

BHS FIGHT SONG

CITY OF TROY

**As we march on to victory,
To BHS, we'll sing
Glad voices through our stately halls
They ardently will ring (Rah, Rah, Rah)**

**The walls enclose the sentiments
Of a Trojan Girl and Boy
Who sang to their
As we sing to our
City of Troy**

**Let's go, Let's go
Go team go
Let's fight, Let's fight
Let's fight team fight
Let's win, Let's win
Let's win team win
Beat -----**

BELOIT JUNIOR-SENIOR HIGH SCHOOL CERTIFIED STAFF

Moore, Daryl JH/HS School Principal
Harris, Kevin JH/HS Assistant Principal – Activities Director

Adolph, Jennifer HS Mathematics
Bates, Jeff HS Business – Technology
Behrends, Stacy JH Language Arts
Bohnert, Peggy JH Interrelated Resource Classroom
Borst, Luke HS Vocational Agriculture
Bronson, Kevin JH/HS Industrial Arts
Cox, Brandon JH Mathematics
Cox, Dallas HS Physical Education
Dean, Jo HS Language Arts, Journalism
Duntz, Joe HS Counselor
Ediger, Arlene JH/HS Vocal Music
Eilert, Brennan JH Counselor
Eilert, Ryan HS Business
Engelbert, Terri HS Interrelated Resource Classroom
Greene, Susan JH/HS Family and Consumer Science
Harbaugh, Michael JH/HS Orchestra
Hernandez, Kim JH/HS Speech/Language Clinician
Hosie, Margo JH/HS Gifted Education Consultant
Isbell, Jenny JH/HS School Nurse
Isbell, Ryan HS Science
Kelley, Darrell JH Social Studies
Koenig, Greg HS Language Arts
Lampert, Eric HS Mathematics
Ludwig, Sylvia JH Physical Education
Malay, Ryan HS Social Studies
Mason, Brad HS Social Studies
McQueen, Rebecca JH/HS Special Education
Moore, Kathy JH/HS foreign Language
Odle, Jamie HS Language Arts, Forensics
Pahls, Curtis HS Mathematics
Paul, Brandy JH/HS Special Education
Reinert, Betsy HS Science
Rodehorst, Ethan JH Science
Seyfert, Casey HS Social Studies
VanEaton, Dianna JH/HS Media Center Specialist
Vetter, Kristi JH/HS Instrumental Music
Watson, Duff JH/HS Technology Lab
Wildfong, Cay Unified Studies
Woerner, Kent District Computer Coordinator
Wolff, Jennifer JH/HS Art

SCHOOL CALENDAR 2010-2011

TEACHERS REPORT:

August 16,2010

SCHOOL BEGINS:

August 19,2010

SCHOOL HOLIDAYS:

Labor Day	September 6, 2010
Veteran's Day	November 11, 2010
Thanksgiving Vacation	November 24-26, 2010
Christmas Vacation	December 23, 2010 thru January 3, 2010
No School	January 21, 2010
President's Day	February 21, 2010
Spring Break	March 16-18,2010
Easter Vacation	April 22-25,2010

INSERVICE/WORK DAYS:

New Teacher Orientation	August 12-13,2010
Inservice Day	August 16, 2010
Inservice Day	August 17, 2010
Teacher Work Day	August 18, 2010
Bldg. Mtg./Inservice/Student Focus	September 27, 2010
Inservice Day – ½ Day	October 21, 2010
Bldg. Mtg./Inservice/Student Focus	December 6, 2010
Teacher Work Day	January 4, 2011
Inservice/Work Day	January 17, 2011
Beloit Invite Wrestling	January 21, 2011
Inservice Day – ½ Day	February 17, 2011
Regional Wrestling	February 18, 2011
Work Day/ Music Festival	April 13,2011
Work Day/ Beloit Relays	April 29,2011

PARENT TEACHER CONFERENCES:

February 18,2011
October 21 & 22, 2011
February 17 & 18, 2011

LAST DAY OF SCHOOL:

May 25, 2011

LAST DAY FOR TEACHERS:

May 26, 2011

NINE-WEEK PERIODS:

1st Nine Weeks	August 19 - October 15	- 40 DAYS
2nd Nine Weeks	October 18 - December 22	- 41 DAYS
3rd Nine Weeks	January 5 - March 11	- 43 DAYS
4th Nine Weeks	March 14 - May 25	- <u>46 DAYS</u>

170 DAYS

MISSION STATEMENT

Beloit Junior-Senior High School, through a planned curriculum, and a dedicated, professional staff, supported by involved parents and community members, will teach each student those skills necessary for successful living and responsible, productive citizenship. We believe that:

- Every individual has dignity and worth.
- Every individual deserves parental, teacher, administrative, and community support.
- Every individual can learn and experience success.
- Every individual will be held accountable for learning and applying basic skills to academic and social situations.
- Every individual will be held accountable for following school rules and will be disciplined with dignity.
- Every individual will be encouraged to demonstrate mannerly conduct.
- Every individual is entitled to a safe and orderly learning environment.

BUILDING GOALS 2010-2011

Reading - Students will improve reading skills across the curriculum, with a focus on the achieving proficiency as defined by the Kansas Reading Standards.

Writing – All students will demonstrate improved writing skill across the curriculum, with a focus on the achieving proficiency as defined by the Kansas Writing Standards.

Mathematics – All students will demonstrate, in academic and applied situations, a high level of mastery of essential math skills, with a focus on the achieving proficiency as defined by the Kansas Mathematics Standards.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

The Beloit USD 273, Beloit, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Dr. Joseph Harrison, 2020 North Independence, Beloit, Kansas 67420, Phone Number - 785-738- 3261 (Title IX Coordinator).

BUILDING USE

The building will open for students at 7:00 a.m. each morning and close at 3:55 p.m. All students are to be exited from the building unless under the supervision of a teacher. Should a student be in the building after hours and unattended, that student will be assigned Saturday school. This building is one of the finest in the state; it has been built for your benefit and many others to follow. Please treat it with the respect it deserves. Damage to the property caused by unavoidable accidents or normal use will not be charged. However, damage resulting from unnecessary accidents, horseplay, or willful acts will be charged. The student will be charged the dollar amount, including

labor costs, for repairing the damage. If a student is reported a second time for destruction of property, such student will be suspended.

EMERGENCY GUIDELINES

EMERGENCY:	WARNING SIGNAL:	PROCEDURE:
FIRE	Alarm will sound	Students will evacuate via appropriate exits.
TORNADO	Announcement via intercom	Pass to band and vocal music rooms
BOMB	Announcement via intercom	Students and teachers will remain in room to await further instruction
INTRUDER ON CAMPUS	Announcement via intercom	Follow Emergency plan instruction

JUNIOR-SENIOR HIGH SCHOOL FIRE DRILL EVACUATION ROUTES

Fire drills will be conducted monthly in accordance with State law. Evacuation procedures are posted in each classroom.

JUNIOR-SENIOR HIGH SCHOOL TORNADO DRILL

Tornado drills will be conducted at least three times per school year in accordance with State law. Students will evacuate to band and vocal music rooms.

CANCELLATION OF SCHOOL

If it is necessary to either dismiss school early or not have school because of bad weather, parents and students will be informed by the following radio stations:

KVSV-105.5 FM & KVSV-1190 AM -Beloit, Kansas
KDNS-94.1 FM-Glen Elder, Kansas
KNCK-1390-Concordia, Kansas
KSAL-1150-Salina, Kansas

If no announcement is made prior to 7:30 a.m., school will be in session as usual. If the weather becomes severe during the school day and school is to be dismissed early, an announcement will be made one hour in advance of dismissal time over the same stations.

POST SECONDARY SCHOOL VISITATION

Seniors will be allowed two days to visit post secondary institutions under consideration for future schooling. Juniors may take one such day. The appointment with the school will be made through the counselor's office by parents at least one week in advance of the requested date of the visitation.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 certain rights with respect to the student's educational records. Parents and eligible students have the right to inspect education records within 45 days of making such a request of the school, the right to request amendment of records found to be in error, the right to give consent to disclosure of any personally identifiable information contained in student records, and the right to file a complaint concerning alleged failure on the part of the school to comply with the requirements of FERPA. Under the requirements of FERPA, the school does have the right to disclose information to officials of other schools in which a student seeks or intends to enroll, and such requests do not require the consent of the parent or eligible student. Such record requests by other schools will be honored by Beloit Junior - Senior High School, with records sent immediately. For more information in regard to your rights under FERPA, contact the school principal or superintendent.

CONCURRENT CREDIT AT NCKTC

Students may enroll in classes at NCKTC during the school day as the schedule permits. Students must be at least a junior and on track for graduation. The number one priority needs to be graduation from Beloit High School.

Students need to be able to provide their own transportation to drive directly to NCKTC and return directly to BHS after classes are completed at NCKTC. Failure to return to BHS in time for classes or excessive absences will result in the privilege of attending NCKTC being revoked and the student not receiving credit.

All school rules are in force and compliment any class procedures offered by NCKTC. Students will attend NCKTC classes on days that BHS may not be in session due to staff development or other activities. Students will also not be required to attend BHS during the hours that they attend NCKTC when NCKTC is not in session. It will be the responsibility of the student to notify the appropriate school if they are going to miss class because of an educational activity such as a field trip.

Should a student demonstrate serious disciplinary issues, the student will be dropped from the classes and receive two hours of failing grades. Students will not be placed in alternate classes at BHS should they be removed from the classes offered at NCKTC.

