

Welcome

Welcome to De Soto High School. You will include the years you spend here among the most memorable of your life. During this time, you will make decisions that will affect you significantly for years to come. You are sincerely encouraged to make the very best of your De Soto High School experience.

The Mission of De Soto High School is to empower students with the knowledge, skills, and dispositions to build successful lives.

De Soto High School ensures all students learn at a high level and have a positive sense of belonging, developing each student to be ready for their future.

As a member of the USD 232 school community, De Soto High School is dedicated to fostering an environment which promotes education and well-being regardless of ability, age, appearance, gender, nationality, race, religion, sexual orientation, and socioeconomic status. Celebrating uniqueness as well as commonalities enriches all educational programs, activities, and interactions. Respect for human diversity will be encouraged, followed, and enforced by the USD 232 schools.



Administration

Principal	Sam Ruff
Associate Principal	Abby Huggins
Associate Principal/Activities Director	Michelle Mages
School Improvement Specialist	Cat Monroe
Counselor (A-G)	Christine Johns
Counselor (H-N)	Abbey Heller
Counselor (O-Z)	Kaitlin Britt
Receptionist	Anne Cahoon
Lead Secretary	Lori Cater
Bookkeeper	Connie Groothuis
Registrar	Christy Miller
Attendance	Jane Stanton
Resource Officer	Deputy Newson
Social Worker	Tawnya Bettis, Joe Kordalski
School Psychologist	Autumn Burks
School Nurses	Jill Freisberg, Dianne Brown

Foreword

This student/parent handbook contains the following important information for students, parents, and staff regarding the daily operation of De Soto High School: policies, procedures, and penalties related to student infractions of various laws and rules, including those in the areas of attendance, discipline, and Seminar. These policies, penalties, procedures, and rules will be administered in a spirit of consistency, fairness and flexibility; thus, exceptions to a statement in this handbook occasionally may be made with the approval of the principal or his designee. Rules published in this handbook are representative of the rules published in the Board of Education Policies and the District Student and Parent Handbook. Not all rules of behavior can be written and inserted in an agenda or handbook. However, we expect students to follow all rules and reasonable requests from authority and avoid violating the rights of others. **Parents and students are encouraged to read relevant Board Policies available on the district website.**

All rules are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as become necessary for the routine operations of the school.

History

De Soto High School enjoys a long tradition dating back to February 8, 1919, when the building was located in what is now City Hall for the City of De Soto. That building opened as part of the De Soto Rural High School District. In the 1960's, the State of Kansas ordered unification of school districts. The De Soto Rural High School District became the Unified School District No. 232, forming in 1964.

A second building was opened in 1968 at 8800 Penner Avenue, the current location of Lexington Trails Middle School, with the old high school becoming De Soto Junior High School. The present De Soto High School building (35000 W. 91st Street) opened in 1995. Since that time there have been five additional construction projects that have expanded and renovated the building, with the newest addition opening in August of 2022.

Activities at De Soto High School have been the focus of community pride. Most of the co-

curricular programs at De Soto High School have excelled competitively in both state and national contests. The Marching Band, Scholars Bowl, Voce, and Diamond Dancers teams have all won state or national titles. The school newspaper, *The Green Pride*, and the yearbook, *The Wildcat*, have likewise received recognition.

The wildcat has been the school's mascot since the early 1920's and athletics have been a source of community activity and pride throughout the years. DHS offers 22 sports in interscholastic competition. Students are also offered many extracurricular and club opportunities through an extensive activities program.

