices that malfunction or are damaged must be reported to the office. The school district will be responsible for repairing Devices that malfunction and/or repairs covered under warranty. **Devices that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with the first \$79 of repair cost being borne by the student.**
- 6.5.4 Students will be responsible for the entire cost of repairs to Devices that are damaged intentionally, stolen, or lost.
- 6.5.5 Devices that are stolen must be reported immediately to the Office and the Sheridan County Sheriff's Department.

**6.6 Legal Propriety:**

- 6.6.1 Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not

immunity. If you are unsure, ask a teacher or parent.

- 6.6.2 Plagiarism is a violation of the Hoxie JH/SH Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

#### 6.7 Student Discipline:

If a student violates any part of the above policy, board policy, or Hoxie Junior/Senior High School handbook policy, he/she may be subject to the following disciplinary steps:

- 6.7.1 Student(s) will check-in/checkout their Devices from the office daily.
- 6.7.2 Required to attend a Device policy refresher class.
- 6.7.3 Loss of individual Device and be issued a generic loaner Device.
- 6.7.4 Loss of Device while being required to complete coursework.
- 6.7.5 Disciplinary/Legal action as deemed appropriate.

### 7. PROTECTING & STORING YOUR ELECTRONIC DEVICE COMPUTER

#### 7.1 Electronic Device Identification:

Student electronic Devices will be labeled in the manner specified by the school. Electronic Devices can be identified based on serial number and USD 412 identification number.

#### 7.2 Storing Your Electronic Device:

When students are not using their electronic Devices, they should be stored in their locked locker. Nothing should be placed on top of the electronic Device. Students are encouraged to take their electronic Devices home every day after school, regardless of whether or not they are needed. Electronic Devices should not be stored in a student's vehicle at school or at home. **If a student needs a secure place to store their electronic Device, they may check it in for storage at the Office**

#### 7.3 Electronic Devices Left in Unsupervised Areas:

Under no circumstances should electronic Devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any electronic Device left in these areas is in danger of being stolen. Students are subject to disciplinary action to retrieve their electronic Device that has been turned into the office due to not being supervised.

### 8. REPAIRING OR REPLACING YOUR ELECTRONIC DEVICE/ COST OF REPAIRS

USD 412 recognizes that with the implementation of the electronic Device initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

#### 8.1 Accidental Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. 7<sup>th</sup> and 8<sup>th</sup> grade students will be charged a \$30 technology usage fee at enrollment time. 9-12<sup>th</sup> grade students will be charged a \$30 technology usage fee at enrollment time. Students will be responsible for the first \$79 of damage in the event the device is accidentally damaged and needs repaired.

#### 8.2 Intentional Damage

Students/Parents will be held responsible for ALL (full payment) intentional damage to electronic Devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc.

Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

#### 8.3 Warranty / Repairs

Warranty repairs will be completed at no cost to the student.

#### 8.4 Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent.

**9 SCHOOL RIGHTS:**

- 9.1** USD 412's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 412. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- 9.2** The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 412 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 412 technology.
- 9.3** USD 412 reserves the right to define inappropriate use of technology.

## Appendix B

### USD # 412 Student Pledge for Electronic Device Use

1. I will take good care of my electronic Device
2. I will never leave the electronic Device unattended.
3. I will never loan out my electronic Device to other individuals.
4. I will know where my electronic Device is at all times.
5. I will charge my electronic Device battery as needed.
6. I will keep food and beverages away from my electronic Device since they may cause damage to the device.
7. I will not disassemble any part of my electronic Device or attempt any repairs.
8. I will protect my electronic Device by keeping it in a protective case.
9. I will use my electronic Device in ways that are appropriate, meet the district's expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the electronic Device. I will not deface the serial number.
11. I understand that my electronic Device is subject to inspection at any time without notice and remains the property of USD 412.
12. I will follow the policies outlined in the *USD # 412 Electronic Device Policy, Procedures, and Information Handbook* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts that damage my electronic Device.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District electronic Device and power cords in good working condition.
16. I will not utilize photos, video, and/or audio recordings of any myself or any other person in an inappropriate manner.
17. **I will report any damage, or issues related to the electronic Device immediately to the office.**

**I agree to the stipulations set forth in the above documents including the USD # 412 Electronic Device Policy, Procedures, and Information Handbook; the Acceptable Use Policy; Electronic Device Protection Plan and the Student Pledge for electronic Device Use.**

Student Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school electronic Devices and accessories must be returned to the HHS Office at the end of each school year. Students who graduate early, withdrawal, are suspended or expelled, or terminate enrollment at USD # 412 for any other reason must return their individual school electronic Device computer on the date of termination**