It is the student's responsibility to know and follow all of the rules of NCKTC as well as the rules in the contract to attend NCKTC with BHS. A copy of the contract to attend NCKTC needs to be signed by the student, a parent, the high school principal, and on file in the counselor's office before a student may attend classes during the regular school day at NCKTC.

HEALTH RECORDS

A student shall comply with Kansas Immunization Statute. Failure to do so may result in suspension.

GRADES AND REPORTS TO PARENTS

Each reporting period will be nine weeks in length. Interim reports shall be sent to parents at the middle of each nine weeks period. Students shall be informed of their deficiencies by conference. A written record of each conference will be of great value when parents request a conference. Grade slips are issued following the closing of each nine weeks period. Special education reports will be through parent conference and/or interim reports.

The following symbols are used as a guide for recording and reporting grades:

A - (90-100), B - (80-89), C - (70-79), D - (60-69), F - (Below 59)

PROGRESS REPORTS

Student progress reports will be mailed out in the middle of each nine weeks session or at any time a student's grades fall into the unacceptable range.

REPORT CARDS

Student report cards will be distributed to parents at parent-teacher conferences following the first and third nine weeks. Report cards will be mailed at the end of the second and fourth nine weeks.

INCOMPLETES

Incomplete grades for unfinished course requirements must be removed within one week after parents have been notified following a grading period or the grade will be changed to an F on school records. All course work will be completed by the end of the fourth nine-week grading period. There will be no incomplete grades given at this time. Exceptions will be made only in case of prolonged illness or other valid circumstances approved by the principal.

HONOR ROLL

Each nine weeks, those students achieving outstanding academic accomplishments will be recognized by being placed on the honor roll.

First Honor Roll.....3.7-4.00 G.P.A.
Second Honor Roll.....3.4-3.69 G.P.A.

For the purposes of calculation of grade point averages, the following point system will be utilized:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

All classes taken for a grade will be used in calculating grade point averages. All students shall be considered for inclusion and publication of Honor Roll except those whose parents submit in writing a request for exclusion.

STUDENT CLASSIFICATION

For the purpose of classification of high school students the following will apply:

Freshmen.....	Graduation from Eight Grade
Sophomores.....	Six Units of Credit
Junior.....	Twelve Units of Credit
Seniors.....	Twenty Units of Credit

REQUIREMENTS FOR GRADUATION

Our local school district graduation requirements are: twenty-eight (28) units of credit, forty hours of service education, and completion of four years of school. The required class credits for graduation are:

- 1) Four (4) years of English Language.
- 2) Three (3) units of social studies, which shall include Am. Hist. and Gov./Kansas History in the 11th and 12th grades.
- 3) Three (3) units of mathematics.
- 4) One (1) unit of physical education and Health.
- 5) Three (3) units of laboratory science (physical science, biology, chemistry, or physics).
- 6) One (1) unit of computer technology.
- 7) One (1) unit of Fine Arts

Students enrolling in BHS from a school with less that a seven period and unable to met the 28 credit graduation requirement will be evaluated on and individual basis.

SCHEDULE/CLASS CHANGES

Students may change classes during the first five days of the semester. Schedule changes after the first five days of the semester may result in a loss of credit.

WITHDRAWAL OF STUDENTS

Students planning to withdraw from school should report their intentions to the office. The student and the parents will be directed to meet with the counselor to review the potential effects of withdrawal before the student and the parent will be permitted to fill out the withdrawal form. The student and the parent will be required to properly complete the withdrawal sheet and return it to the office.

BOOKS

A textbook rental fee of \$35.00 per student will be charged for 7 through 12 students. Students will be charged for lost or damaged school property that has been assigned to them.

ATTENDANCE

Students at Beloit Junior-Senior High School will be punctual and regular in attendance. When you are absent, your parents are encouraged to notify the school between 8 and 10 a.m. If this is not done the school will call to verify your absence. A note will be required in the office if your parents fail to call or the school cannot reach the parent. It is the responsibility of each student to make up any and all work missed. If possible you should get your homework assignments before returning to school.

Compulsory Attendance - the compulsory attendance law makes it mandatory that any child who has reached the age of seven years and is under the age of eighteen be enrolled in school. Only students that are an exception by law or have been suspended or have been expelled from school are not required to attend school. Additionally, students sixteen years of age or older whose parents or legal guardians sign waivers releasing them from mandatory attendance may terminate their enrollment.

Absences - the building principal or his/her designated representative shall determine if an absence is to be excused.

The parent must take the responsibility to notify the principal's office by phone when the student will not be in attendance. Only a parent, legal guardian or an adult to whom the legal guardian has delegated the authority in writing to the principal to excuse his or her student's absences may excuse absences. An individual listed as the person to contact in an emergency MAY NOT excuse a student's absences unless given authority to do so in writing to the principal by the legal guardian. This notice **must be** given in advance of the day of the absence. The office is open and will take calls between 7:30 a.m. and 4:00 p.m. The school office phone number is 738-3593.

I. Excused Absences

- A. Illness with a parent's verification, verification by school nurse or doctor.
- B. Deaths.
- C. Doctor appointments and dental appointments. We would ask that these appointments be made outside of school time if possible.
- D. School activities.
- E. Family livelihood.
- F. When weather conditions are so severe that it is impossible to attend.

- G. Educational trips, tours, family vacations and college visitations will be approved when assignments are completed prior to the student missing school.
- H. Compelling need or request by parent.

II. Unexcused Absence

- A. All absences that do not fall into the above categories, or are not handled according to policy.
- B. Leaving school when school is in session without obtaining permission and signing out of the main office.
- C. Any student more than ten minutes late for class will be considered absent.

III. Administrative Action

- A. The first unexcused absence during each semester will result in notification of parents and possible parent conference. The student will be required to make up time missed during Saturday school.
- B. The second unexcused absence during a semester will result in one day of Saturday school. The student will also be required to make up double the time missed in Saturday school. (Time suspended from school will not be made up.)
- C. The third unexcused absence during a semester will result in a three-day out of school suspension with a parent conference to discuss re-admittance to the regular classroom. The student will be required to make up time missed in Saturday school. (Time suspended from school will not be made up.)
- D. The fourth unexcused absence during a semester will result in an informal hearing with the parents to discuss possible student expulsion. If the student is re-admitted, he/she will be required to make up double time missed in Saturday school. (Time suspended from school will not be made up.)

ATTENDANCE HEARING

Students are allowed up to 10 days of absences per semester regardless of whether they are excused or unexcused absences. After the 10th absence a hearing committee shall convene made up of the principal, assistant principal, student's teachers, the student, and the parent. The hearing committee may deny credit in any class in which the student has missed more than 10 days, may place the student on academic probation, or accept the attendance as a hardship.

WORK MAKEUP PROCEDURE FOR STUDENT ABSENCES

In the case of unplanned student absences that are excused, i.e. sickness or family emergency, the student will have one day for each day missed to complete missed worked for credit.

TARDIES

- 1) Each student will be allowed one tardy per nine weeks.
- 2) If a second tardy is earned, the student will serve one hour of Saturday school.
- 3) Upon earning a third tardy, the student will serve two hours of Saturday school.
- 4) Upon earning a fourth tardy, the student will serve three hours of Saturday school.
- 5) Upon earning a fifth tardy, the student will serve four hours of Saturday school, and the parents will be asked to come in for a conference to develop a plan modifying the behavior.
 - Teachers will report tardies to the office with roll each hour.
 - Students will be considered tardy if they are not in the appropriate class when the final bell rings.
 - Teachers keeping kids after class will provide passes for the student to take to their next hour.

Car problems are not considered an excused absence or tardy. The administrative team will use its discretion when determining if a tardy is excused.

Any student who does not earn a tardy during a nine week period may carry over the free tardy to the next nine weeks. Limit one extra free tardy per student.

MEDIA CENTER USE AND POLICIES

- Students coming to the library must bring a pass from their classroom unless the classroom teacher has scheduled the entire class or group of students to use the library. Passes should be brought to the circulation counter and left with the library staff.
- Students using the library must be working or reading.
- Treat all materials and equipment with respect.
- Be respectful to others. Use appropriate language and polite remarks.
- All materials removed from the library must be checked out at the circulation desk.
- Students are responsible for returning items on time.
- Length of checkouts:
 - Books – 2 week period with a 7 day grace period before fines start to accumulate. Books can be renewed.
 - Reference books and periodicals – 3 days
- Students are responsible for damage to or loss of library materials and will be charged for the cost of replacing lost items.
- Overdue fines:
 - Non-reference books and periodicals – 5 cents per day
 - Reference books – 25 cents per day
- Overdue notices will be printed and posted periodically by the library staff to remind students to return overdue materials and pay fines.
- The librarian and high school principal reserve the right to deny check-out of library materials and/or access to the library media center if the student abuses library privileges and rules, such as excessive fines, lost materials, abuse of materials and equipment.

FIELD TRIPS

Participating in field trips sponsored by clubs and organizations or as part of a class are a privilege. Students must be in good academic standing to participate in field trips. Good academic standing is defined as meeting school eligibility requirements. Eligibility requirements also include attendance policies. A student who has missed more than 8 days of school in a given semester is not eligible to participate in field trips. Activities that require a student to miss school and result in a grade will be considered on a case by case basis.

All school rules and regulations must be followed on field trip activities. Any deviance from school policy and/or directives from trip sponsors, whether they be faculty members or parents, will be met with appropriate punitive measures as specified within the school's discipline policy or deemed appropriate by administration.

