

# EMPORIA HIGH SCHOOL

## STUDENT HANDBOOK

2023-2024



### **SCHOOL FIGHT SONG**

On Emporia, On Emporia,

Dear old EHS.

We will beat the team we're playing,

Because we are the best.

Any sport of any sort

We're sure to win our fame.

So fight on Emporia

To win the game.

Dear Students and Parents,

I am excited to welcome you to the 2023-2024 school year at Emporia High School. Our staff is ready for another great year and is dedicated to helping each student become equipped for post-secondary success. Our vision at EHS is very simple, to build futures, one student at a time. In addition:

At EHS WE BELIEVE:

- Our stakeholders (students, staff, and community members) build collaborative relationships, leading to a shared responsibility of student success.
- Our students have the capability and potential to learn.
- Our students develop the skills necessary to be productive members of an ever-changing society.
- Our students are encouraged to develop their unique skills, interests, and passions.
- Our positive and effective relationships create a safe school environment.
- Our dynamic and challenging curriculum increases student engagement.
- Our different talents, abilities, cultures, and values strengthen our school community.

At EHS WE VALUE:

- Relationships
- Accountability
- Collaboration
- Diversity
- Engagement

During the school year, many questions will likely arise. This student handbook is designed to serve as a resource for you to refer to when you have questions regarding school policies and practices as well as general information about EHS. It also outlines the general expectations for our students. Please take time to review the information provided.

I look forward to this school year and wish each of you the very best in the many opportunities that await you. Emporia High School is a great place to be and we're glad you are a part of our Spartan family! Please let us know if there is anything we can do to make this school year the best one yet!

Go Spartans!

Mr. Dathan Fischer  
Principal, Emporia High School

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THIS HANDBOOK IS AN OFFICIAL SCHOOL PUBLICATION AND STUDENTS ARE RESPONSIBLE FOR THE INFORMATION CONTAINED HEREIN. THIS HANDBOOK HAS BEEN APPROVED BY THE BOARD OF EDUCATION OF USD 253.

### **MISSION STATEMENT**

Emporia Public Schools: We Engage, We Empower, We Inspire!

### **ADMISSION REQUIREMENTS (Refer to BOE Policy JBC)**

All resident students shall be admitted to attend school in the district unless they are currently serving a term of suspension or expulsion from a school district in Kansas.

### **NOTICE OF NONDISCRIMINATION (Refer to BOE Policy GAAB)**

Emporia USD 253 does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, religion, genetic information, disability or age. Persons having inquiries may contact the school district's coordinator, Director of Human Resources, at 1700 W 7<sup>th</sup> Ave, Emporia, KS 66801, 620-341-2330.

### **COMPLAINTS ABOUT DISCRIMINATION (Refer to BOE Policy JCE and KN)**

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, and harassment due to race, color, religion, sex, sexual orientation, gender identity or expression, genetic information, age, national origin, or disability.

Discrimination against any student on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, genetic information, age, national origin, or disability in the admission or access to, or treatment in the district's programs and activities is prohibited. The Director of Human Resources, 1700 W. 7th Ave., Emporia, KS, 66801, 620-341-2330 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any incident of discrimination, including acts of harassment, shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Any perceived incident of discrimination in any form shall be promptly reported to the building principal, another administrator, the counselor, another certified staff member, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education. Any general student complaint not alleging an act of discrimination shall be resolved under the district's general complaint procedures.

### **HARASSMENT POLICY (Refer to BOE Policy GAAC, JGECA, and GAACA)**

The board of education is committed to providing a positive and productive working and learning environment free from discrimination on the basis of sex, sexual orientation, gender identity or expression, race, color, national origin, religion, or disability. Sexual, racial, or disability harassment will not be tolerated in the school district. Sexual, racial, or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Any student who believes that he or she has been subjected to harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member.

### **SEXUAL HARASSMENT / TITLE IX (Refer to BOE Policy JGEC)**

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge.

Any student who believes that he or she has been subjected to harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. All employee(s) receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

#### Definitions:

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 and the Kansas Act Against Discrimination.

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The "decision maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provided an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decisionmaker shall not be the Title IX Coordinator or investigator.

"Domestic Violence" includes crimes of violence committed by a person who is a current or former spouse, person with whom the victim shares a child or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The "investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence and drafts an investigative report.

A "respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

#### Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity.

Training materials and information regarding the formal complaint process related to Title IX can be found on the district website under Parent Resources at [www.usd253.org](http://www.usd253.org) and in board policy JGEC.

#### **BULLYING POLICY** (Refer to BOE Policy JDDC and GAEE)

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

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

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites. Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 253 will not tolerate these actions by students, staff, or parents. For the purposes of this plan and its authorizing policies, “parent” includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student. Similarly, a “staff member” means any person employed by the district. Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least biannually. USD 253 focuses on bullying prevention by:

1. Developing a bullying prevention program based on the KSDE Bullying Prevention Resource Toolkit including addressing bullying, building adult capacity to change climate and culture, curriculum and instructional resources, and measuring social -emotional learning;
2. Using the Kansas State Department of Education's Social - Emotional and Character Development Standards to address school bullying and student mental health;
3. Implementing a social- emotional learning curriculum that includes an anti-bullying family engagement component;
4. Providing students and families with information and resources annually on bullying, cyberbullying, digital citizenship and how to make smart choices on-line;
5. Providing students and families with the district's student behavior expectations relating to bullying and explanations for incidences that do not meet the legal definition of bullying;
6. Tracking incidences of bullying including physical, cyber, verbal, and relational bullying and reporting this information to the Kansas State Board of Education;
7. Collecting data on bullying incidents from social emotional data sources and annually reviewing this information with the board of education;
8. Developing cultural awareness and understanding that certain demographic groups are disproportionately bullied at a higher rate than peers based upon sex, disability, socio-economic status, religious beliefs, gender identity and expression, sexual-orientation, and race/ethnicity (including migrant populations);
9. Requiring all school employees to complete the following bullying prevention, identification, reporting and training module (describe district's annual training program).

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may consider the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the frequency, and severity of the behavior. Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

## **JCF - HAZING**

“Hazing” is a recklessly coercing, demanding, or encouraging another person to perform, as a condition of membership in a social, academic, athletic, or other school-sponsored activity or group, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted or any behavior or activity that one is subjected to that is humiliating, degrading, or endangering as a condition of membership in a school organization, team, or group. Hazing is prohibited on school property, in school vehicles, and at school-sponsored activities or events. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.



No administrator, teacher, or other employee of the district shall encourage, permit, condone, or tolerate any hazing activities. No students are permitted to plan, encourage, or engage in any hazing.

Administrators, teachers, and all other district employees shall be particularly alert to possible conditions, circumstances, or events that might include hazing. If any of the prohibited behaviors are planned or discovered, involved students shall be informed by the discovering district employee of the prohibition contained in this policy and shall be required to end all such activities immediately. All hazing incidents are to be reported immediately to the Superintendent, Director of Human Resources, or building principal, and appropriate discipline shall be administered.

Administrators, teachers, other employees, and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties under State and/or Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding, or hearing regarding a charge of hazing of an individual.

### **COMPLAINTS ABOUT SCHOOL RULES (Refer to BOE Policy JCE)**

Student complaints may be heard and acted upon at two levels. At the first level, a student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation and must specify the basis for the complaint.

The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed. The written complaint shall contain specific details regarding the incident or school rule being protested. After completing the requirements for level one, the student may appeal the principal's decision to the superintendent at level two. The decision of the superintendent is final. Additional information about filing and/or pursuing a complaint may be obtained from the principal.

### **STUDENT INFORMATION POLICY**

The USD 253 Board of Education designates the following student information categories as directory information to become public records (i.e. honor rolls, team rosters, yearbooks):

1. Name, address, and telephone number
2. Parent(s) or guardian
3. Electronic mail address
4. Date and place of birth
5. Picture and yearbook information
6. Date of attendance or grade placement
7. The most recent educational agency or institution attended by the student
8. Major field of study
9. Honors and awards received
10. Weight, height, and participation in and eligibility for officially recognized activities and sports

Under the Family Educational Rights and Privacy Act of 1974, parents or guardians of students enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records of their children. Parents who do not want to have any of the above information released should give written notice to the principal. (Refer to BOE Policy JRB and JRC)

### **STUDENT PRIVACY POLICY (Refer BOE Policy IDAE)**

The superintendent, the board, and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the board or administration. Any student data submitted to or maintained in a statewide longitudinal student data system shall not be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (FERPA). Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to agencies specified in BOE Policy IDAE.