Where to go and whom to see for help:

Main Office

- to obtain a pre-arranged absence approved
- to make a payment for school fees
- to set dates for school events
- to obtain use of part of building
- to ask about driver education
- to obtain information about athletics
- to request a reprinted student I.D. card
- to meet with the School Resource Officer
- to locate lost electronics (cell phones)
- to organize a club
- to get permission to hold a social affair
- to locate lost books and articles
- to request a parking permit
- to request ride home on different bus
- to request dance registration for outside guests

Student Services

- to discuss personal concerns
- to discuss scheduling options
- to inquire about Vo-Tech options
- to see college catalogs
- to have transcripts sent to colleges
- to see about lockers and locks
- to examine study skills
- to check graduation requirements
- to learn college entrance requirements
- to learn about financial aid
- to secure career information

Attendance Office

- to sign in or out for tardies or absences

Schedule

We believe the Block 8 class schedule:

- Provides a wider variety of learning experiences for students
- Provides greater instructional flexibility for the classroom teacher
- Increases student and faculty attendance
- Reduces the number of student disciplinary referrals

Green Period 1	7:50 – 9:15	White Period 1
Green Period 2	9:20 – 10:45	White Period 2
Seminar	10:50 – 11:30	Seminar
Green Period 4	11:35 – 1:25	White Period 4
Green Period 5	1:30 – 2:55	White Period 5

Academics

Grades

Academic Letters

Letters will be given for achievement in academic classes to students who achieve a grade point average of 3.7 or better in the fall and spring semesters of the previous year. The academic letter is not based upon an overall grade point average.

Academic Misconduct/Plagiarism

USD 232 recognizes, by policy, four avenues of academic misconduct

1. **Cheating** – using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar work for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism** – submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct sources.
 - Direct copying from books, Internet, etc. (unless in the form of attributed quotations)
 - Direct copying from other student's work without formally quoting and acknowledging the original author.
 - Paraphrasing material from books without stating that these are the ideas of other authors.
3. **Obtaining an unfair advantage** – (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other student's academic work.
4. **Aiding and abetting academic dishonesty** – (a) providing material, information or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.

A student who engages in any form of academic misconduct will forfeit credit for the work in question and also be subject to additional disciplinary measures.

Grade Point Average

Grade Point Averages (GPAs) are computed each semester. Only courses receiving the letter grades A, B, C, D, and F will be used in determining GPAs. Taking and performing well in a greater number of courses, impacts favorably on the GPA.

To encourage and reward students who complete more rigorous courses, USD 232 will award additional grade point values earned for Advanced Placement, Pre-Advanced Placement, and College Now courses completed on De Soto school campuses, or preapproved qualifying dual credit courses. Weighted Grade credit is awarded only for course completion.

Students transferring into USD 232 will receive weighted grade credit only for courses designated as weighted courses by USD 232.

The weighted grading system will be used to determine De Soto student honors and distinctions, including class rank. Universities will be informed of the weighted grading system when they receive the student's USD 232 transcript.

Letter grade	Standard Courses – No Weight	Pre-AP/Honors - Partial Weight	AP, College Now & Dual Credit – Full Weight
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.0	1.0
F	0	0	0

Course Withdrawals

1. A withdrawal after 15 school days in a semester course.

- becomes a “WDP” if a student is passing the course at the time of withdrawal and will not be factored into the student’s cumulative GPA.

- Becomes a “WDF” if a student is failing the course at the time of withdrawal. A “WDF” counts the same as an “F” when computing the grade point average.

2. Loss of credits will accrue to the student who has withdrawn from school due to dropping out completely or expulsion.

3. A withdrawal within 15 days of the start of a semester results in a WD.

Grade reports

Reports of student progress are updated in Skyward. By requesting a password, parents with internet access will be able to view detailed grade performance information at any time through Skyward Family Access. Grades are available as soon as they are entered.

Grading

Grades convey an evaluation by the teacher of the student's progress in school. The teacher is usually the sole judge of the grade earned by each student.