Homeroom 3:09 to 3:30 Everyday

Students who are not involved in activities during Homeroom are to be busy working on class assignments, seeking additional help from instructors or reading. Students are to check in with their Homeroom instructor before they go to another instructor for help and check in with their Homeroom teacher before school is dismissed.

- 1) Activity and Club meeting times will be announced during school.
- 2) Organizations are scheduled to meet monthly unless arrangements for bi-weekly meetings are made in the office.
- 3) Each organization should have on file in the office a copy of its constitution and bylaws.
- 4) Minutes of each organizational meeting should be kept and a copy turned in to the office. A membership roster is to be turned in to the office.

SCHOOL VISITORS

Any person seeking to visit the school must check in through the school office. Visitors will be expected to sign in and to wear a visitor's badge while in the building. This policy applies to anyone not a student or employee of the school system. Students from other schools will not be allowed to visit BJSHS with Beloit students unless they plan to enroll in BJSHS in the future

AUTOMOBILE USE

To provide for the safety of all parties concerned, the following driving and parking regulations are in effect for Beloit Jr-Sr High School:

The school expects students to drive courteously and at a safe speed at all times and will not hesitate to take the steps necessary to eliminate reckless driving and reckless drivers. Driving to school is a privilege and one that will be restricted unless the basic rules of good judgment and common sense are followed.

1. All student vehicles are to be parked in the south parking lot in the designated area. The east and west parking lot is reserved for staff and visitors.
2. Any person involved in improper driving or parking will be asked to correct the situation. A second offense shall result in Saturday school and letter to the parent. A third infraction will result in the loss of the privilege to bring a vehicle on school property.
3. Once your car is parked it is not to be driven during the school day without permission from the office.
Leaving school without permission is considered an unexcused absence.
(Exception: Students leaving to attend scheduled classes at NCKTC or returning from classes at NCKTC.)
4. Students are not allowed in their cars during the school day without the presence of a staff member.
5. Use of tobacco products while sitting in a car will be considered a violation of school policy.
6. Parking lot speed is 15 m.p.h.
7. Any student, who is engaged in reckless or dangerous driving, will be reported to the principal who will arrange a conference with the student and notify the student's parents.

LEAVING SCHOOL

After a student has reported to school, he or she is not to leave at any time except after reporting to the office and receiving permission. Permission will not be granted unless the student presents a parental written request or a parent is contacted. It will be necessary to contact a parent of any student who wants to leave school because of illness before the student is allowed to leave the building. Failure to follow the proper procedure when leaving the building will result in an unexcused absence regardless of the reason.

PERMISSION TO LEAVE CLASSROOM

Except for special reasons, students should not be allowed to leave the classroom during class time. The instructor and not the bell is responsible for dismissing the class at the end of the period. Instructors are responsible for their assigned students behavior both in and out of the classroom. Students shall have a pass when not in the classroom.

HALL POLICY

Students arriving at school before 7:50 a.m. are to remain in the commons area. Those students attending an organizational meeting or working in a classroom will be admitted at 7:50 a.m. Students may go to teachers' classrooms to get additional help from 7:30am until 8:00am, by going through the west office door and asking the secretary if the teacher is available. Teachers are available unless they would be involved in a meeting.

Proper conduct in the halls is expected at all times. This means that the students are to pass quietly through the halls, should not loiter, and should not run, push, or hit others as they pass. The boy-girl relationships must be proper at all times as this is a public place. Those not willing to adhere to this policy will be restricted during passing periods and handled under the failure to comply with direction policy.

TELEPHONE

A phone for local calls only is also available. Please limit calls to two minutes. The phone should not be used during class time. Students will not be called to the phone except in case of emergencies. The office secretary will take numbers for the students to return calls. Students are not to possess **cell phones** in class.

WIRELESS COMMUNICATION DEVICES

Possession of wireless communication devices during the school day will result in the following:

- 1st Offense - One hour Saturday school
- 2nd Offense – Confiscate device, return to parents, four hours Saturday school
- 3rd Offense - OSS, not to exceed two days

Possession is defined as a student carrying a wireless communication device in a school bag, purse, or on his or her person from 8:00 a.m. to 3:30 p.m. Devices brought into the building must be placed in a student's assigned locker prior to 8:00 a.m.

Possession of wireless communication devices during the school day will result in an automatic Saturday school regardless of reason for possession. Parents who need to reach students may call the office to give a message to the student. In case of an emergency, the parent will need to state the call is an emergency. A member of the office staff will retrieve the student.

WIRELESS COMMUNICATION DEVICES - LOCKER ROOMS & BUSES

Use of wireless communication devices in locker rooms is strictly prohibited. Due to the nature of the advancing technologies, cell phones pose a serious

threat to student privacy. Thus, they must not be used in the locker room for any reason. Use of cell phones in the locker rooms at any time supersedes all other cell policy.

Students who need to contact parents regarding transportation arrangements after school or after practice may use their cell phones in the commons area and in the hallway adjacent to the locker rooms. Also, students may ask coaches permission for appropriate areas to use their cell phone should they need to call home or arrange for a ride from a school event.

A minimum of four hours of Saturday school for use in the locker room will be applied. A student who uses a cell phone to invade the privacy of another student(s) may face an expulsion hearing and the school will notify authorities if it is believed a criminal action may have taken place. Students using cell phones to invade the privacy of other student(s) during a school activity or while being transported to or from activities are subject to the same penalties as in the locker room.

LOCKERS

All students have lockers assigned to them and they will retain the same locker throughout their time in high school. Students are not allowed to have food or drinks except water in carpeted areas. Those students carrying lunches may store them in their locker until lunchtime. Do not leave foodstuffs in your lockers. Never leave gym clothing or tennis shoes in your hall lockers. You are strongly advised not to keep money or valuables in your locker under any circumstances. Keep the locker door closed and locked.

Students are expected to observe the following locker rules at all times:

1. Each student must use the locker assigned to him/her.
2. Lockers should be kept clean and neatly arranged at all times.
3. Students may go to their lockers at the following times:
 - a. Before school in the morning after the 7:50 a.m. bell.
 - b. Between classes during the passing time.
 - c. Immediately after school.
 - d. When a teacher gives permission.
4. Students are not to use their lockers during evening activities.
5. Do not tell anyone your locker combination. Your personal effects **WILL NOT** be safe if too many people know your combination. Do not give others permission to get into your locker.
6. If something is taken from your locker, report the missing item(s) to the office.

Students who abuse their lockers by kicking them or carelessly slamming them shut may be assigned Saturday school. If your lock is lost or damaged, you will be assessed a replacement fee.

As per board policy, JCAB, lockers are the property of USD 273 and consequently subject to search in accordance with board policy.

DRESS CODE

Each student attending Beloit Junior-Senior High 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. Students will be responsible to make improvements in grooming whose appearance does not give indication of effort to dress appropriately, to be neat, and clean, or whose appearance is disruptive. Extreme or sloppy styles, which are disruptive, will not be allowed. School staff has been advised that articles of clothing that they think are questionable, according to this policy, should be considered inappropriate, and the student sent to the office.

Interpretations and examples:

- All students must wear shoes.
- Hats are not to be worn in school with the exception that hats may be worn during indoor sporting events.
- Dress shorts, jams, or hemmed cut-offs may be worn; no fringed shorts or shorts with holes, or frayed cut-offs shall be permitted.
- Jeans with holes above mid thigh shall not be permitted.
- All pants and shorts are to be worn at the waist. No sagging is permitted.
- No halter-tops or exposed midriffs will be allowed; overalls are not to be worn without shirts. Midriff will be considered covered when the top reaches the waistband of the pants or shorts when sitting, or when the student is standing with arms raised above the head.
- No offensive wording, slogans, pictures, sexually explicit phrases or innuendo, alcohol, or tobacco advertising on clothing are allowed.

Dress Code Violation Procedure

- Students violating dress code will be sent to the office and a discipline referral will be filled out.
- Repeated failure to comply with the dress code will result in Saturday school hours assigned. However, should a student fail to comply with an immediate directive to correct his or her dress code violation, the student may be suspended from school as necessary.

PERSONAL ITEMS

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the student would be wise to leave them with a teacher or in the office for safekeeping. All personal clothing and equipment should be marked by the student.

The school will not assume responsibility for the loss of personal items; however, a lost and found department will be maintained in the office.

CLOSED NOON HOUR AND LUNCHES

In most situations, students will not leave the building during the lunch period, and students will eat in the school cafeteria whether they bring a sack lunch or eat the hot lunch made available by the school. Students are to remain in the cafeteria until the instructor returns them to class. Except for specific class curriculum that requires food or drinks as part of the lesson, students are to have food or drinks only on the tiled areas of the school.

All students eating the school lunches should pay in the office from 7:45 a.m. to 8:00 a.m. and **SHOULD BE PURCHASED DURING THIS TIME**. Charges may be issued to students who have forgotten their lunch money. However, in no event will the student be allowed to accumulate more than five charges. If a student does not pay after five charges, they will be provided a peanut butter and jelly sandwich at no cost in lieu of hot lunch. Free/reduced lunches may be provided for students who meet the qualifications of eligibility. However, no other student may eat off the free/reduced lunches.

SODA AND CANDY MACHINES

All vending machines are available to students after normal school hours. Vending machines providing drinks which meet State of Kansas requirements as a healthy choice beverage may be purchased during school hours. Examples are water, milk and vitamin water.

SPECIAL SERVICES

The school nurse is at BJSHS on a part time basis. The nurse's schedule will be posted on her door. In cases when immediate care is needed contact a secretary in the office and first aid will be administered and the nurse contacted.