## **SECLUSION AND RESTRAINT (Refer to BOE Policy GAAF)**

### **EMERGENCY SAFETY INTERVENTIONS (ESI)**

The use of seclusion or physical restraint is considered to be an “emergency safety intervention (ESI)” and shall be used only when a student presents a reasonable and immediate danger of physical harm to the student or others with the present ability to effect such physical harm.

**Restraint** is defined to include the following:

1. “Chemical restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement. This term does not include prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue these treatments.
2. “Mechanical restraint” means any device or object used to limit a student’s movement. This term does not include those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seat belts and any other safety equipment when used to secure students during transportation.
3. “Physical restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

### **Restraint Restrictions**

The use of chemical and mechanical restraint is prohibited, except as allowed in the above limited circumstances. Physical restraint may only be used when a student presents an immediate danger to self or others.

### **Reports of Emergency Safety Interventions**

In the event an emergency safety intervention is used with a student the parents/guardians will be notified the same day that the ESI was used. All ESI events are reported to the Kansas State Department of Education.

For detailed information visit our website under the Students and Families tab where you will find Emergency Safety Intervention Parent Information. This information includes: a copy of the district’s (ESI) policy; a copy of the Kansas State Department of Education’s Administrative Review Process; the State Administrative Review Guide for Parents; and, important local and state contact information

## **RIGHT OF DUE PROCESS**

Students have the right to due process prior to a suspension or expulsion. Anyone wishing a copy of the state statute may request one from an administrator.

## **RE-ADMISSION**

All applications for re-admission to the school shall be submitted to the appropriate administrator. If the student who is applying for re-admission has previously withdrawn, either formally or otherwise, the administrator, by appropriate counseling, shall assist the student in planning his/her schedule, in obtaining the necessary books and supplies, and in re-establishing himself/ herself as an active participant in the program of the school. The opportunity for early readmission for a student that has been suspended long term may be discussed during the formal hearing.

## **ASSISTANT PRINCIPAL ASSIGNMENTS**

Although all students are directly responsible to each of the assistant principals, there will be a division of students by alphabetical order based on their last name for the purposes of attendance and discipline.

Mr. Welch: A - E

Ms. Bloomquist: F - Le

Ms. Leeds: Li - Ri

Mr. Mathews: Ro - Z

Mr. Sargeant: Flint Hills Learning Center

## **STUDENT CONDUCT**

All students are expected to comply with the regulations for student conduct or behavior and any violation of these regulations may result in disciplinary action including, but not limited to, the suspension or expulsion of the student.

The board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee to suspend or expel, any pupil or student guilty of any of the following:

- a. Willful violation of any published regulation for student conduct adopted or approved by the board of education, or
- b. conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
- c. conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property or at a school-supervised activity.
- d. conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.
- e. conduct at school, on school property or at a school-supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult, or
- f. disobedience of an order of a teacher, peace officer, or school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others. (Refer to BOE Policy JCDA)

## **DISCIPLINARY REFERRAL GUIDELINES**

Students who are referred to an administrator for disciplinary reasons can expect the following consequences to occur:

1st referral	one Wednesday morning / Friday night school
2nd referral	two Wednesday morning / Friday night schools
3rd referral	one day of in-school suspension
4th referral	suspension out of school for three days
5th referral	suspension out of school for five to 10 days and a recommendation for long-term suspension with a formal due process hearing to be held

An administrator may make exceptions to these guidelines should there be mitigating circumstances or the student's behavior warrants other consequences.

## **STUDENT BEHAVIOR** (Refer to BOE Policy JCDA)

The following examples of undesirable conduct may be cause for suspension or expulsion. Those marked with an asterisk (\*) may result in an automatic suspension out of school with the possibility of a long term suspension. A student who is suspended in school or out of school for any reason will not be allowed to attend classes during the suspension. The student will not be allowed to represent the school in any activity or participate in school functions during the suspension period. The suspension period ends at the start of the next school day following the last day of suspension. The student is not to be on any school property during the suspension, or the student may be subject to further disciplinary action, either by the school or civil authorities.

In order to be reinstated following a short-term suspension of 3 or more days, the student must return to school with a parent/guardian for a conference with their administrator prior to attending classes.

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

1. Failure to comply with a reasonable request (willful disobedience)
2. Open defiance to a teacher or school employee
3. \* Intimidation, threats or abusive language to a teacher or school employee
4. Disrespect or slander of a teacher or school employee

5. \* Blatant disrespect for a teacher or school employee
6. \* Assault/battery of a teacher, administrator or other school employee
7. Verbal/physical sexually oriented harassment or abuse
8. Verbal/physical harassment or abuse

B. Student Behavior: (Relationship to other students)

1. \* Fighting on or near school grounds
2. \* Fighting at school activities either at home or away
3. Throwing of snowballs or other items on or near school grounds
4. \* Intimidation or threats to another student
5. \* Assault/battery on another student
6. Inappropriate public displays of affection
7. Verbal/physical sexually oriented harassment or abuse
8. Verbal/physical harassment or abuse.
9. "Sexting"- defined as sending, sharing, posting, viewing, or possessing pictures or video, text messages, emails or other material of a sexually explicit nature in electronic or any other form on a cell phone or other electronic device.

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

1. Destruction, defacing, vandalism or misuse of school buildings or school/student/employee property
2. Unruly and/or indecent behavior in class, at school activities, in the building or on the school grounds
3. Possession of open containers of food/drink outside the designated lunch areas (food/drink may be confiscated)
4. Disruptive behavior at school or school activities
5. \* Theft of school property
6. \* Theft of property belonging to other students
7. \* Theft of property belonging to teachers or other school employees
8. \* Possession of stolen property
9. Use of obscene or foul language, spoken or written
10. The creation, printing, distribution or possession of threatening, intimidating (including gang-related), obscene or pornographic literature, drawings, papers, etc.
11. \* Possession or use of firecrackers or other pyrotechnics
12. \* Perpetuating a false alarm or other hoax
13. Inappropriate use of an open flame or flammable materials
14. Student expression or conduct that materially and substantially disrupts the operations of the school.

D. Student Behavior: (Use of alcohol, drugs or tobacco products)

- Any drug or alcohol related offense will result in an out of school suspension and may result in the calling of a formal hearing to determine if there is sufficient evidence to support a long term suspension.
1. \* Possession , use, or distribution of alcoholic beverages on school property or near the school grounds
  2. \* Possession, use, or distribution of alcoholic beverages at school activities both at home and away
  3. Coming to school or school activities having recently consumed an alcoholic beverage or under the influence of alcohol (students suspected of having consumed an alcoholic beverage may be subjected to a preliminary breath test or preliminary clinical and behavioral screening)
  4. \* Failure to submit to a preliminary breath test or preliminary clinical and behavioral screening

5. \* Use of tobacco products on or near school property or at school activities including electronic cigarettes or vaporizers.
6. \* Possession of tobacco products on or near school property or at school activities including electronic cigarettes or vaporizers.
7. \* Coming to school or school activities under the influence of illegal or misused drugs or misused substances (students suspected of being under the influence of illegal drugs or misused substances may be subjected to a preliminary clinical and behavioral screening test)
8. \* Possession, distribution, sale, misuse, possession with intent to distribute or manufacture of illegal drugs, simulated drugs, alcohol, drug related paraphernalia or misuse of legal drugs at school, at school activities, or on school property.
9. \* Intentionally inhaling hazardous products at school or school activities (students suspected of being under the influence of illegal drugs or misused substances may be subjected to a preliminary clinical and behavioral screening test)

**\*E. Weapons (Refer to BOE Policy JCDBB)**

A student shall not possess, handle or transmit any object that can reasonably be considered a weapon or facsimile of a weapon on the school grounds or off the school grounds at a school activity, function, or event. Possession, handling, or use of any weapon or facsimile of a weapon may result in suspension or expulsion from school at the discretion of the superintendent or designee. Possession of a firearm shall result in expulsion from school for a period of 186 school days.

1. The term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.
2. The term "destructive device" means any explosive, incendiary, or poison gas; bomb, grenade, rocket, missile, mine, or other device similar to any of these devices.