**APPENDIX C: TRANSPORTATION WAIVER**

**Unified School District #412  
Waiver Application for  
Transportation To or From a School Sponsored Activity**

I \_\_\_\_\_ make application  
Parent/Guardian Name

for my child, \_\_\_\_\_ to be exempt from  
Student's Name

school sponsored transportation (Check one) \_\_\_\_\_ going to \_\_\_\_\_ returning from  
\_\_\_\_\_ (Activity) on \_\_\_\_\_

The student will ride to the activity with: \_\_\_\_\_

The student will be returning from the activity with: \_\_\_\_\_

I understand that I, the parent/guardian of the above named student, release the school of any and all responsibility relative to the student's transportation to/from the above mentioned activity.

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

If the student will be riding with someone other than the student's parent/guardian, the person providing the transportation must sign the following statement also.

I take full responsibility for the above mentioned student's transportation to/from the above activity.

\_\_\_\_\_  
Signature of Person Providing Transportation

Building Principal's Action: \_\_\_\_\_ Approve \_\_\_\_\_ Reject

Reason for Rejection:  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original: Principal  
Copy: Parent

**APPENDIX D: USD #412      EXTRA-CURRICULAR AND CLASSROOM ACTIVITY STATEMENT****Hoxie USD 412 - Extra Curricular & Classroom Activities Purpose Statement**

The interscholastic program shall be conducted in accordance with the KSHSAA and school policies, rules, and regulations. While the school takes great pride in winning, it does not condone “winning at a price.” It discourages any and all pressures that neglect good sportsmanship and the well-being of participants. At all times, the interscholastic program must be conducted in such a way as to justify it as an educational activity.

OUR GOAL: For Students to become more effective citizens by learning:

- to work with others: In society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desire.
- to be successful: Our society is very competitive. We do not always win, but we succeed when we continually strive to win and desire to excel. You can learn to accept defeat only by striving \ to win with the earnest dedication.
- to develop sportsmanship: To accept defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
- to improve: Continual improvement is essential to good citizenship. As a participant, you must establish a goal and you must constantly attempt to attain that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
- to enjoy participation in activities: It is necessary for the student to enjoy participation, to acknowledge all of the personal rewards to be derived from the activity, and to give sufficiently of themselves in order to preserve and improve the program.
- to be prepared: Students need to be prepared to meet the challenging and sometimes unfair world.





**APPENDIX F: HHS, BOARD OF REGENTS, AND NCAA COURSE CHECKLIST**

**REQUIREMENT CHECK CLASS OF 2015 AND AFTER**

Name: \_\_\_\_\_ Graduation Year \_\_\_\_\_

<b><u>HHS</u></b>	<b><u>Kansas Board of Regents</u></b>	<b><u>NCAA</u></b>
<b>English (4)</b> English I English II English III English Sr. Yr.	<b>English (4)</b> *One unit each year English I English II English III English IV Advanced	<b>English (4)</b> *One unit each year English I English II English III English IV Advanced
<b>Math (3)</b> Math Math Math	<b>Math (3)</b> Algebra I Geometry Algebra II Math ACT 22 or One Upper Level Math	<b>Math (3)</b> Algebra I Geometry Algebra II
<b>Science (3)</b> Science Science Science	<b>Science (3)</b> Science Science Chemistry Physics	<b>Science (2)</b> Science Science
<b>Social Science (3)</b> US History American Government Social Science	<b>Social Science (3)</b> US History American Government World History	<b>Social Science (2)</b> Social Science Social Science
<b>Physical Education (1)</b> Physical Education	<b>Social Science (3)</b> US History American Government World History	<b>Additional (1)</b> English Math Science
<b>Fine Arts (1)</b>	<b>Electives (3)</b> Academic/Technical/Fine Arts	<b>Additional (4)</b> English, Math, Science, Social Science, Foreign Language
<b>Total (24)</b>  _____	<b>Total</b> <b>GPA 2.0 AND</b> <b>ACT 21 or Higher OR</b> <b>Rank Top 1/3 OR</b> <b>2.0 or Higher in College Course</b>	<b>Total</b> <b>GPA</b> <b>ACT Total Sliding Scale</b>

APPENDIX G: STUDENT ACCIDENT FORM

**Student Accident Report**

Unified School District 412

Hoxie, KS 67740

Name of injured \_\_\_\_\_ School: HGS \_\_\_\_\_ HJR/SR \_\_\_\_\_

Age \_\_\_\_\_ Sex \_\_\_\_\_ Parents or Guardians \_\_\_\_\_

Class or Grade \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

What was the person doing when hurt? (Operation) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Nature of Injury \_\_\_\_\_