Psychological services are available to Beloit Junior-Senior High School students through the school psychologist. Parental permission is required before students are allowed this service. Parents may request that their child be allowed the use of the service by contacting the building principal.

The speech clinician's services are available to the Beloit Junior-Senior High School students. These services are available in the areas of language, speech, and hearing.

DANCE RULES

1. A student shall not knowingly possess, use, transmit, nor be under the influence (under the influence means zero tolerance) of any illegal drug, alcoholic beverage, or intoxicant of any kind. Any student suspected of violating this policy, either by breath analyzer or the observation of adult sponsors or school administrators, shall be detained and their parents or guardians, as well as the police, called. If their parents or guardians are unavailable, unable, or unwilling to come pick them up, the police will escort the student home. Within the limitations of the rights to due process, any student who is sent home due to a violation of this kind will have the consequences of the district drug free school policy (JDDA-R) enforced.

2. A breath analyzer test will be administered to a representative, random sample of people seeking to enter a school dance. The breath analyzer will also be administered to anyone who appears to be under the influence of any intoxicant. Anyone refusing to take the breath analyzer test will be denied admittance to the dance. If a person refuses to take a breath analyzer assessment, but gives the appearance of being under the influence of an intoxicant, that person will be detained and their parents or guardians and police will be called as described above.
3. There will be no possession or use of tobacco products. Use or possession of tobacco products falls under the regular school rules.
4. The doors will close one hour after the dance starts, with no one admitted after that unless by prior arrangement with the school administration due to unusual circumstances. Once a student leaves the dance, that student may not return.
5. Out of school guests may not attend junior high dances. Out of school guests may attend high school dances if they are signed up in advance of the dance. The name of the guest, classification, and school will be listed at the door. Out of school guests are expected to adhere to all school and dance rules, and will receive any necessary disciplinary measures in the same fashion as students of this school.
6. Senior High dances shall exclude students who are below the 9th grade.
7. Any student assigned in-school-suspension, out-of-school suspension, or expelled shall not be allowed to attend a school dance, if the dance occurs during the time of the suspension or expulsion.
8. Dress code will be enforced at all dances. Failure to comply with dress code will result in a student not being admitted to the dance.

Junior High Dances

- Junior High Students will have up to two dances per year, one per semester.
- The dances will begin no earlier than 7 p.m. and end no later than 10 p.m.
- Out of school guests are not allowed at junior high dances, nor are Beloit High School students.
- All dress code rules apply at junior high dances.

Yearbook Policy for Senior Photos

The picture must be turned in by deadline. The deadline is the day before Thanksgiving vacation. Any pictures not turned in by the deadline will not appear in the yearbook.

- The picture must be wallet size, have a smooth finish, and have no printing on the front. The picture must be color, no sepia or brown tones.
- The picture must be a **head and shoulders** shot.
- An indoor scene is suggested but not required.

- Students must wear traditional “dress up” clothes.
- The yearbook advisor, with assistance from administration when requested, will make the final decision on printing a picture.
- No unusual props or attire will be permitted. The following are examples of props or attire to avoid:
 - Tee shirts, tank tops, jeans with holes or tears, shorts of any kind, hats, and sunglasses.
 - Weapons, musical instruments, and animals.

CLUBS AND ORGANIZATIONS

High School Athletics

Sponsors

Football

Head Coach: Greg Koenig, Assistants
Andy Niemczyk, Casey Seyfert, Ryan Isbell,
Brandon Cox

Volleyball

Head Coach: Sylvia Ludwig, Assistants
Brandy Paul, Kendra Hollen

Cross Country

Coaches: Jenny Isbell and Brad Mason

Boys Basketball

Head Coach: Ryan Eilert, Assistants
Eric Lampert, Albert Fincham, Eric Eilert
(Coach's Aide)

Girls Basketball

Head Coach: Dallas Cox, Assistants
Kevin Marozas, Brandon Cox

Wrestling

Head Coach: Andy Niemczyk, Assistant
Jeff Heiman and Ryan Malay, Mark Hewitt
(Coach's Aide)

Girls Tennis

Head Coach: Darrell Kelley, Dwight Watson
(Coach's Aide)

Golf

Head Coach: Darrell Kelley, Assistant
Brad Mason

Track

Head Coach: Ryan Isbell, Assistants Curt
Pahls, Casey Seyfert, Jenny Isbell

Softball

Head Coach: Stacey Palmer, Assistant

Baseball

Head Coach: Brandon Cox, Assistant

Cheerleading

Head Coach: April Belden

Dance Team

Head Coach: CJ Tobald

Junior High Athletics

Sponsors

Football

Head Coach: Eric Lampert, Assistant
Joe Duntz and Ryan Eilert

Volleyball

Head Coach: Kim Hernandez, Asst. Stacy
Behrends

Boys Basketball

Head Coach: Cris Adams, Assistant
Casey Seyfert, Dwight Watson

Girls Basketball

Head Coach: Darrell Kelley, Assistant
Melissa Brown

Wrestling

Head Coach: Andy Niemczyk, Assistants
Jeff Heiman, Ryan Malay, Mark Hewitt
(Coach's Aide)

Track

Head Coach: Greg Koenig (Boys)
Head Coach: Dallas Cox (Girls)

Cheerleading

Assistant, Ethan Rodehorst

Head Coach: Tonya DeGarmo

Activities

Senior Class
Junior Class
Sophomore Class
Freshman Class
Student Council
National Honor Society
Future Medical Careers
Art & Photo Club
Language Club
Scholars Bowl
Newspaper
Musical

Forensics
Science Club
Computer System Operator
Orchestra
Speech and Drama
BICC
B-Club
FBLA
Drill Team
Singing Sensations
FFA
FCCLA
SADD
Kayettes
AFS
Yearbook
Band Director
Fitness Coach
Play Director
Ser. Ed. Coordinator

Sponsors

Head: Betsy Reinert, Asst. Maggie Harr
Head: Terri Engelbert/ Kevin Bronson
Jeff Bates
Duff Watson
Ryan Eilert and Brennan Eilert
Betsy Reinert
Betsy Reinert
Jennifer Wolff
Jennifer Wolff
Head: Cay Wildfong
Jo Dean
Arlene Ediger, Michael Harbaugh,
Kristi Vetter, C. J. Tobald
Jamie Odle
Ryan Isbell
Jeff Bates
Michael Harbaugh

Darrell Kelley/ Joe Duntz
Terri Engelbert
Jeff Bates
CJ Tobald
Arlene Ediger
Luke Borst
Susan Greene
Ryan Malay

Maggie Harr
Jamie Odle
Kristi Vetter
Dallas Cox, Greg Koenig

Curtis Pahls, Jeff Bates
Terri Engelbert, Darrell Kelley
Cay Wildfong, Duff Watson, Brad Mason,
Betsey Reinert

The High School and Junior High Sports and Activities offered by BJSHS are limited to the ones listed on pages 20 and 21.

ELIGIBILITY

Beloit Junior-Senior High School is a member of the Kansas State High School Activities Association and must abide by the KSHSAA's rules and regulations. For a student to remain scholastically eligible to participate in interschool activities, he/she must have passed at least five classes the previous semester.

Beloit High School students are expected to excel in the classroom and in the competitive arena. In order to maintain the integrity of the academic environment, students will be required to pass at least six courses each nine weeks to remain eligible for co-curricular activities. Students who do not pass at least six classes each nine weeks will be ineligible to participate in co-curricular activities for the next nine weeks. The Kansas High School Activities Association requires students to pass five classes per semester in order to maintain eligibility. This rule for semester eligibility supercedes school policy.

The only exception to this policy will be for incoming freshmen. They will have the first high school semester to pass six classes. After the first semester, they will be on the nine-week eligibility schedule.

Junior High weekly eligibility requirements will continue to be checked weekly. Any junior high student earning two F's or one F and two D's will be ineligible for the following week and remain ineligible until the grades meet eligibility requirements.

TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL ACTIVITIES

Students who are transported to a school activity by district vehicles will return from that activity by district vehicle, or after coach or sponsor approval, with parents. Any other transportation arrangement must be approved by the building principal or assistant principal after a request is made by parents or lawful custodian twenty-four hours before the scheduled trip.

ATHLETICS

1. Interscholastic sports include volleyball, football, girls cross-country, boys cross-country, girls basketball, boys basketball, wrestling, girls track, boys track, girls tennis, golf, softball, and baseball.
2. The physician and parent's certificate for athletics can be obtained from the high school office.
3. Athletic insurance waiver forms must be signed by a parent or guardian and turned into the office along with the physical form prior to the first practice.
4. Students participating in athletic contests who miss classes because of an athletic event are to make arrangements with their classroom teachers to complete assignments for classes being missed **before** being excused for the event.

5. A student, to be eligible for participation, must have passed 6 subjects of unit weight the previous nine weeks and must meet the KSHSAA requirements. Students not maintaining satisfactory grades become ineligible for the entire following nine weeks.
6. Any students whose conduct brings discredit to them, their teammates, or their school is not in good standing, and are, therefore, ineligible.
7. Athletes whose grades are low can be required to secure help after school from the teacher in whose class they received the low marks. Failure to do this when directed will make them ineligible to participate.
8. Students serving an in-school suspension are not eligible to practice or participate in any school activities the same evening(s) of the suspension.
9. Students at Beloit Junior/Senior High School may participate in one sport per season. The only exception to this rule may be considered if it is deemed necessary by the activities director to allow dual participation. The only reason this may be considered is if numbers of participants in a particular sport dictate the need for dual participation to field complete teams. An example would be a student participating in girls tennis and then participating in girls cross country so that a complete team may compete.