**F. Tobacco and Nicotine Delivery Devices (Refer to BOE Policy JCDA, KMA and GAOC)**

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property. Student violations may result in parent/guardian notification, participation in tobacco education program, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement. The use of tobacco products by parents, contractors, volunteers, and all other visitors is prohibited at all times in any district facility; in school owned or operated property.

The following definitions apply to this policy:

“Electronic nicotine delivery system or “ENDS” means any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. "Tobacco product" also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine. “Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.

**G. Interrogation and Investigations (Refer to BOE Policy JCAC)**

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student’s parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

**H. Searches of Students (Refer to BOE Policy JCAB and JCABB)**

Authorized staff may search students' clothing, belongings, desks, and/or lockers if there is reasonable suspicion that district policies, rules or directives are being violated.

#### I. Electronic Devices

Electronic devices may be used before/after school, during passing periods and/or lunch. Examples of electronic devices include, but are not limited to: tape recorders, radios, stereos, camcorders, pagers, CD/MP3 players or cellular phones. Students may use cell phones and/or headphones in classrooms for educational purposes with teacher or administrator approval. Violations will result in confiscation and/or disciplinary action.

1st violation: Device is confiscated, student picks it up at the end of the day. (Parent notified)

2nd violation: Device is confiscated, parent called/picks up.

3rd & subsequent violations: Device is confiscated, parent called/picks up. Consequence assigned.

Cameras may be used at school, on school property or at school activities or functions ONLY if they are not disruptive as determined by school staff. Cameras shall not be used in the classroom unless the photographs, audio or videos taken are for an official or authorized school purpose. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area or locker room. Cameras shall not be used, without permission, to record confidential material, such as classroom material, tests or grade book entries.

For the purposes of this section, "camera" shall be defined as any device capable of taking, storing, transmitting, or viewing pictures, audio recordings and/or video. This includes cell phones and any other electronic devices with a camera feature.

#### J. ID Cards

Students will be issued ID's. ID's from previous years are not valid. ID's must not have any defacement, mutilation and excessive wear will be grounds for replacement at the administrator's discretion and at the student's expense.

Defacement shall include writing, stickers, carving, cutting, erasing or any other alterations. Valid ID's will admit the student to most school-sponsored activities and are required at all dances. Replacement cost is \$3.00.

#### **EHS DRESS CODE:**

The intent of the dress code is to better our educational efforts through modesty, safety, and non-disruption of the goals of our school. It is the responsibility of students, parents and school staff to help ensure the school's dress code is being followed.

The classroom teacher may ask that students alter their clothing when dress or appearance interferes with safety, performance or course goals in a particular class. (For example, during an assessment, a teacher may ask students to remove headwear.) When health, medical, or religious reasons require exceptions to the guidelines for an individual student, a parent or guardian should contact the student's administrator. All apparel (including headwear, footwear, backpacks, clothing, accessories, etc.) must follow the appearance guidelines of EHS. Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event. The school administration always has the final determination as to whether a specific clothing item is acceptable to wear at school.

Appearance guidelines:

1. Prohibited clothing or appearance that is inconsistent with the goals and purposes of

EHS includes items or appearance that:

- a. Advocate or encourage violence.
  - b. Promote the use of, or make references to alcohol, drugs, or tobacco products.
  - c. Use sexual innuendos.
  - d. Contain abusive, rude/profane/obscene or indecent language, pictures, or symbols.
  - e. Demean or ridicule others, including sexually suggestive or racially offensive material.
  - f. Exposes the mid-section, buttocks, or undergarments.
  - g. Present gang-affiliation or connection.
2. Shoes/footwear must be worn at all times.

3. When groups represent EHS in public activities, the director, sponsor, coordinator, or coach will determine what is appropriate with regards to attire.
4. Apparel, dress, or appearance associated with hazing initiations will not be allowed.
5. Apparel or items that impact safety and learning at EHS are not permitted.

### **CONSEQUENCES FOR VIOLATIONS OF DRESS CODE**

The following consequences are administrative guidelines for violations of the student dress code:

- 1st offense - student must change into appropriate attire and will receive a warning.
- 2<sup>nd</sup> and subsequent offenses - students must change into appropriate attire and will receive a disciplinary referral.

If attire related to gang intimidation is the cause of the dress code violation:

- 1st offense - suspension out of school for three days.
- 2nd offense - suspension out of school for five days with a recommendation for long-term suspension with a formal due process hearing.

### **SECURITY OFFICER (Refer to BOE Policy JCAC)**

Emporia High School provides a security officer whose primary duties are protection and prevention. The officer enforces state law, city ordinances and local board of education policies. If the security officer is investigating an incident that is against civil and/or criminal law, he/she will make a report of that incident to the proper civil authorities.

### **SURVEILLANCE CAMERAS (Refer to BOE policy EBC, JGGA, and KGD)**

The district may use surveillance cameras or other electronic devices to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured until the digital storage mechanism or tapes on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information

### **PROCEDURES FOR REPORTING LOST AND STOLEN PROPERTY**

1. Report stolen and/or missing property on the day of loss or the day following the day the loss is discovered.
2. Check the "lost and found" in the main office.
3. If the item(s) is not found you should contact the security officer or school resource officer in order to complete the necessary forms to report the theft. In the event that a police report is completed, you must be willing to prosecute if the person taking the item(s) is apprehended.

### **SPARTAN CRIMESTOPPERS**

Help us help you. If you have witnessed or have information regarding a crime committed on or near school grounds, call Spartan Crimestoppers. You need not give your name and anonymity is guaranteed. Spartan Crimestoppers pays cash rewards up to \$100.00 for information that leads to the apprehension/conviction of those responsible for the crime. Call 341-2365.

### **ATTENDANCE/TARDY POLICY (Refer to BOE Policy JB, JBD)**

It shall be the policy of the board of education to encourage regular attendance at school by all students. At no time are "walk-outs" or "skip days" condoned. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance, which will carry over into adult life.

#### **A. General**

Our school is committed to the philosophy that every student should attend every class every day. Regular attendance and punctuality are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habits of regular attendance and punctuality are legitimate objectives for any course. Learning that is lost due to absences or tardies can never be adequately replaced.

The intent of this attendance policy is to place the burden of responsibility for attendance upon the student and the parent. The concerned student who is absent for a legitimate reason has nothing to fear from this policy. The student who is absent from class for other than legitimate reasons will find it difficult to justify such absences and runs a definite risk of losing academic credits and of suspension from school. Students who are truant will be reported to the proper enforcement agency as required by law.

A yearly record of absences appears on the student's permanent transcript.

#### B. Valid Excuses and Unexcused Absences

Students are allotted 10 excused days (48 blocks) for the school year. **Students who miss more than 10 days due to illness during the school year may be required to supply documentation from a health care provider in order for absences to be excused.** Valid excuses or excused absences are defined as:

1. Any illness (either personal or family) or disability of a student.
2. Attendance at funerals.
3. Pre-approved family event.
4. Doctor appointment

Excused absences must be requested by phone from the parent or guardian no later than the day the student returns to school. A written note will be accepted only if a phone is not available.

C. Once a student arrives at school he/she is expected to report to and attend his/her regularly scheduled classes in their entirety. Parents may not excuse a student from class(es) but allow him/her to be present in other areas of the building. If a student is in the building, but not in class, the absence will be unexcused. If a student skips class, there will be disciplinary action.

D. If a student becomes ill after arriving at school he/she must check with the nurse. The nurse's office is located in the counseling area. Medications will not be given unless approved by a parent/guardian (e.g. - aspirin). The nurse will make the decision as to whether the student should remain at school or be sent home. If the nurse is unavailable, the student is to check with an administrator.

E. A student 18 years old who is self-supporting and not living at home (with parents and guardians) may call in and excuse an absence. A student 18 years old living at home must have a parent or guardian call to excuse an absence.

#### F. Truancy and Possible Suspension (Refer BOE Policy JBE)

The board of education does not condone truancy for any reason and encourages all students to attend school on a regular and systematic basis. Any student under the age of 18 who is absent more than three consecutive days, five or more days in any semester, or seven or more days in a school year without a valid excuse is declared a truant.

However, the parent of a 16 or 17 year old may allow the student, with written consent, to be exempt from the compulsory attendance requirement provided that both parent(s)/guardian(s) and student attend a final exit conference with school officials and sign a "disclaimer" before exercising the dropout option. When a student has been declared a truant, a hearing may be held to determine if the student will be suspended or expelled. If a student is not 18 years old, the proper juvenile authority will also be notified so that appropriate action can be taken.