The reporting system is:

A = Excellent

B = Above Average

C = Average

D = Passing

F = Failing

Additional marks used for specific occasions are as follows:

P = Pass Credit

NC = No

INC = Incomplete

E = Excused

Credit WDF = Withdraw Failing

Grading Scale

De Soto High School's grading scale is as follows:

97.55-100 = A+ 92.55-97.54 = A 89.55-92.54 = A-

86.55-89.54 = B+ 82.55-86.54 = B 79.55-82.54 = B-

76.55-79.54 = C+ 72.55-76.54 = C 69.55-72.54 = C-

66.55-69.54 = D+ 62.55-66.54 = D 59.55-62.54 = D- 00.00-59.54 = F

Incomplete Grades

Students who have not fulfilled responsibilities in a class by the end of a marking period due to extenuating circumstances may receive an "Incomplete". The student is responsible for making arrangements with their teachers and the administration to complete any missed work. Barring extenuating circumstances, students will have a maximum of 10 consecutive school/office days to complete any missing work. If these arrangements are not made, a permanent grade of "F" may result.

Semester Grades

1. Grades are issued at the end of each nine-week period.
2. Nine-week grades can either be calculated as the final for the nine weeks and count as separate units in the semester grade, which is the final grade OR can be a snapshot in time as the semester grade is calculated as a cumulative grade.
3. The final exam grade counts no more than 20% of the semester grade.
4. "WDF" should be given to a student who drops a course after fifteen school days at the beginning of a semester course.

Vocational-Technology Classes

A qualified USD 232 student must have completed at least ten (10) credits and/or attained junior/senior status (state guidelines) or be at least sixteen (16) years of age (federal guidelines). In addition to at least one (1) of the criteria, this program should be deemed the most appropriate educational alternative for the student as collectively determined by student, parent, counselors and building administrators. USD 232 provides bus transportation to and from the vocational technical educational programs. Students are encouraged to take advantage of this service. Students who do not take advantage of provided transportation must have administrative approval for any other mode of transportation. Students must submit an application in order to be considered.

Graduation

Certificate of Attendance

Students who have attended senior high school the equivalent of four years and have completed the required units of work, but who do not meet other graduation requirements, may receive an attendance certificate instead of a regular graduation diploma. Further information may be obtained from the Student Service Office.

Commencement

Commencement exercises will include those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

Students and parents of students who wish to participate in commencement must agree to the following rules and regulations in addition to any reasonable rules as may be necessary to insure a solemn and dignified graduation for the graduates, the families, and the school:

1. All seniors who expect to participate in the commencement exercise must attend all practice sessions and remain for the duration of same.

2. Each male graduate is expected to wear dress shoes, socks, dress pants, and a collared shirt.
3. Each female graduate is expected to wear dress shoes. Dress or dress slacks should be worn under her gown.

Graduation Requirements

Twenty-five credit units are required, as follows:

English/Communications	4.5	Physical Education/Health	1.5
History/Government	3.5	Fine Arts	1.0
Science	3.0	Technical Education	2.0
Mathematics	4.0	Electives	5.5

Kansas Board of Regents Qualified Admission

Graduates **MUST** meet the following requirements in order to gain admission to one of six Kansas Board of Regents Institutions (Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas* and Wichita State University).

1. Achieve one of the following: Score a composite of 21 on the ACT; or an SAT score of 980 or above; or Graduate in the top 1/3 of your graduating class (during the 7th or 8th semester)

AND

2. Earn at least a 2.0 GPA on a 4.0 scale in the Qualified Admission Curriculum.
 - ☐ 4 credits in English
 - ☐ 3 credits in natural science (one credit must be Chemistry or Physics)
 - ☐ 3 approved credits in math (including Algebra II or higher) with an ACT math benchmark or 4 approved math credits
 - ☐ 3 credits in social science
 - ☐ 3 additional approved units

AND

3. Achieve a 2.0 GPA or higher on any college credit taken in high school (if applicable)

*The University of Kansas has additional requirements starting with the class of 2016 and beyond. See their website (www.ku.edu) for more details.

Seminar

A unique feature of the DHS Block schedule is the inclusion of Seminar. A Seminar period occurs each day. Important information regarding this period is provided below.

Purpose of Seminar

Seminar is time provided during the regular school day to allow students access to resources they need such as:

Time for studying, making up class assignments or tests, getting help from teachers, acquiring remediation, completing forthcoming assignments, attending labs (computer, writing, math, science physical education, or any other lab deemed essential), and seeing club sponsors, counselors or administrators.