* Students must be in attendance no later than 10:30am in order to be eligible to participate in activities the same evening.

Athletics – Drugs, Alcohol, Tobacco, and Criminal Activity

The purpose of athletics is primarily the teaching of good character and positive participation in a team activity. It is impossible to demonstrate good character and to be a trustworthy teammate if a student is engaged in behaviors detrimental to their health or engaged in activities that are illegal. Thus, the board of Education for USD 273 has set the minimum discipline standards for students engaging in behaviors involving the possession or use of alcohol, drugs, or tobacco. This policy also includes engaging in criminal activity in which the crime involves a victim. This includes but is not limited to battery, criminal harassment, vandalism to property, and theft.

The school year begins the first day of the fall practice season as set by the Kansas High School Activities Association. Coaches may require behavior standards be met during the summer months. The school year is officially over the day after the completion of the State Track meet in Wichita.

First Offense – Any athlete will be suspended for the next event he or she would participate.

Second Offense – The athlete will be suspended until a hearing regarding eligibility may be held. This hearing will take place no more than 10 school days after the offense has been reported to the school. The hearing officers will include the vice-principal, principal, and the head coach of the team for which the child competes. The purpose of this hearing will be to examine the nature of the offense and the evidence to determine to what level discipline may be meted out. At a minimum, there will be a short term suspension from the activity. Along with the suspension, a behavior plan will be developed to

assist the athlete in making better decisions. The maximum punishment may require deeming the student ineligible for athletic activity for the remainder of the school year.

Offenses do not carry over from year to year. Example: If a student violates policy his/her freshman year, that offense will not count beyond the end of state track his/her freshman year.

HOME ATHLETIC EVENTS

The following policy will apply to all athletic events played at home.

1. A list of participants and the time that they are to be released prior to regular dismissal will be furnished to the teachers of classes involved before the game.
2. Any student who abides by school rules may attend a junior-senior high game after school is dismissed.

PHYSICAL EXAMINATION

The KSHSAA requires that each student who participates in interschool athletics, cheerleading, or dance team obtain a physical before participating in that activity. Students need to schedule appointments with their family doctor to obtain these physicals.

STUDENT INSURANCE

USD 273 is not responsible for the medical costs to students for injuries incurred at school. Coverage may be obtained by purchasing the school time insurance offered at the beginning of school. Complete descriptions of Insurance Plans and Riders are available in the school office.

HARASSMENT

VERBAL/PHYSICAL ASSAULT, THREAT OR HARASSMENT OF A SCHOOL EMPLOYEE AND/OR DAMAGE TO AND/OR THEFT OF PRIVATE PROPERTY BELONGING TO OR UNDER THE CONTROL OF A SCHOOL EMPLOYEE

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to a school employee. Any violation of this policy shall result in expulsion for a period of time not to exceed the balance of the school year.

If, during the course of his or her employment, an employee's personal property is damaged or destroyed as the result of malicious or willful acts of a student of the district, off the school premises and in a non-school activity situation, and, when an administrative review shows that the employee had used reasonable judgment in the situation, and said act was maliciously or willfully done, then and in that event, the district shall, on behalf of the

employee, and in the employee's name, if the employee consents, take appropriate action at law in a court of competent jurisdiction to recover the actual damages sustained against the parents or legal guardians of said student, pursuant to K.S.A. 38-120, and to pay all costs and expenses therefore.

A student shall not intentionally cause or attempt to cause physical injury to a school employee or intentionally behave verbally in such a way as could reasonably be interpreted as a threat of physical violence to a school employee.

1. On the school grounds during, before, or after school hours;
2. On the school grounds at any other time when the school is being used by a school group;
3. Off the school grounds at a school activity, function, or event;
4. Off the school grounds--during, before, or after school hours provided the act is a direct result of school employee performing his/her duties.

A student shall not intentionally cause or attempt to cause damage to any property and/or theft of any property belonging to or under the control of any school employee.

1. On the school grounds during, before, or after school hours;
2. On the school grounds at any other time when the school is being used by a school group;
3. Off the school grounds at a school activity, function, or event;
4. Off the school grounds--during, before, or after school hours provided the act is a direct result of school employee performing his/her duties.

A student shall not use language or exhibit actions or gestures that could reasonably be considered profane, indecent, or obscene at or toward any school employee.

1. On the school grounds during, before, or after school hours;
2. On the school grounds at any other time when the school is being used by a school group;
3. Off the school grounds at a school activity, function, or event;
4. Off the school grounds--during, before, or after school hours provided the act is a direct result of school employee performing his/her duties.

Violation of any provision of this behavior code may result in suspension and/or expulsion from school.

BULLYING

Definition of Bullying

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to: intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, rumors, false accusations, hazing, social isolation, and cyber-bullying.

Examples of bullying but not limited to

- Emotional: being unfriendly, social isolation, excluding from groups, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issues of being different from a group
- Verbal : name-calling, sarcasm, spreading rumors, teasing
- Cyber: All areas of internet, such as email and internet chat room misuse
- Mobile: threats by text messaging and calls
- Misuse of associated technology, i.e. camera and video facilities

SEXUAL HARASSMENT

It is the policy of Beloit Unified School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass another staff member or student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

DEFINITIONS

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 constitute sexual harassment when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
 - i. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual, or

- ii. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.
- b. Sexual harassment, as defined above, may include but is not limited to the following:
- Verbal harassment or abuse;
 - Pressure for sexual activity;
 - Repeated remarks to a person, with sexual or demeaning implications;
 - Unwelcome touching;
 - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

PROCEDURES

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to the building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code.

Persons who knowingly file a false complaint of harassment shall be subjected to disciplinary action.

EXAMPLES OF SEXUAL HARASSMENT

- * Sexual comments and jokes
- * Sexual gestures and looks
- * Touching, grabbing, pinching in a sexual way
- * Brushing up against
- * Flashing or mooning

- * Sexual rumors spread about the individual
- * Clothing or given sexual pictures, messages or notes
- * Blocking passage in a sexual way
- * Sexual messages or graffiti on walls, locker rooms, etc.
- * Forced to kiss someone
- * Derogatorily calling someone gay or lesbian
- * Had clothing pulled off or down
- * Forced to do something sexual other than kissing
- * Spied on while showering or dressing

BEHAVIORAL CODE WITH DISCIPLINARY ACTION

PROBLEM AREA	OCCURRENCE	MINIMUM ACTION TO BE TAKEN	MAXIMUM ACTION TO BE TAKEN
TARDINESS	FIRST	See tardy policy	See tardy policy
	REPEATED	See tardy policy	See tardy policy
UNEXCUSED ABSENCE	FIRST	SATURDAY SCHOOL HOUR FOR HOUR. ZERO ON ALL WORK FOR DAY. PARENT INVOLVEMENT.	SATURDAY SCHOOL 1-3 DAYS
	REPEATED	3-5 DAYS SATURDAY SCHOOL	OUT-OF-SCHOOL SUSPENSION 1-5 DAYS
SKIPPING SATURDAY SCHOOL	FIRST	ASSIGNED TIME IS DOUBLED	1-3 DAYS SATURDAY SCHOOL
	REPEATED	TWO DAYS OF OUT OF SCHOOL SUSPENSION	3-5 DAYS OUT-OF-SCHOOL SUSPENSION LONG TERM SUSPENSION OR EXPULSION
DEFIANCE OF AUTHORITY	FIRST	1-3 DAYS IN-SATURDAY SCHOOL PARENT CONFERENCE	1-3 DAYS OUT OF SCHOOL SUSPENSION
	REPEATED	1-3 DAYS OUT OF SCHOOL SUSPENSION	3-5 DAYS OUT-OF-SCHOOL SUSPENSION EXPULSION
DISORDERLY CONDUCT	FIRST	1-3 HOURS SATURDAY SCHOOL	1-3 DAYS SATURDAY SCHOOL
	REPEATED	3-5 DAYS SATURDAY SCHOOL	LONG TERM SUSPENSION

AUTOMOBILE MISUSE	FIRST	CONFERENCE WITH STUDENT – SEE AUTOMOBILE USE, p. 5	NOTIFY AUTHORITIES
	REPEATED	PARENT INVOLVEMENT	NOTIFY AUTHORITIES
ALCOHOL OR DRUGS	FIRST	1-3 DAY SUSPENSION NOTIFY AUTHORITIES	EXPULSION - NOTIFY AUTHORITIES
	REPEATED	5 DAY SUSPENSION NOTIFY AUTHORITIES	EXPULSION - NOTIFY AUTHORITIES
FIGHTING	FIRST	1-3 DAYS SHORT TERM IN-SCHOOL SUSPENSION	3-5 DAYS OUT-OF-SCHOOL SUSPENSION NOTIFY AUTHORITIES
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION PARENT INVOLVEMENT	EXPULSION NOTIFY AUTHORITIES
THREATS OR HARASSMENT	FIRST	1-3 DAYS SATURDAY SCHOOL PARENT INVOLVEMENT	1-3 DAYS OUT-OF-SCHOOL SUSPENSION NOTIFY AUTHORITIES
	REPEATED	1-3 DAYS IN-SCHOOL SUSPENSION	EXPULSION / NOTIFY AUTHORITIES
BULLYING	FIRST	1-3 DAYS IN-SCHOOL SUSPENSION PARENT INVOLVEMENT	1-3 DAYS OUT-OF-SCHOOL SUSPENSION BOTIFY AUTHORITIES
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION	EXPULSION / NOTIFY AUTHORITIES
SEXUAL HARASSMENT	FIRST	SATURDAY SCHOOL. COMPLETION OF SEXUAL HARASSMENT ACTIVITY PACKET	3-5 DAYS OUT-OF-SCHOOL SUSPENSION
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION	EXPULSION