#### G. Unexcused Absences:

1. Once a student has accumulated three (3) consecutive unexcused days and/or 15 total unexcused blocks. The student will meet with their administrator and a letter will be sent home.
2. Once a student has accumulated five (5) cumulative unexcused days and/or 25 total unexcused block, the student will be assigned one (1) Wednesday morning / Friday night school and parent contact will be established. A truancy letter will be sent home.
3. Once a student has accumulated seven (7) unexcused days in a school year and/or 35 total unexcused blocks, he/she will be assigned one (1) day of in-school suspension. If the student is less than 17 years old, a truancy affidavit will be filed with the county attorney.
4. When a student has missed ten (10) consecutive days and the absences are unexcused, the student may be dropped from school if the administrator is unable to make contact with the student and/or



parent/guardian. If the student, after being dropped, desires to return to school, he/she must request a readmission hearing through his/her administrator.

#### H. Excessive Tardies

Tardies are a classroom disruption and will be handled as a disciplinary action. The following guidelines will be used to address unexcused tardy violations:

1st tardy - warning by teacher

2nd tardy- teacher assigns appropriate consequence and will notify a parent/guardian,

3rd tardy - the classroom teacher will refer the student to an administrator for that tardy and each additional tardy each semester.

All referrals assigned during the first semester because of tardies are removed at the beginning of the second semester.

#### I. Opportunities for Make-Up Work (Refer to BOE Policy IHEA)

After excused absences, including school activities, an opportunity to make up work missed will be extended provided the student contacts the teacher when he/she next attends class after returning to school. It is the student's responsibility to make this contact. The amount of work to be made up and the deadline for the work to be completed will be a personal matter between the student and the teacher. The general guideline is the number of days missed may be considered a satisfactory additional amount of time to make up consecutive excused absences.

The teacher will keep a written record of such agreements to minimize misunderstandings. Teachers using attendance as a part of their grading policy will not penalize students whose absences are excused or due to school-related activities.

Students who miss class due to an unexcused absence will not be allowed to make up the work missed without teacher approval. Students will be allowed to make up work from a suspension for credit, but it must be turned in the day the student returns to class from suspension. It is the responsibility of the parent/guardian to pick up the work from school. If a student is enrolled in a dual credit class, the student is expected to follow the course syllabus set by the instructor.

#### J. Excessive Absences and Possible Loss of Credit

Attendance in classes is very important and poor grades are often caused by poor attendance. A student may be dropped from class or classes if absences (excused or unexcused) have brought the student to failing or near failing.

When a student has a total of seven (7) absences in a specific class a conference may be held with the student, parent and administrator present. The importance of attendance will be stressed and the student's overall attendance record will be reviewed.

#### K. Senior Week Attendance

Seniors, graduating or non-graduating, may return after seniors' last day only upon the request of a teacher or an administrator.

#### **EXTENDED ILLNESS / PLANNED ABSENCE (Out of Country Travel) .**

In case of planned absence or extended illness of two days or more, parents are encouraged to contact the office in advance to complete necessary paperwork. Students are required to complete the extended illness / planned absence paperwork from the counseling office and to contact their teachers as well as collect required assignments/work through email and/or Google Classroom.

#### **ACADEMIC DETENTIONS (Refer to BOE Policy JDB)**

Academic detentions are detentions given by the teacher for reasons other than absences and tardies. These detentions are served with the teacher.

#### **WEDNESDAY MORNING SCHOOL / FRIDAY NIGHT SCHOOL -**

Students who have violated school rules may be detained in the building on Wednesday before classes from 7:00 am to 9:00 am. or Friday after school from 3:30 p.m. until 5:30 p.m., under close supervision. The student is responsible to bring class assignments to Wednesday morning / Friday night school so that he/she does not fall behind in his/her schoolwork. A student signs a contract when he/she is assigned Wednesday morning / Friday night

school. If the contract is violated, the student may be assigned in-school suspension (ISS) or suspended out of school.

Wednesday morning / Friday night school is an alternative to out-of-school suspension. Wednesday morning / Friday night school is a structured setting where students are expected to work on school assignments under the supervision of a teacher, teacher aide or an administrator.

Students may be excused from Wednesday morning / Friday night school only in the event of an emergency, verified by a parent, and approved by an administrator.

#### **IN-SCHOOL SUSPENSION.**

The purpose of in-school suspension (ISS) is to minimize the need for out-of-school suspensions. It is intended to provide constructive and positive learning experiences for students who have violated school rules. In addition to working on class assignments, students may engage in activities that will assist them in making better decisions in the future. Students who fail to follow ISS rules will be subject to out-of-school suspension. Students in in-school suspension may not participate or attend school-sponsored activities.

#### **SPECIAL POLICIES:**

##### **ADVERTISEMENTS & POSTERS (Refer to BOE Policy JHCA)**

An administrator must approve all advertisements and posters before they may be posted. The administration will advise the students of the proper location for posters.

##### **STUDENT DEMONSTRATIONS (Refer to BOE Policy JCEC)**

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Students are encouraged to have a meeting with administration prior to engaging in a demonstration. Demonstrations that substantially disrupt the learning environment may be terminated at any time by the principal or superintendent.

##### **VISITORS/NON-STUDENTS (Refer to BOE Policy KM)**

State law prohibits non-students from loitering in or around any public school. Only in special circumstances will a student be allowed to have a visitor during the school day. High school students are not to be on the Emporia Middle School grounds between 7:30 a.m. and 4:00 p.m. Middle School students are not to be on EHS grounds unless they are involved in activities at the high school immediately before and after school.

##### **BREAKFAST & LUNCH PERIOD**

Emporia High School has an open lunch period. Whether or not the student leaves the school during the lunch period will be a decision between the student and his/her parent(s)/guardian(s). Food and drink (with the exception of water) can only be consumed in designated areas (commons areas). Any food or drink brought in from outside of the school building must be consumed in the commons area.

##### **NON-SCHOOL HOURS POLICY (Refer to BOE Policy JGFB)**

1. Students not enrolled in a full schedule of classes are not to be on school grounds more than 10 minutes prior to their first scheduled class.
2. Students not enrolled in a full schedule of classes are to leave the school building and grounds immediately after their final class of the day, or after one lunch period where applicable.
3. Students are to be out of the building no later than 10 minutes after the end of school unless properly sponsored.

##### **PRESCHOOL AGE CHILDREN**

Students are not allowed to bring preschool age children to school.

## **ELECTRONIC HALL PASS**

An electronic hall pass will be utilized for students to travel throughout the building. Students who abuse pass privileges may have their privileges revoked. If a student wishes to see a teacher the student must arrange for this in advance. The regular teacher for that hour may refuse to honor the request.

## **STUDENT ACTIVITIES (Refer to BOE Policy JH)**

1. Requests for activities/organizations planning activities or fundraising projects (no raffles) during the school year should obtain an activity approval form from the administrator in charge of activities. This form should be completed and signed by the organizational sponsor and returned to the activities director at least two weeks prior to the activity. Arrangements for special equipment or transportation should be brought to the activities director's attention.
2. In order to participate in activities, students must be passing at least six classes if enrolled in seven or eight blocks OR passing all classes if enrolled in six or fewer blocks during the present semester.
3. Rules concerning student conduct will apply at all school-sponsored activities.
4. Students leaving a school activity by request or voluntarily will not be given a refund.
5. All students must arrive at EHS dances no later than one hour after the scheduled start of the dance. Exceptions may be made with prior permission of an administrator due to school activities and emergencies confirmed by a parent or guardian. No student and his/her date will be allowed to return to a school-sponsored dance if he/she leaves the building and/or dance area during the time the dance is taking place. All students must display a valid student ID to enter.
6. Junior-Senior Prom: Only Emporia High School students in at least their third full year of high school and their dates who must be in their third full year of high school or older are allowed to attend the Junior-Senior Prom. Any EHS student who brings an out-of-school date may be required to provide written verification that their date is in at least their third full year of high school or past high school age. Dates who are not attending high school but are of high school age will be required to meet the above standard as if they were attending school.
7. All guests at EHS dances must be registered and approved in advance with the activities director. No guests are allowed at the Back-to-School Dance and the Winter Sports Dance. Out of school guests are allowed at Homecoming and Prom. Middle School students are not allowed to attend EHS dances.
8. Students who violate school rules at dances will receive consequences similar to consequences received for violation of school rules at any other school activity and will not be allowed to attend the next two dances.