The seminar period may also be used to complete non-classroom- related tasks, which in the past have taken regular class time. Examples include student election speeches, convocations, order and delivery of school-related items, field trips, surveys, etc. Seminar may be closed (or partially closed).

Assignment of Students

Students are assigned and are monitored by classroom teachers. This seminar time serves both as a traditional homeroom in which announcements and administrative tasks are accomplished and as the seminar study room. Students begin the seminar period in this room each day.

Expectations of Students

1. Each student reports to his/her SEMINAR each time it meets at 10:50 AM. This time is, at the very least, to be used as study time. Each student must come to their seminar homeroom each day with study or reading materials sufficient for the entire period.
2. A student who wishes to leave his/her seminar homeroom for an approved reason (help from a teacher, going to Media Center, etc.) must sign out of seminar via the procedure established by the Seminar teacher.
3. Upon arrival to his/her destination, a student must check/sign in with the location supervisor/teacher. A student must stay in this location for the duration of the seminar session, unless given a pass by the teacher to travel to another teacher; he/she may not leave school early.
4. A student may not visit a seminar in which a substitute teacher is the supervisor. Any exception needs approval by administration.
5. A student who is truant for any reason from his/her assigned destination, will be subject to school wide discipline policy.
6. Eligible students may go to the following locations after the travel bell during the seminar period: Media Center, Student Services, a teacher's classroom or teaching/office area, a counselor's office, an administrator's office, or other locations approved and supervised by teachers/administrators.
7. The behavioral expectations as printed in this handbook are applicable to seminar - electronic devices, playing cards, and sleeping are prohibited. Students' behavior will be documented by a grade on the grade report each grading period.

Library Media Center

The Library Media Center is open during seminar for students who have schoolwork to complete.

The Library Media Center has its own, distinct pass for seminar, and students must get this pass from a library staff member before seminar starts. Upon arriving at the library, students must return the pass to a library staff member. For students working with a partner and/or group each person will need to get a pass. Students without a pass will not be admitted to the library.

Attendance

A student's attendance is essential to learning that includes not only factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion, explanation, or supervised drill. Furthermore, every student contributes to every other student; therefore, a student who is absent short-changes those students who are present.

Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interest in the continuing program. Research shows that educational achievement is directly related to attendance.

The school assumes that a student who is unable to attend the last two blocks of a particular day because of illness is unable to participate in extracurricular activities the same day.

Requests by parents to the school to give students final tests early for jobs, vacations, and a sundry of other reasons are unfair when weighed against the priorities of students' attendance at school and the important business of finishing the grading period. The school calendar is published early to help parents and students schedule around final test time.

The student, parent or legal guardian, and the school must cooperate to achieve the school's philosophy of education where school attendance is concerned; however, students must be encouraged to exercise self-discipline within the framework of the stated policy. The framework itself must be flexible enough for educationally sound exceptions.

The primary responsibility for good attendance rests with the student and parent. School officials determine what constitutes an excusable absence. A call from parents does not guarantee the student will be excused.

District Policy for Excused Absences

The State of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. The following are reasons for excusable absence:

1. Personal illness. A physician's note will be required for chronic absenteeism.
2. Serious illness or death of a member of the family or close friend
3. Obligatory religious observance of the student's own faith
4. Participation in a school-approved activity
5. Physician or dentist appointments that can be verified by appointment card
6. Court appearance that can be verified through court services' officer
7. Verifiable, emergency situations requiring immediate action at the request of the parent. Limit of five.

8. An absence that has been requested in writing and approved in advance by the building administrator.

Parents will be notified after **five**, and then again after **ten** absences making them aware of their student's attendance record. A student who is absent from class or school without an excusable reason, as outlined above, will be considered unexcused. An unexcused absence for one or more classes will receive disciplinary consequences and credit may not be given for missed classes.

Kansas Compulsory Attendance Statutes

Regular attendance is required of all pupils enrolled in elementary and secondary school under Kansas compulsory attendance statutes. It is a parental responsibility under Kansas statutes to require the regular school attendance "of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years," unless the child is exempted by statute.