BUS MISCONDUCT	FIRST	PARENT CONFERENCE – REFER TO BUS DISCIPLINE REPORT	LOSS OF BUS RIDING PRIVILEGE
	REPEATED	SUSPENSION FROM BUS	LOSS OF BUS RIDING PRIVILEGE
FORGERY OR LYING	FIRST	ONE DAY SATURDAY SCHOOL	1-3 DAYS SATURDAY SCHOOL
	REPEATED	3-5 DAYS SATURDAY SCHOOL	LONG-TERM SUSPENSION
CHEATING	FIRST	1-3 DAYS SATURDAY SCHOOL/ LOSS OF CREDIT FOR WORK INVOLVED	3-5 DAYS SATURDAY SCHOOL/ LOSS OF CREDIT FOR WORK INVOLVED.
	REPEATED	3-5 DAYS SATURDAY SCHOOL/ LOSS OF CREDIT FOR WORK INVOLVED.	EXPULSION/ LOSS OF CREDIT FOR WORK INVOLVED.
GAMBLING	FIRST	1-4 HOURS SATURDAY SCHOOL	1-3 DAYS SATURDAY SCHOOL NOTIFY AUTHORITIES
	REPEATED	3-5 DAYS SATURDAY SCHOOL	LONG TERM SUSPENSION OR EXPULSION
THEFT	FIRST	1-3 DAYS SATURDAY SCHOOL	EXPULSION NOTIFY AUTHORITIES
	REPEATED	3-5 DAYS SATURDAY SCHOOL	EXPULSION AND NOTIFY AUTHORITIES
TOBACCO	FIRST	1-3 DAYS SATURDAY SCHOOL AUTHORITIES NOTIFIED IN ANY INSTANCE	1-3 DAYS SUSPENSION FOR USE
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION	LONG TERM SUSPENSION
VANDALISM	FIRST	1-3 DAYS SATURDAY SCHOOL/ PAYMENT FOR DAMAGES	EXPULSION NOTIFY AUTHORITIES
	REPEATED	3-5 DAYS SATURDAY SCHOOL	EXPULSION

		PAYMENT FOR DAMAGES	NOTIFY AUTHORITIES
PHYSICAL ASSAULT	FIRST	1-3 DAYS OUT-OF-SCHOOL SUSPENSION NOTIFY AUTHORITIES	EXPULSION NOTIFY AUTHORITIES
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION NOTIFY AUTHORITIES	EXPULSION NOTIFY AUTHORITIES
POSSESSION OR USE OF LASERS	FIRST	CONFISCATION OF LASER/INFORMAL TALK	SATURDAY SCHOOL
	REPEATED	1-3 DAYS OUT-OF-SCHOOL SUSPENSION	LONG-TERM SUSPENSION/EXPULSION
ISSUING FALSE ALARM	FIRST	3-5 DAYS OUT-OF-SCHOOL SUSPENSION/NOTIFICATION OF AUTHORITIES	EXPULSION NOTIFICATION OF AUTHORITIES
	REPEATED	EXPULSION NOTIFICATION OF AUTHORITIES	EXPULSION NOTIFICATION OF AUTHORITIES
CELL PHONE	FIRST	1 HOUR OF SATURDAY SCHOOL	1-2 DAYS OF OUT-OF-SCHOOL SUSPENSION
	REPEATED	CONFISCATE PHONE, RETURN TO PARENTS, 4 HOURS OF SATURDAY SCHOOL	1-2 DAYS OF OUT-OF-SCHOOL SUSPENSION

NETWORK/INTERNET USAGE

It is the intention of Beloit Junior - Senior High School to provide access for students and staff to state-of-the-art computer technology, electronic mail and the World Wide Web via the Internet. All users must share the responsibility for seeing that these facilities are used in an effective, efficient, ethical and lawful manner. It is expected that all students will comply with this policy.

Users are responsible for adhering to the following guidelines:

- Users will respect the integrity of the computer and network system. The computer systems are set up by the system administrator and are not to be altered in any way.
- Users will display appropriate conduct and observe the rules of "Netiquette". Users will respect the rights and privacy of others and not gain unauthorized access to resources of others or vandalize the data of another person or entity.
- E-Mail messages sent to others must be signed by the sender and must use appropriate language, which is not abusive, profane or offensive. E-mail will not be used to distribute hate mail, make discriminatory remarks or exhibit antisocial behavior.
- Users will respect the legal protection provided by copyright license to program, books, data, articles, photography, artwork, etc.
- The Internet will be used in support of education and research consistent with the policies of the District including assessing, saving, or using only appropriate language, graphics or text. Users agree not to access/transmit materials, which are obscene/pornographic, terroristic or considered offensive.
- The computer network/Internet will be used only for lawful and school-related purposes. Use of the computer network/Internet for illegal activities, commercial purposes, posting anonymous messages or advertising is strictly prohibited.
- The computer network/Internet is not to be used for "chat" areas and gaming zones.
- The users agree to the following equipment/lab guidelines;
Adhere to general printing and file-saving instructions; use equipment with care and keep the lab/computer area clean and orderly; use only software which has been assigned by staff; report equipment or software problems to a staff member; leave all computer materials and equipment in the lab/computer area; and, keep all food and drinks out of the lab/computer area.

During enrollment, the office will have an Acceptable Use Agreement, which must be read and signed by students and their parent or guardians prior to utilization of the networked system by the students. The agreement will spell out the students' responsibilities as detailed above.

COMPUTER DISCIPLINE CODE

INFRINGE- MENTS ON RIGHTS OF OTHERS	FIRST	1-3 DAYS SATURDAY SCHOOL PARENT CONFERENCE LOSS OF INTERNET UNTIL SATURDAY SCHOOL OBLIGATION FULFILLED	3-5 DAYS SATURDAY SCHOOL LOSS OF INTERNET FOR 45 SCHOOL DAYS
	REPEATED	1-3 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF INTERNET FOR 90 SCHOOL DAYS	3-5 DAYS OUT-OF-SCHOOL SUSPENSION/EXPULSION LOSS OF INTERNET FOR FULL SCHOOL YEAR
TRANSMISS- ION OF INAPPRO- PRIATE MATERIAL	FIRST	1-3 DAYS SATURDAY SCHOOL PARENT CONFERENCE	3-5 DAYS SATURDAY SCHOOL LOSS OF INTERNET FOR 90 SCHOOL DAYS
	REPEATED	1-3 DAYS IN-SCHOOL SUSPENSION LOSS OF INTERNET FOR FULL SCHOOL YEAR	EXPULSION
TRANSMISS- ION OF INAPPRO- PRIATE SOLICITA- TIONS	FIRST	1-3 DAYS SATURDAY SCHOOL PARENT CONFERENCE LOSS OF INTERNET 45 SCHOOL DAYS	1-3 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF INTERNET 90 DAYS
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF INTERNET FOR FULL SCHOOL YEAR	EXPULSION
PROMOTION OF ALCOHOL, DRUGS OR CRIME	FIRST	1-3 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF INTERNET 90 DAYS	EXPULSION – NOTIFY AUTHORITIES
	REPEATED	5 DAYS OUT-OF SCHOOL SUSPENSION LOSS OF INTERNET FOR FULL SCHOOL YEAR	EXPULSION – NOTIFY AUTHORITIES

MISUSE OF EQUIPMENT	FIRST	1-3 DAYS SATURDAY SCHOOL PAYMENT FOR DAMAGES LOSS OF NETWORK 45 DAYS	3-5 DAYS SATURDAY SCHOOL RESTITUTION LOSS OF NETWORK 90 DAYS
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION RESTITUTION LOSS OF NETWORK FOR SCHOOL YEAR	EXPULSION
MISUSE OF PERSONAL SOFTWARE APPLICATIONS	FIRST	PARENT CONFERENCE LOSS OF NETWORK FOR 10 DAYS	1-3 DAYS SATURDAY SCHOOL LOSS OF NETWORK 30 DAYS
	REPEATED	3-5 DAYS SATURDAY SCHOOL LOSS OF NETWORK 90 DAYS	3-5 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF NETWORK FOR FULL SCHOOL YEAR
DOWNLOADING TO C:\ OR F:\ DRIVES	FIRST	PARENT CONFERENCE LOSS OF INTERNET 10 DAYS	1-3 DAYS SATURDAY SCHOOL LOSS OF INTERNET 45 DAYS
	REPEATED	3-5 DAYS SATURDAY SCHOOL LOSS OF INTERNET 90 DAYS	3-5 DAYS OUT-OF-SCHOOL SUSPENSION/ EXPULSION LOSS OF INTERNET FOR FULL SCHOOL YEAR
FOOD/DRINK NEAR COMPUTER OR IN CARPETED AREAS	FIRST	1-3 HOURS SATURDAY SCHOOL	1-3 DAYS SATURDAY SCHOOL PAYMENT OF DAMAGES
	REPEATED	3-5 DAYS SATURDAY SCHOOL LOSS OF LAB 45 DAYS	LONG-TERM SUSPENSION LOSS OF LAB FOR FULL SCHOOL YEAR
LEAVING WORK AREA DISORDERLY	FIRST	INFORMAL TALK	PARENT INVOLVEMENT
	REPEATED	1-3 HOURS SATURDAY SCHOOL	1-3 DAYS SATURDAY SCHOOL
MISUSE OF PASSWORD OR OTHER SECURITY	FIRST	INFORMAL TALK	PARENT INVOLVEMENT
	REPEATED	1-3 HOURS SATURDAY SCHOOL	1-3 DAYS SATURDAY SCHOOL

SATURDAY SCHOOL

PROCEDURE FOR SATURDAY SCHOOL

1. Saturday school will be held on Saturday's from 8:00 a.m. to 12:00 p.m..
2. All assignments will be prepared for and delivered by the Saturday supervisor. Students will be allowed to retrieve needed materials from their lockers at 7:55 a.m. Students will not be dismissed to go to lockers, nor to any other room to do make up work or time.
3. Students are required to stay busy with legitimate schoolwork the entire time.
4. Absolutely no disruptions will be tolerated. Any lack of cooperation, rudeness, sleeping, failure to work, horseplay, or violation of any Saturday school policy will result in removal from the session.
5. Supervisors need not ask the student to correct his/her conduct. Students may be dismissed without prior warning, consequently, students must observe all guidelines from the start of the session.
6. If a student is removed from the Saturday school session due to inappropriate behavior, as described above, the student will have at least one additional Saturday school to serve as a result of the removal.
7. Breaks will be taken at fifty-five minutes past each hour for restroom and drink use.