## **VENDING MACHINES (Refer to BOE Policy JGHB)**

The vending machines designated for student use will be open during lunch periods. Vending machines located in the school are the property of the vending company. The high school is not responsible for servicing the machines, refunding any losses or providing change for use in the machine. Food and drink are not to be taken out of the areas designated for dining (commons areas). Vending machines located in the faculty dining room are not for student use. Items purchased from vending machines located in the PE area are not to be taken to other areas of the building.

## **STUDENT TRANSPORTATION:**

### **Parking (Refer to BOE Policy JGFF)**

In order to have parking privileges a student must purchase and properly display an EHS Parking Permit.

1. Students may park in any of the unrestricted areas of the parking lots. Students parking in restricted areas, such as faculty, visitor, office personnel, plus any other restricted no parking areas, may be subject to a citation or towing at the owner's expense.
2. Parking information and permits should be picked up during registration or in the Attendance Office during the school year. The parking permits should be displayed on the upper right hand corner of the front window or hanging from the rearview mirror. Vehicles not displaying the proper parking permit are subject to a citation.
3. In order to purchase a permit, it is necessary that the vehicle registration information be presented (it should be kept in the vehicle, according to law).

4. Seniors are able to purchase a parking spot through the Student Council near the front entrance if they wish to purchase.
5. Temporary permits for \$1.00 each day (limit of 5 days) may be obtained if there are extenuating circumstances.
6. Transferring or selling permits to unauthorized persons will result in the loss of the parking permit and disciplinary action.
7. The school assumes no responsibility for lost or stolen permits. However, students should report lost or stolen permits to the office as soon as possible.
8. Students are reminded that all city ordinances apply to traffic on school streets and parking areas.
9. Failure to comply with traffic ordinances while driving on school streets and parking areas may cause a student to lose driving and/or parking privileges on school property.
10. Upon arrival at school, students are to park their cars, lock them and proceed immediately into the building.
11. Students are not to loiter in the parking lots.
12. Students are not to go to a parked car without prior permission from an administrator during school hours.

#### **Parking Violation Procedures:**

1. All Emporia High School parking violations carry a fine of \$5. Violations such as parking in a handicapped space or in a fire lane will result in a parking citation written by the Emporia Police Department and may carry a different fine.
2. Citations must be paid within (10) ten school days from the date of issuance. Failure to pay the citation will result in a Wednesday / Friday detention
3. All appeals must be made within (5) five school days of issuance. All appeals must be made through the Security Officer.
4. If a citation is unpaid at the end of (10) ten school days, a letter will be sent to parents of the violator explaining the following consequences:
  - a. Vehicles may be towed at the owner's expense if parked in EHS lots.
  - b. If a violator is a student with an EHS parking permit, the permit may be revoked for the remainder of the school year and he/she may not be able to purchase a parking permit for the next school year.
  - c. If a violator is a student without an EHS parking permit, he/she may not be able to purchase a parking permit for the next school year.
5. Any student who receives three or more parking citations during any school year may forfeit his/her current parking permit and may not be able to purchase a parking permit for the next school year.
6. If a student is a senior, his/her diploma will be held until all parking fines have been paid.

#### **BUS REGULATIONS** (Refer to BOE Policy JGG)

The school's major concern while transporting students to and from school is SAFETY. To ensure safety, good behavior on the bus is required. The bus is an extension of the classroom, and the driver is in charge of all students while they are boarding, riding and leaving the bus. The driver may assign seats to students. In the interest of order and safety on the bus, students are expected to behave in a reasonable manner. Undesirable student conduct may lead to disciplinary action and loss of riding privileges.

Examples of undesirable behavior on the school bus are:

1. Failing to comply with a reasonable request from the driver
2. Extending any part of the body out of bus windows
3. Leaving seat while the bus is in motion
4. Using tobacco
5. Using or possessing alcohol or illegal drugs
6. Eating or drinking on the bus
7. Transporting animals
8. Bringing any item on the bus or behaving in a manner which may harm or disturb other students or distract the driver

9. Vandalizing the bus or tampering with its equipment
10. Failing to be quiet at railroad crossings

Items too large to be safely held while students remain seated may be stored in a designated area. If seating arrangements do not allow room for these items to be safely stored without blocking aisles or exits, the students will be asked to make other arrangements for transporting these items.

**STUDENTS RIDING BUSES – ONLY** (Refer to BOE Policy JBH)

Parents may request that their children remain at school until regular dismissal with no transportation provided by the district. Parents may request an alternate delivery point (neighbor or relative) provided it is on the usual route. In the rural area, bus drivers will observe students until they are in the house. If the house is not visible, students will not be allowed to depart from the bus. Bus students not delivered to their homes or alternate designated location will be taken back to Emporia High School. Shelter, food and other necessities will be provided.

**STUDENTS NOT TRANSPORTED - ONLY**

Parents may request that children remain at school until regular dismissal time or until an authorized adult picks them up.

Attempts will be made to telephone parents of students who are unsure of where to go upon being dismissed.

**SCHOOL CLOSING/EMERGENCY**

Parents and students shall be notified of school closings or cancellations due to health or safety concerns, severe weather or other circumstances by announcements made over the following media outlets and/or modes of communication:

KVOE 1400 AM /101.7 FM - Emporia

WIBW Channel 13 - Topeka

USD253 Website: [www.usd253.org](http://www.usd253.org)

School Messenger: Parents can sign up for phone, text or email alerts on School Messenger. Instructions for creating an account can be found on the district website at: <http://www.usd253.org/parents/>

If an emergency occurs, the district may keep all students under school authority and supervision until released to parents. Staff will remain on duty with the students during the emergency period. Parents may be notified to come to school and pick up their children once the emergency situation is deemed safe. Students shall be released according to board policy for release of students during the school day. (Refer to BOE Policy JBH)

**STUDENT INSURANCE** (Refer to BOE Policy JGA)

Parents or guardians shall be notified annually in writing of student insurance provided by the district, and that medical expenses not covered by such policies are the responsibility of the parents. Principals shall keep a record of the students who enroll in the group insurance program.

**STUDENT ACCIDENTS** (Refer BOE Policy JGFG)

If a student has been involved in an accident at school, on school property or at a school-sponsored event, a staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident which appears to require medical treatment, no action shall be taken by an employee except to send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nurse. When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment. Appropriate records documenting student accidents shall be kept on file.

## **LIBRARY**

The Emporia High library is open from 7:30 a.m. until 4:30 p.m.. During the school day students may use the library with an authorized pass. During lunch students may use the library for library-related activities.

## **COMPUTER AND DEVICE ACCEPTABLE USE (Refer to BOE Policy IIBF)**

Students shall have no expectation of privacy when using district email, computer systems, or electronic devices.

E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email or computer application or information stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device.

Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

## **GUIDELINES FOR ACCEPTABLE USE (See IIBG, IIBGA, IIBGC)**

### **Purpose**

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following guidelines for acceptable use to govern the conduct of those who elect to access the computer network or district Internet.

### **Guidelines for Acceptable Use**

Users shall adhere to the following guidelines for acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify or forge other users' emails, files or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- Users shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors
- Students shall not disable or attempt to disable Internet filtering software.
- Utilization of the network to disseminate non-school/work-related material is discouraged

### **Prohibitions**

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, cyberbullying, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network as a means for advertising or solicitation.

### **Monitoring**

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions. Any information gathered during monitoring may be copied, reviewed and stored. All such information files shall be and

remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

### **Internet Safety**

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior.

### **Penalties for Improper Use**

Access to the network and Internet is a privilege not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use, which may constitute a violation of Federal or state law and such use may result in criminal prosecution.

### **COMPUTER AND DEVICE USE (Refer to BOE Policy ECH, IIBGC, IIBF, JCDA and KBA)**

#### **Use of District Computers and Devices/Privacy Rights**

District-issued computer systems and electronic devices are for educational and professional use. All information created by staff and students or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to, surveillance footage) is also prohibited. The district retains the right to discipline any student up to and including expulsion and any employee up to and including termination for violation of this policy.

#### **Copyright**

Software acquired by students or staff using either district or personal funds and installed on district computers or electronic devices must comply with copyright laws.