First Aid Given \_\_\_\_\_

\_\_\_\_\_ By whom \_\_\_\_\_

Location of Accident \_\_\_\_\_

Unsafe act \_\_\_\_\_

School Nurse Notified: Yes \_\_\_\_\_ No \_\_\_\_\_ By whom \_\_\_\_\_ Time \_\_\_\_\_

Building Principal Notified: Yes \_\_\_\_\_ No \_\_\_\_\_ By whom \_\_\_\_\_ Time \_\_\_\_\_

Parents/Guardians Notified: Yes \_\_\_\_\_ No \_\_\_\_\_ By whom \_\_\_\_\_ Time \_\_\_\_\_

Action taken by parents: Returned to Class \_\_\_\_\_ Sent Home \_\_\_\_\_ To Nurse \_\_\_\_\_

Hospital \_\_\_\_\_ Other \_\_\_\_\_

Care or treatment by doctor? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Name \_\_\_\_\_

Names of witnesses to accident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This report must be completed and filed with the School Nurse for any student having an accident which requires first aid or the services of the school nurse or doctor, or keeps him/her out of school.

Report Completed By \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX H: MEDICATION - SELF-ADMINISTRATION MEDICATIONS**

**USD 412  
PERMISSION FOR SELF-ADMINISTRATION OF MEDICATION**

Name of Student: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_  
Date Started: \_\_\_\_\_  
Conditions under which the medication is to be given: \_\_\_\_\_

Any additional circumstances under which the medication is to be given: \_\_\_\_\_

Length of time medication is to be administered: \_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ (Name of student) to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

**MY CHILD HAS BEEN INSTRUCTED ON SELF-ADMINISTRATION OF THE MEDICATION AND IS AUTHORIZED TO DO SO IN SCHOOL.**

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Health Care Provider: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX I: MEDICATION - OVER THE COUNTER

Unified School District

**412**

**NON-PRESCRIPTION**

**MEDICATION AUTHORIZATION**

NAME OF STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_

MEDICATION, DOSE, AND ROUTE OF ADMINISTRATION: \_\_\_\_\_

DATE MEDICATION STARTED: \_\_\_\_\_ TIME TO BE GIVEN AT SCHOOL: \_\_\_\_\_

REASON FOR MEDICATION: \_\_\_\_\_

NO. OF DAYS TO BE ADMINISTERED AT SCHOOL: \_\_\_\_\_ DURATION OF SCHOOL YEAR: YES NO

I hereby give my permission for the above named student to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or non-prescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of adverse medication reaction suffered by the student because of administering such medication.

**NOTE: MEDICATION IS TO BE BROUGHT TO SCHOOL IN THE ORIGINAL CONTAINER.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

***Return completed form to:***  
**Jeanita Losey RN, School Nurse**  
**1625 Queen Ave.**  
**Hoxie, KS 67740**  
**Fax # - 785-675-2270**

APPENDIX J: MEDICATION - PRESCRIPTION MEDICATIONS

USD 412 - HOXIE COMMUNITY SCHOOLS

REQUEST FOR PRESCRIPTION MEDICATION ADMINISTRATION AT SCHOOL

NAME OF STUDENT \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE/TEACHER \_\_\_\_\_

PHYSICIAN DIAGNOSIS/REASON FOR MEDICATION \_\_\_\_\_

MEDICATION \_\_\_\_\_ DOSE \_\_\_\_\_ TIME GIVEN \_\_\_\_\_

Anticipated number of days to be administered at school: \_\_\_\_\_ Special Instructions \_\_\_\_\_

Printed Name of Physician: \_\_\_\_\_

Physician Signature : \_\_\_\_\_  
(or a copy of the prescription or fax from health care provider)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT PERMISSION TO ADMINISTER MEDICATION/INFORMATION EXCHANGE

I hereby give my permission for my child to take the above prescribed medication at school as ordered by our primary care provider. I understand that it is my responsibility to furnish the medication in the original container appropriately labeled by the pharmacy/manufacturer or physician stating the name of the medication, the dosage, and the number of days to be administered at school. Any school employee who administers medication in accordance with written instructions from the prescribing health care provider shall not be liable for damages as a result of any adverse drug reaction suffered by the student. I also give my permission for the exchange of information between the school nurse or other school representatives and pharmacy in the event a question or concern may arise.

Printed Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Please return Completed Form to:  
Jeanita Losey RN, School Nurse  
1625 Queen Ave.  
Hoxie, KS 67740  
Fax # - 785-675-2270