IN-SCHOOL SUSPENSION

The following guidelines will be followed in administering the in-school suspension:

- a. A special assignment sheet will be sent to each of the student's teachers. It is the teachers' responsibility to return the assignment sheets to the principal's office by the time designated, so students have assignments to work on during the in-school suspension. The student must satisfactorily complete assignments to be excused.
- b. Students assigned an in-school suspension will report to the office at 7:55 a.m. and remain until 4:00 p.m. They are to clear the building immediately upon dismissal. In-school suspension students will be allowed a five-minute break morning and afternoon. It is the intention of the school suspension to restrict the activities of the student from the general student body. No student while assigned in-school suspension will be allowed to participate or attend any activity outside school or during school.
- c. The in-school suspension may be changed at any time to an out-of-school suspension should circumstances change, student who do not cooperate, or the student fails to report.
- d. The work may be made up on all in-school suspensions and is not considered unexcused. The student is considered present for attendance purposes.
- e. Parents will be notified of the suspension.

SUSPENSION AND/OR EXPULSION OF STUDENTS

The authority to suspend for a short term and to propose an extended term suspension and/or expulsion is delegated to the superintendent, building principal, or assistant principal, or by the Board of Education in accordance with the applicable statutes of the State of Kansas. The provisions of this section apply to all students enrolled in USD 273.

Suspensions are divided into two (2) categories:

1. In-School Suspension
2. Out-Of-School Suspension

1. **In-school suspension** is a disciplinary measure that may be used for various types of discipline infractions that require a student be removed from the regular classroom immediately but do not require an out of school suspension. Discretion of administrative staff will be used in determining when an in-school suspension is appropriate.

When a student is given an in-school suspension he/she will receive credit for the schoolwork completed in the in-school suspension room. Students must turn in their own assignments at the end of each day to the in-school suspension monitor. No additional time will be allowed to make up work upon returning to class.

The following procedures will be followed in administering the in-school suspension policy:

- A. The office will make request for assignments to the student's teachers. It is the teacher's responsibility to submit assignment sheets to the principal's office by the time designated, so students have assignments to work on during the in-school suspension. The students must satisfactorily complete each assignment and return it to the monitor at the end of each day they are in in-school suspension.
- B. Students assigned an in-school suspension will report to the office before school starts and will remain until 4:00 p.m. They are to leave the building immediately upon dismissal. It is the intention of school suspension to restrict the activities of the student from the general student body. No student, while assigned in-school suspension, will be allowed to participate or attend any school activity or event.
- C. The in-school suspension may be changed at any time to an out-of-school suspension should circumstances change, the student not cooperate, or the student fails to report.
- D. The student is considered present for attendance purposes

An in-school suspension means to remove the student from the general student body and deny the student the privilege of attending or participating in school activities or events for a period not to exceed five (5) school days during any one time period. Students must remain in the in-school suspension room for the entire duration of the suspension. They will be escorted to the restroom at regular intervals. Lunch will be delivered.

2. Out-of-school suspension is a disciplinary measure that may be used for various types of discipline infractions and is assigned by authorized personnel. An out-of-school suspended student is one who has been suspended in accordance with K.S.A.72-8901-72-8906 amended by the 1977 session of the Kansas legislature and, in addition, any and all regulations pertaining to student conduct adopted by the Board of Education and published in the student handbook.

A. A suspended student will have one day after his/her return to make up the work for full credit. After that time, he/she will receive no credit.

B. Suspensions will carry over from one year to the next, part of the suspension being served at the end of one school year and part being served at the beginning of the following school year. Such suspensions do not affect attendance policies regarding activities occurring during the summer. A student serving a 'split' term of suspension may attend school sponsored summer activities.

An out-of-school suspension means to remove the student from school for one of the following time periods:

1) "Short term" – not to exceed five (5) school days and to deny the student the privilege of attending or participating in school activities or events. Short-term suspension may extend into the next school year.

2) "Long term" suspension means to remove the student from school for a period in excess of five (5) school days, but not more than 90 school days, and to deny the student the privilege of attending or participating in school activities or events. Long-term suspension may extend into the next school year.

Expulsion means to remove the student from the school for a period not to exceed 186 school days and to deny the student the privilege of attending or participating in school activities or events. An expulsion may extend into the next school year. If an expulsion extends into the next school year, exclusion from attending or participating in school activities applies to all school sponsored events during the summer. An expelled student is not considered a student in good standing and is not entitled to the privilege of student participation or attendance at school events or credit for work missed.

PHILOSOPHY OF DISCIPLINE

The maintenance of discipline is the first requirement for learning and is the first correlate in the effective school process. The maintenance of a safe and orderly environment will be a basic priority for Beloit Junior-Senior High School.

The school is often characterized by the respect individuals have for one another and the respect individuals have for the property of others as well as by the quality of instruction that takes place in the classrooms.

In order to guarantee a safe and orderly environment in which students have the opportunity to learn, the following policy will become effective beginning with the 2008-2009 school year.

The administration and the faculty at each school shall make the rules and regulations necessary for implementing this policy and for maintaining good discipline. Any rules or regulations made within a specific school must not be in conflict with the policies as set forth by the Board of Education.

DISCIPLINE PROCEDURE

Procedures to be followed with students who have behavior problems that may lead to disciplinary action.

Behavior problems are defined as any failure to comply with any order given by a teacher, or person, in charge of any student activity. Behavior problems are further defined as any behavior that demonstrates lack of good judgement on the student's part or otherwise impedes the learning process of other students.

While the discipline policy of BJSHS is comprehensive, each discipline situation is unique. When faced with an unusual situation, the administrative team utilizes its discretion to mete out discipline appropriate to the student(s) and to promoting a safe and orderly school environment.

CLASSROOM REFERRAL PROCEDURE

1st incident	Conference and/or Saturday school/parent contact
2nd incident	Saturday school and parent contact
3rd incident	Office referral, parent contact
Severe disruption	Office referral, parent contact

ADMINISTRATIVE REFERRAL PROCEDURE

1st referral to office	Student will remain in the office until the period is over. Parents will be notified and Saturday school hour(s) assigned.
2nd referral to office	Student will remain until end of the period, parents notified, and Saturday school hours assigned.
3rd referral to office	If all incidents occurred in one class, the student is removed from that class and will receive no credit. Upon the third referral, regardless of whether all incidents occurred in one class or in different classes, the student will be assigned 3-5 days of Saturday school and readmitted to class only after a parent conference.

Severe disruption referral- the student will be assigned short-term suspension 1-5 days in-school or out of school. Student(s) will be readmitted only after a parent conference.

The illustrations that follow show the actions that can be taken for each infraction of the discipline code. A minimum and maximum range is listed as well as an action for first occurrences and for repeated occurrences (defined as a second or subsequent infraction). This list cannot identify all areas of concerns that may develop in a particular building and it is not intended to identify all the possibilities. It does provide the principal or his designee a variety of options for specific discipline violations that may arise. It will always be within the authority of the principal to suspend students for any misconduct in the best interest of the school.

If infringement occurs late in the school year of a senior so that the penalty of losing privileges is ineffective, attendance at graduation may be denied.

CHEATING

- A. Cheating will not be tolerated by BJSHS. It shall be defined as: 1) Copying the work of another person's assignment or test and claiming it to be one's own; 2) using a crib sheet on a test when not authorized to do so by the instructor; 3) doing another student's homework, providing test questions or answers.
- B. It shall be up to the instructor of the course in which a student is suspected of cheating to determine the guilt of such a student. 1) Cheating on daily work will result in a zero for the assignment; and shall be subject to discipline of at least one day of Saturday school; 2) when a student is found to be cheating on a test, he or she will receive a zero for that test and at least one day of Saturday school; 3) on the second or any

subsequent offenses, the offender shall receive an F for that quarter and face possible suspension or expulsion.

- C. If a person in Student Council or the National Honor Society is caught cheating, that student shall be absolutely and automatically expelled from the honors organization of which he or she was a member.

BATTERY

- A. Battery is a serious offense that will result in the immediate suspension of the offending student and notification of the local authorities.
- B. Battery is defined as striking a person. It may include striking a person with any type of object. It is different than a fight as it is not provoked nor does the victim retaliate.
- C. The first offense is an automatic five day suspension, minimum. Expulsion may be considered depending on the circumstances of the infraction.
- D. Any student who commits battery twice within one calendar year will be expelled.