#### **Installation**

The network administrator can verify the compatibility of the software or application with existing software, hardware and applications and prescribe installation and de-installation procedures.

#### **Privacy Rights**

Any e-mail, computer application or information stored or transmitted through district computers, network systems or electronic devices is subject to monitoring by the administration with no expectation of privacy.

#### **Ownership of Employee Computer and Device Materials**

Computer materials, devices, software or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

#### **Lost, Stolen or Damaged Computers and/or Equipment**

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district-issued computers or electronic devices which are lost, stolen or damaged while in the student's or staff member's possession.

**BOOK RENTAL** (Refer to BOE Policy JS)

Books will be checked out to students at the beginning of each class and returned at the end of the class.

1. Students are to write their names in ink in the front of the book with the year being used. (Example: John Jones, 02-03, 1st semester)
2. Students are not to write in books other than their names.
3. Students are responsible for returning books in the same condition they receive them minus reasonable wear.
4. Students are responsible for turning in the same book checked out to them.

The student must pay for books damaged unreasonably or lost.

**LOCKERS** (Refer to BOE Policy JCAB)

Lockers will be provided upon student request. If for some reason it is desirable to change lockers, it must be cleared through the office. Lockers are the property of the school district and the school district reserves the right to conduct locker checks at any time. Students have no expectation of privacy in the lockers which they are assigned. The school is not responsible for losses from lockers, and it is the student's responsibility to keep his/her locker locked. If a student finds that someone else knows the combination of his/her locker, the student may request a combination change through the office. All students are responsible for the locker to which they are assigned. It is the student's responsibility to report a defective locker to the appropriate authority. Cost of repair or refinishing of any damage caused by vandalism will be charged to the student using the locker. This also applies to the lockers in the physical education area.

**RULES TO REMEMBER FOR LOCKERS**

1. Use only the locker to which you are assigned
2. Always lock your locker
3. Never give your combination to anyone

**LOCKER ROOMS**

There are to be no students, athlete or non-athlete, in the locker room except under the supervision of a coach/teacher. The athletic director must approve exceptions to this. Only athletes who are in their season of sport may use lockers in the varsity locker room.

**TRAINING ROOM**

The training room is not to be used for any reason but its designated purpose. If an athlete is being treated, i.e. whirlpool, taping, etc., he/she and his/her coach or trainer or assistant trainer are to be the only ones in the training room.

**PHYSICAL EDUCATION LOCKER ROOMS**

The locker rooms will be locked at 10 minutes following each block's tardy bell and not re-opened until 15 minutes before the block ends.

**IMMUNIZATIONS** (Refer to BOE Policy JGCB)

All students enrolling in any USD 253 school shall provide the building principal with proof of immunizations of certain diseases or furnish documents to satisfy statutory requirements. Failure to submit proof of immunizations may result in exclusion from school.

**COMMUNICABLE DISEASES** (Refer BOE Policy JGCC)

Any student noted by a physician, the school nurse or local health officer as having a communicable disease may be excluded from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician, the local health officer, or after the expiration of any period of isolation or quarantine.

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



If a student is absent from regular classes for more than three (3) consecutive days or the principal has been notified that a student has or is suspected of having a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician or local health department before the student reenters school.

#### **SUPERVISION OF MEDICATIONS (Refer to BOE Policy JGFGB)**

In certain circumstances when medication is necessary in order for the student to remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator or designee who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator or designee requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

#### **STUDENT SELF-ADMINISTRATION OF MEDICATIONS (Refer to BOE Policy JGFGBA)**

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including but not limited to any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

#### **ACCOMMODATING STUDENTS WITH DIABETES (Refer BOE Policy JGFGBB)**

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy. Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider. The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required. While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check
- Administer insulin through the delivery system the student uses
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and
- Otherwise attend to the management and care of the student's diabetes in the classroom, in any area of the school, on school grounds, or at any school-related activity.

Notwithstanding the above, the district reserves the right to put reasonable place and manner procedural safeguards in place for the safe and nondisruptive exercise of such rights by students with diabetes.

#### **AUTHORIZATION REQUIRED**

Health care providers shall prepare a written treatment plan for managing the student's asthma or chronic potential life threatening diagnoses (i.e. asthma, anaphylaxis, seizures) and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment/or as needed throughout the year.

#### **PHYSICAL EXAMINATIONS (Refer to BOE Policy JGC)**

All students (grades 9-12) entering the school district for the first time should provide evidence of a physical examination that has been completed sometime during their school career. Students who have not completed a physical examination by the first day of school should provide evidence that an appointment has been made for the physical. A student who has not met the requirements for the completion of the physical may be excluded from school. These absences will be considered unexcused and will be subject to truancy laws. Nonparticipation in this class may affect the grade earned.

All students participating in interscholastic athletics, dance team, and cheerleading are required to provide the building principal with evidence of a physical examination prior to participation. These physicals must be given

after May 1 to meet the requirements for interscholastic participation the following school year. Students will not be allowed to participate in interscholastic athletics, dance team, or cheerleading until the completed form is presented to the principal. A medical doctor, an osteopath or a chiropractor must sign the physical examination form.

### **STUDENT HEALTH SCREENINGS (Refer to board policy JGCD)**

In Accordance to KS 72-6229, KS 72-6242, and KS 72-6251, free vision, hearing and dental screenings will be conducted throughout the school year based on the state's required schedule.

### **SUPERVISION OF MEDICATIONS (Refer to Board Policy JGFGB)**

In certain circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator or designee who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator or designee requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical personnel. Two containers, one for home and one for school should be requested from the pharmacist.

Any changes in the type of drugs, dosage and/or time of administration should be accompanied by a new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. Medications should be inventoried every semester. Out-of-date stock should be returned to the parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical personnel are notified in advance of the date and the reasons for the discontinuance. In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

### **OTHER HEALTH CONSIDERATIONS**

If a student has a fever (Emporia nursing standard is 100 degrees or greater), his/her temperature must be normal for 24 hours without the use of fever reducing medication (i.e. Tylenol, Ibuprofen) before returning to school. Typically, if a student is vomiting or has diarrhea, they need to stay home until it has been 24 hours since those symptoms have passed. At times there are exceptions to this rule. Please reach out to your health office staff to assess special circumstances. The parent of a child who has head lice will be contacted and given evidence-based treatment options.

### **ELIGIBILITY (Refer to BOE Policy IDFA and USD 253 Athletic Handbook)**

Emporia High School adheres to the eligibility regulations of the Kansas State High School Activities Association.

In addition to the KSHSAA requirements, a student shall have passed at least six classes the previous semester or the last semester in attendance. The student shall be enrolled at Emporia High School and passing at least six classes if enrolled in seven or eight blocks OR passing all classes if enrolled in six or fewer blocks during the present semester. This same expectation applies to non-KSHSAA activities (dances, field trips, etc.). A student's eligibility will be checked every two weeks and a report made to the administrative staff if the student is failing. If a student is reported ineligible, that student will remain ineligible until his/her course work is passing and the teacher of record reports in writing to an administrator that the student is passing that course. If a student is on the ineligible list, he/she may not participate in activities or leave school for any activity-related reason or field trip. No credit earned in any summer school opportunity can be used for KSHSAA eligibility purposes. Any question or dispute of eligibility may be appealed to an administrator. A conference will be held with the teacher, the student, a parent or guardian if possible, and an administrator in attendance. The decision of the administrator will be final. A student will be deemed ineligible during the appeal process. A student must attend the entire day of school on the day of an

event or practice in order to participate in or attend the event or practice. The only exception is an absence due to an emergency, scheduled doctor appointment, or unavoidable circumstance other than illness that is verified by a parent and approved by an administrator. Any question or dispute of attendance may be appealed to an administrator. A conference will be held with the sponsor/coach, the student, a parent or guardian if possible, and an administrator. The decision of the administrator will be final.

### **DUAL PARTICIPATION RULE**

The USD 253 Athletic Handbook reads as follows regarding dual competition:

1. Student may participate in no more than two sports per season.
2. Student must meet with the athletic director prior to talking to coaches of the respective sports.
3. Student must receive written approval from the head coach of both sports. Without the approval of both coaches, a student must choose one of the sports within which to compete.
4. Student must designate a primary sport prior to final written approval for dual participation being granted by the athletic director. When the two schedules conflict, competition in the primary sport will take precedence over competition in the secondary sport. When practice schedules conflict, practice for the primary sport will take precedence. Competition of either sport will take precedence over practice of the other. Exceptions must be agreed upon by the two head coaches prior to the start of the season.
5. Student must maintain a current GPA of 2.0 with no D's. Any GPA below 2.0 or grade below C will exclude the student from participation in the secondary sport until grades are above a D average. The student may have no more than five absences the semester prior to the season of dual participation.

### **OUTSIDE PARTICIPATION RULE**

The KSHSAA handbook reads as follows regarding outside competition:

"While a student is a member of a school athletic squad, he/she may not participate as a member of an outside team or as an independent competitor in the same sport. Violation of this rule shall make a student ineligible for the remainder of that sport season."

### **CITIZENSHIP/SPORTSMANSHIP (Refer to BOE Policy IDFA)**

Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed for clarification:

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

### **GENERAL INFORMATION:**

#### **REQUIREMENTS FOR GRADUATION (Refer to BOE Policy JFC/JFCA)**

##### **The following graduation requirements will be in effect for the Class of 2021 and after:**

Three (3) units of Social Studies. These three units must include at least one unit of World History, one unit of studies in American History, one-half unit of American Government, and one half unit of Social Studies electives.

Four and a half (4.5) units of Language Arts. These four and a half units must include one unit of Freshman English, one unit of Sophomore English, one unit of Junior English. One half unit of Communication Arts and **either** one unit of College Prep English OR one unit of Senior English.

One (1) unit of Fine Arts. This unit can be earned in any combination from the following areas: art, music, dance, theatre, forensics or other similar studies selected by the board of education. See the enrollment handbook or a counselor for the list of courses approved for Fine Arts credit.

Three (3) units of Science. This requirement must include one unit of life science and one unit of physical science.

Three (3) units of Mathematics including algebraic and geometric concepts.

One-half (0.5) unit of Consumer Education.

One (1) unit of Physical Education. (Freshmen required to enroll in one unit of Freshmen PE/Health.)

which shall include a course on health. This requirement may be waived:

- a) upon a statement of a licensed physician that a student is mentally or physically incapable of participating in a regular or modified physical education program, or
- b) when such requirement is contrary to the religious teachings of such student, if a written statement, signed by one of the parents or the guardian of such student, filed with the proper authorities of the school, requesting that the student not be required to participate in such activities and stating the reason for such request. (Freshmen will be required to enroll in one unit of education for freshmen, which shall include a course on health, eight (8) units of electives).

### **ALTERNATIVE GRADUATION REQUIREMENTS – SPECIAL EDUCATION**

Special education students may qualify for alternative graduation requirements as indicated in their IEP.

### **CAP PERIOD AND COUNSELOR ASSIGNMENTS**

Each student will be assigned a CAP teacher. Students not enrolled in a full schedule need permission from administration and their parents/guardians not to attend CAP. The student will be known and helped personally by an adult in the school. It is hoped that the student will feel free to seek the help and advice of the CAP teacher in enrollment. Students wanting to change their CAP teacher must have approval by administration.

The student will also be assigned a counselor. All situations requiring changes in class assignments or final decisions on class changes should be handled through the counselor.

### **CAP Period**

The purpose of CAP Period is to allow students to receive teacher directed CAP lessons, time to make up work that they may have missed, to allow teachers time to work with students to structure CAP conferences, to allow teacher to work with students on the Individual Plan of Study (IPS), and for students to participate in clubs and organizations. In order to travel to a teacher during CAP, students must gain prior approval of the teacher they wish to travel to and use an electronic hall pass. All students are encouraged to be involved in a club/organization. Membership or participation in extracurricular clubs or organizations requires enrollment in CAP/Activity Time.

### **CLASSIFICATION OF STUDENTS (Refer to BOE Policy JBC)**

A student's classification at the start of the school year determines his/her classification for the first semester. Students are reclassified at the end of each semester based on credits earned to not supersede years in high school

- A student will be classified as a freshmen or 9<sup>th</sup> grader based on completion of the course of study in an accredited junior high school or from any school including the 8<sup>th</sup> grade when the sending school recommends that the student be accepted at the freshmen level.
- A student must have completed six (6) units of credit to be classified as a sophomore or 10<sup>th</sup> grader.
- A student must have completed twelve (12) units of credit to be classified as a junior or 11<sup>th</sup> grader.
- A student must have completed seventeen (17) units of credit to be classified as a senior or 12<sup>th</sup> grader.

### **FLINT HILLS LEARNING CENTER**

Students wishing to attend FHLC must follow the steps below to determine if their request to transfer is a good fit for the student.

Step 1: Visit with their parents/guardians about their request to attend the FHLC.

Step 2: Visit with their assigned school counselor about their request to attend the FHLC.

Step 3: Complete the FHLC Request to Transfer online form through the counseling department for the head principal to review.

Step 4: Set up a meeting with the head principal, assigned counselor, and parents/guardians to discuss the request to transfer.

### **WITHDRAWING FROM CLASS**

If withdrawal occurs before six class periods have elapsed, no record will appear on the transcript. If withdrawal occurs after six class periods have elapsed in the semester, the record will show the course and a notation of withdrawal will be made.

WP - withdrawn, passing grade. No credit

WF - withdrawn, failing grade. No credit

A student must have permission from his/her parent or guardian, the instructor, counselor, and the principal to withdraw before the class is completed. Students may not withdraw from a course during the last three weeks of a semester.

### **CLASS CHANGES**

During the first three days of a semester, a student may make necessary schedule changes by making an appointment with his/her counselor. Here are some acceptable reasons to make changes:

1. The computer made an error on a student's schedule.
2. The student is misplaced in a class.
3. The student's schedule needs to be altered in order to add required classes.
4. If a student has not paid the required fees for a college class by the end of the class period on the 3<sup>rd</sup> day, the student will be dropped from the college class at Emporia High. In addition, the student will need to notify the appropriate college in which they were enrolled in order to avoid incurring additional fees.

### **REPEATING A COURSE**

The following guidelines will be used for when a student repeats a course at Emporia High School:

1. A student who is not satisfied with a grade may repeat the same exact course and the new grade received will be recorded on the student's official transcript and used towards GPA calculation.
2. A student can make a request to their counselor that only the higher grade earned will be used towards GPA calculation for a course that has been repeated. Otherwise, the original grade will also be used towards GPA calculation.
3. Students who receive a higher grade and want the original grade to not show up on their transcript, must make a request to their school counselor. The original grade will be changed to a NC (No Credit) and not be used towards GPA calculation.

### **REQUIRED CLASS LOAD FOR EACH YEAR**

All students are required to enroll in eight (8) blocks (plus CAP/Activity Period) each semester. Exceptions to this may be granted for the following reasons:

1. Senior students, with written parent permission, may enroll in an abbreviated schedule after their first semester. Students must enroll in the classes necessary to meet graduation requirements. Students wishing to participate in activities must meet all eligibility requirements.
2. Senior students who work a minimum of 10 hours per week at an outside job may apply to enroll in Work Study. Senior students working during school hours may request their Supervised Work period be scheduled first or eighth block so that they may be enrolled in Supervised Work. Students should check with their counselor for credit possibilities for work-study. (Refer to BOE Policy JJ)
3. Married students or students who are parenting are required to enroll in enough classes to progress normally toward graduation.
4. Students wishing to enroll in college classes may do so providing they meet regular high school graduation requirements during their normal year. A student taking a college course who desires dual credit must check with his/her counselor before enrolling in the class and must have an official college transcript mailed to the registrar, at the student's expense, after completing the class. The dual credit scale is:
  - 5 college hours - 1 high school credit
  - 4 college hours - 3/4 high school credit
  - 3 college hours - 1/2 high school credit
  - 2 college hours - 1/4 high school credit
4. Those students who have spent four years in the high school and have not completed graduation requirements may enroll only in those classes needed to complete graduation requirements.
5. Students wishing to enroll with a combination of public and private school classes, must be enrolled in the combination full time (8 units of credit) unless one of the exceptions in this section applies. Verification of private school attendance is required. Proof of skills and knowledge and a transcript are required prior to enrollment in any class where a prerequisite exists. Classes that are co-curricular and require interscholastic competition are not advised for students enrolling in fewer than six units of credit during any semester at Emporia High School because the inability to compete may affect the student's grade in the class.