SCHOOL SAFETY

Everyone in school deserves to feel safe. During recent years across the United States, there have been a number of crisis situations in which students and staff have been in danger due to firearms or explosives brought into school buildings. The aftermath of these crises has typically included comments from individuals who indicated that they wished they had alerted someone about impending danger. People across the nation feel less safe in schools as a result of these incidents. If students become concerned about the behavior of classmates and believe there could be a dangerous situation brewing, they should feel that they can talk about it to any of the adults; teachers, classroom aides, counselors, administrators, and all school staff are available to listen and take steps if it is deemed necessary. If a student feels uncomfortable about talking to school staff, the State of Kansas has set up a toll free hotline for reporting, "impending school violence." The hotline is monitored by the Kansas Highway Patrol and anonymous calls can be made to the hotline. The Kansas School Safety Hotline number is 1-877-626-8203.

All doors with the exception of the West office doors and the South double doors will remain locked during school hours.

SAFE SCHOOLS

The Beloit Public Schools shall maintain a safe and nurturing educational environment where students can learn, teachers can teach, and parents and patrons can meet and recreate without fear. The Beloit Public Schools will not tolerate violence or injury to staff or students. Weapons of any kind especially firearms, or any instrument, object or device that can be reasonably perceived as a weapon or firearm, including replicas and look-alikes such as cap guns and

water guns, will not be tolerated at any school-supervised activity, in any school building, or on any school district property. The Board of Education policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority, and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of the laws of the United States, including the Gun-Free Schools Act (Public Law 103-382, Stat. 3518) and the laws of the State of Kansas pertaining to school safety and security, including the Kansas School Safety and Security Act K.S.A. 72-89b01, et seq., K.S.A. 72-89a01 et seq., and K.S.A. 21-4204, as amended, prohibiting firearms and other weapons on school property, in school buildings, or at school-supervised activities shall be strictly observed and enforced. The superintendent shall prepare and enforce administrative regulations prescribing the proper procedures for making the various reports required by law and designating the person(s) to do so.

WEAPONS PROHIBITED

The Improving America's Schools Act of 1994 (Public Law 013-382, 108 Stat. 3518) contains a Gun-Free Schools Act that requires expulsion for one calendar year of students who bring certain defined weapons to school grounds, building, or activities. The law requires states to adopt similar mandatory provisions and Kansas has done so (K.S.A. 72-89a01 et seq.). Hearings requested by students expelled for violation of these laws may be conducted by the superintendent of schools, by a certificated employee or a committee of certificated employees of the school in which the student is enrolled, or by a hearing officer appointed by the Board of Education. The superintendent of schools may, but is not required to, modify the mandatory expulsion on a case-by-case basis. These laws also impose different rules for students covered by the Individuals with Disabilities Education Act and those students will be disciplined in accordance with that Act.

1. **"Weapon"** as defined by the Federal Gun-Free Schools Act and K.S.A. 72-89a01 (h) as follows:

'Weapon' means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled; (7) any bludgeon, sand club, metal knuckles or throwing star; (8) any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls out or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun

gun. The term "weapon" does not include within its meaning (1) an antique firearm; (2) a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes; (3) any device which is neither designed nor redesigned for use as a weapon;' (4) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (5) surplus ordnance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684;(2) 4685, or 4686 of title 10 of the United States Code; (6) class C common fireworks."

Warning: Except as otherwise provided by law or this policy, possession of any weapon described in this definition on any school ground, in any school building, or at any school-supervised activity will result in expulsion from school for a period of one calendar year as required by federal and state law, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

2. **"Weapon"** as defined by Board of Education policy is: any device, object or substance that, in fact, or under the circumstances and manner in which it is used, can reasonably be considered sufficient to cause serious property damage or to cause serious bodily harm. This definition includes those items that are excluded from the federal definition by the Federal Gun-Free School Act. Therefore, students who possess or use these weapons may be disciplined, as they would be under the Behavioral Code with disciplinary action. Disciplinary options are not limited by federal and state law. Examples of weapons include, but are not limited to the following: antique firearms, whether loaded or operable or not; rifles or shotguns which the owner intends to use solely for sporting, recreational, or cultural purposes, whether loaded or operable or not; pistols, whether loaded or operable or not; pellet guns; B-B guns or air rifles, whether powered by air, CO2 gas or spring and whether loaded or operable or not; knives; included but not limited to 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 switchblade knife having a blade that open automatically by hand pressure applied to a button, spring, or other device in the handle; clubs; any device which was originally designed for use as a weapon, whether operable or not; and ammunition, ordnance, bullets for use in pistols or rifles, or shells for use in shotguns; any bludgeon, sand club, metal knuckles, or throwing star.

USE OR POSSESSION OF ALCOHOL AND/OR DRUGS

In addition to the prohibited acts of behavior listed, the Board of Education specifically prohibits the unlawful possession, use, or distribution of illicit drugs, drug paraphernalia, controlled substances and alcohol by students on school premises or as part of any school sponsored activity. This policy is required by the 1989 Amendments to the Drug Free Schools and Communities Act, P.L. 102.226, 103 St. 1928 and compliance with it is mandatory.

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the school grounds or at a school activity. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Any violation of this

policy may result in expulsion for a period of time not to exceed the balance of the school year.

Drug Dog Utilization

Prior to the start of each school year, local law enforcement officials will bring a drug dog that will sweep the building to serve as a baseline to determine there are no illegal substances in the school.

Throughout the year as a proactive measure, the drug dog will conduct random searches of the school grounds.

The dog(s) will be utilized to search the following:

The parking lot
All Locker areas
Random classrooms

Students in classrooms randomly chosen for searches will:

- Vacate the classroom
- Leave all book bags, purses, and other carried in items in the classroom.
- This may include jackets and coats worn in the classroom
- Students will be asked to empty any bags, coats, or other carried items if a dog alerts to the item.

Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials. If the search is conducted via the drug dog, any alerts will be turned over to law enforcement for completion of the investigation.

LAW ENFORCEMENT NOTIFICATION

As per state law 72-89c02; whenever a pupil that has attained the age of 13 years has been found in possession of a weapon, controlled substance or illegal drug at school, upon school property, or at a school supervised activity; or has engaged in behavior at school, upon school property, or at a school supervised activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the chief administrative officer of the school shall make an immediate report of the pupil's act to the appropriate law enforcement agency. Upon receipt of the report the law enforcement agency shall investigate the matter and give written notice to the division of vehicles of the Department of Revenue of the act committed by the pupil. Upon receipt of the report, the pupil's privilege to operate a motor vehicle shall be suspended for one year.

GRIEVANCE PROCEDURES

COMPLAINTS AND GRIEVANCES JCE

In order to provide an opportunity for the expression of legitimate concerns of students with respect to the application of any school rule or regulation, the board will consider complaints and grievances through the procedures established therefore in the board's rules and regulations implementing this policy.

APPROVED: August 6, 1973

REVIEWED: January 14, 2002

JCE-R COMPLAINTS AND GRIEVANCES JCE-R

Any student may file a complaint against any school employee or any school rule and regulations. Said complaint must be in writing and if filed against any employee, it must be filed within twenty days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to who, what, where and when the complaint is about. Any complaint not filed within said twenty-day period shall deem to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time and shall be filed with the clerk of the board. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal.

TITLE IX GRIEVANCES GAEA

The Board of Education shall provide a procedure whereby all employees and students may file and have fairly considered Title IX grievances.

GAEA-R TITLE IX GRIEVANCES GAEA-R

Employees or students may file Title IX (sex discrimination) grievances with the building Principal or with the Title IX Hearing Officer who shall be the Superintendent of Schools.

Grievances may be filed within (180) school days of the occurrence of the alleged violation and may be in writing or oral.

A grievance filed with a building principal may be investigated and heard by the principal and his/her decision may be to render a decision or to refer the grievance to the Hearing Officer, such decision or referral shall occur within ten (10) working days of receipt of the complaint. If the principal renders a decision, such decision may be appealed to the Hearing Officer. The principal shall automatically refer any grievance, which includes charges of sexual harassment to the Hearing Officer.

A grievance filed with the Hearing Officer may be heard by the Hearing Officer and a decision rendered or the Hearing Officer may refer it to a grievance committee.

A grievance committee shall be composed of three members, one appointed by the Hearing Officer, one appointed by the complainant and one selected by those two. In the event the two cannot agree on a third, the president of the Board of Education shall appoint the third member.

The Hearing Officer shall within ten (10) working days of receiving a complaint either conduct a hearing and render a decision or refer the matter to a grievance committee. The grievance committee shall within ten (10) working days after the selection of the third member, conduct a hearing and render a decision. A majority decision shall occur when two or more members agree. A minority report may also be filed.

GAEA-R TITLE IX GRIEVANCES GAEA-R-2

A decision of the Hearing Officer or a decision of a Hearing Committee may be appealed to the Board of Education. If a decision is appealed to the board, the board shall review the record of the Hearing Officer or the Hearing Committee and render a decision. Their decision shall be final.

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

**Kansas Human Rights Commission
Landon State Office Building
900 S.W. Jackson, Ste. 851-S
Topeka, KS 66612-1258**

**Office of Civil Rights
U.S. Dept. of Education
0220 N. Executive Hills Blvd.
8th Floor, 07-6010
Kansas City, MO 64153-1367**

**Equal Employment Opportunity Office
400 State Avenue
Suite 905
Kansas City, KS 66101**

**Approved: May 12, 1986
Amended: November 13, 2000**