6. Part-time students are not guaranteed enrollment during certain time slots or with particular instructors. All enrollment will be based on class section loads and personnel, equipment, and availability of materials.
7. The Emporia High School administration has the final authority on all enrollment issues.

**Any request for an exception to enrolling in eight blocks of educational activity must be made in writing to the principal.**

### **CORRESPONDENCE STUDY**

Pupils, with the prior approval of the principal and counselor, may earn up to two units of credit by correspondence from an accredited school approved by the Kansas State Department of Education.

### **INDEPENDENT STUDY**

Independent study may be provided in any elective class. Independent Study must meet one or more of the following requirements:

1. The credit is needed to complete graduation requirements.
2. Area of study cannot be completed by regular course work because of alternate year offerings.
3. The student is completing an IEP requirement. (The independent study is to be approved prior to the IEP conference involving a parent.)
4. Only course work described in the enrollment bulletin can be taken by independent study.

Students enrolling in independent study must have approval of the cooperating teacher, counselor, parents/guardian, and principal. A special approval form is provided. **The student must also be enrolled as a full-time student.**

### **GRADING SYSTEM (Refer to BOE Policy IHA)**

All subjects taken will be evaluated using the following grading scale:

A= Superior; B = Above Average; C = Average; D = Below Average; F = Fail; P = Pass; I = Incomplete

Certain special areas will still be graded on a pass-fail basis.

All courses in which an "Incomplete" grade was given must be completed within two weeks after the end of the grading period in which the "incomplete" was received.

It is the responsibility of each student to become knowledgeable of the teacher's class requirements and the basis used to determine the grades in each class in which the student is enrolled. Class attendance is very important and may be part of the teacher's grading policy.

### **WEIGHTED COURSES**

The following classes have been identified as qualifying for weighting:

AP College Prep English	Honors Chemistry
Honors Junior English/Communications	AP Psychology
Honors Sophomore English	Anatomy & Physiology
AP World History	French IV
German IV	AP Spanish
AP Chemistry	AP Statistics
Honors Debate	AP U.S. Government
Honors Geometry	Honors Algebra II
AP Calculus	Honors Biology
Biomedical Innovations	AP U.S. History
Honors Freshman English	Honors Physical Science

The standard 4.0 system will be used for purposes of Honor Roll. Both the standard 4.0 system and weighted grades are used to determine the following:

- GPA standards for the National Honor Society
- Inclusion in the Senior Honors Group
- The Governor's Scholar Program

At the individual student's request, the weighted GPA and class rank will be placed on a graduating seniors' transcript. There are additional fees for some weighted classes. See your counselor for more information.

## **COPYING AND CHEATING**

It is the school's moral obligation to make students aware that using inappropriate means of completing assignments is wrong. Students have the moral obligation to complete their own daily assignments and tests by doing their own work to the best of their ability. In the final analysis, responsibility for dishonesty rests with the student. Consequences for all parties involved in using inappropriate means to complete assignments are no credit for the assignment in question and a behavior referral to an administrator.

## **SEAL OF BI-LITERACY**

EHS will award a Kansas Seal of Biliteracy to ESL and World Language students who can read, write, speak, and listen in two or more languages. This seal is evident on student transcripts and can equate to higher pay, additional employment opportunities, recognition at graduation, and college entrance benefits, including retroactive credit for coursework and advance placement with possible scholarship opportunities. To qualify, students must earn proficient scores on approved assessments in both English and the second language.

## **GRADE REPORTS** (Refer to BOE Policy JF)

Final grade reports are available at the end of each semester. Grades can be accessed online at: <https://powerschool.usd253.org/public>. Contact the school for access ID.

## **HONOR ROLL**

An honor roll is compiled at the end of the semester. The Principal's Honor Roll will contain the names of students who have all A's. The Academic Honor Roll will include those students with a grade point average of 3.50 and above. Those with a grade point average between 3.00 and 3.49 will be listed as Honor Roll Students. Students who receive an "F" are ineligible for any Honor Roll. Any attempt to falsify the honor roll will result in disciplinary action.

All students placed on any of the honor rolls must be enrolled in a full class schedule. These units must be in classes in which a letter grade (A, B, C, D, and F) is given. Only letter grades are used in averaging the grades. Classes in which pass/fail grades are issued are not counted when figuring grade average. All other courses are counted.

## **ACADEMIC LETTER**

The academic letter will be awarded to sophomores, juniors and seniors. The initial letter with a lamp of knowledge and a bar will be awarded to a student maintaining a 3.5 GPA or better for two (2) consecutive semester.

An additional bar will be awarded for maintaining the minimum GPA for two (2) additional consecutive semesters. Students transferring into Emporia High School must meet the criteria stated above. A minimum GPA will be accepted from the sending school.

## **GRADUATING WITH HONORS**

A student "graduates with honors" who has earned a cumulative 3.75 GPA and has met the graduation requirements as established by the board of education will have "With Honors" typed on their transcript and embossed on the diploma. The Senior Honor Group will include any student with a 3.75 GPA at the completion of the first semester of their graduating year. Students in this group will:

1. be recognized at a special program
2. be given special recognition at the annual awards assembly;
3. have his/her name designated on the commencement program with an asterisk;
4. wear a gold cord as part of the academic attire.

## **PRINCIPAL'S AWARD OF EXCELLENCE**

In order to qualify for the Principal's Award of Excellence, a student must have earned all A's during his/her high school career and/or be named a National Merit Qualifier.

**GOVERNOR'S SCHOLAR PROGRAM** (Refer to BOE Policy JN)

The Governor's Scholar Program is sponsored by the Confidence in Kansas Public Education Task Force. The students in the top 1 percent of the senior class at the end of the first semester of their senior year are recognized. Ties will be broken following the guidelines set forth by the Governor's Scholar Program.

**REQUIREMENTS TO PARTICIPATE IN COMMENCEMENT EXERCISES** (Refer to BOE Policy JFC)

1. The student has completed all requirements for graduation as required by the Kansas State Department of Education and the USD 253 Board of Education upon completion of the last day of school for seniors.
2. The last school attended was Emporia High School.

**REQUIREMENTS TO RECEIVE A DIPLOMA FROM USD 253** (Refer to BOE Policy JFC)

1. The student completes all requirements for graduation as required by the Kansas State Department of Education and the USD 253 Board of Education.
2. USD 253 was the last school attended as a full-time student. If a student moves to another school during the second semester of his/her senior year and requests that a diploma be granted from USD 253, the diploma will be granted if the student meets the requirements of #1 above.
3. If a student moves into the district during the first or second semester of his/her senior year and requests that a diploma be granted from USD 253, he/she must meet all the requirements for graduation from his/her last high school attended. The latter condition will require approval of the EHS principal.
4. Twenty-four units of credit will be required for graduation.

**FOREIGN EXCHANGE STUDENT POLICY** (Refer to BOE Policy JQKA)

Involvement in a foreign student exchange program can be a positive experience for Emporia High School. It can expose our students to cultures and values they have not encountered before; it can broaden their understanding of the world and of people in other places; it can stir an interest in the geography, politics, history, and economics of other nations as well as our own; and it can make our students more aware of the feelings held by the people of other nations concerning America and Americans. In order to enable our students to have these growth experiences, Emporia High School will accept foreign exchange students to the extent staff, facilities, equipment and supplies are available who meet the following conditions:

1. Will have received approval by the principal of Emporia High School prior to the first day of school of the academic school year.
2. Must be sponsored by an exchange organization approved by Kansas State High School Activities Association.
3. Must be 16 - 18 years of age during the school year in which the student plans to attend.
4. Will submit academic records for review and evaluation by the principal prior to approval. Records shall include courses completed, grades earned and amount of time spent in class. Credits earned will be translated to the Carnegie Unit.
5. Will be placed in the appropriate class (sophomore, junior, or senior) by the principal on the basis of said review.
6. Will submit an official health record and record of immunizations.
7. Will be bound by all rules, regulations, and policies of Emporia High School and USD 253.
8. May participate in graduation exercises upon fulfillment of criteria set by the principal and consistent with the State Department of Education and school district policies. Foreign exchange students are not eligible to earn a diploma from Emporia High School.
9. Will present evidence of being proficient in English.

Additional limitations include:

1. No more than two students from any one organization will be accepted.
2. No more than one student from any one country will be accepted.