Make-up for absences

Students whose absences are excused are given an opportunity to make up missed work. However, no amount of make-up activity can completely duplicate the classroom participation missed during an absence. The importance of daily participation will vary according to the nature of the class. Individual teachers will enforce standards in their subject areas.

After any excused absence, it is the student's responsibility to make the initial contact with his/her teacher(s) to determine make-up assignments and schedule times for taking any tests missed. Students who do not contact the teacher will not be allowed to make-up work for a grade. Students absent one week or less will be allowed double the amount of time they are absent in which to make up missed work. It is reasonable to allow two consecutive days for every day of excused absence to make up work. For absences longer than one week, the time allowed will be one week plus the number of days absent. Students are expected to fulfill long-term assignments as originally scheduled.

Students whose absences extend longer than two weeks may qualify for off-campus educational instruction to enable the student to continue course work at home. Arrangements for homebound instruction for extended illness / injury will be considered on an individual basis.

Assignments may be requested, for absences of two days or longer, by contacting the office.

All assignments should be made up regardless of the reason for the absence. The amount of credit given for work made up due to an unexcused absence or suspension from school will be determined by the policy each teacher has established for his/her class(es).

Procedure for Pre-Arranging an absence

The following policy is intended to prevent as many disruptions to the school day as possible. Your compliance is greatly appreciated.

1. Medical/Driver License Appointments:

To prearrange your student's absence from school for a specific period, periods or day due to an appointment, please call the attendance line (913) 667-6259 as far in advance as possible. Office personnel can take these calls and schedule your son or daughter's absence for any date from now to the end of the school year. State the student's name (spelling the name), grade, the type of appointment and the time that the student is to leave school. If an appointment is anticipated to last longer than two and a half

hours, parents are expected to indicate this when the absence is pre-arranged. Students are to obtain a Prearranged Absence Pass from the attendance office before school or during a passing period. The teacher is to sign the pass prior to the student leaving for the appointment, and the student will sign out at the Attendance Office before leaving school. The student will retain this pass. Upon returning to school following the appointment, the student is to report to the Attendance Office to sign in and to have the pass signed. The signed Prearranged Absence Pass will serve as the student's admittance to class. **If the Prearranged Absence Pass is not obtained from the Attendance Office PRIOR to leaving school, or if the student does not sign out, the time missed will be considered as unexcused. It is the student's responsibility to inform the teachers of their pre-arranged absence from school. Failure to inform the teachers prior to the pre-arranged absence may jeopardize the opportunity to complete make-up work.**

2. School sanctioned activities will be handled through the school.
3. Planned family absence/college visitation:

The parent/guardian should call the Attendance Office as early as possible prior to the absence. The student should obtain a Prearranged Absence form from the Main Office to inform her/his teachers of the absence. It is the student's responsibility to request make-up work or schedule tests missed with each teacher either prior to the absence or upon returning to school. **A student may NOT BE EXCUSED from school for a pre-arranged absence due to a planned family vacation if the absence occurs during the administration of final exams.**

Procedure for reporting absences

1. Parents or legal guardians are requested to call the 24-hour attendance voice mail line (913- 667-6259) the day of the absence. **If a call is not received the day after the absence, the absence may be considered unexcused.**
2. A telephone call will be required each day the student is absent unless prior arrangements have been made.
3. When reporting an absence, the parent or guardian should give the following information:
 - His or her name and relationship to student
 - Student's name and grade in school (please spell the
 - name) reason for absence
 - The date and hours of absence
4. Upon returning to school the day following an absence, the student should go directly to class. If there is a question about the absence, the Attendance Office will contact the student.
5. If a student leaves the school building during the school day, the student must sign out at the Attendance Office. Students must sign in at the Attendance Office upon returning to school that day or arriving at school after the school day begins, even if returning or leaving during a passing period.

*Failure to properly sign in or out could result in the student's absence being marked as unexcused.

Tardiness

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins in that room. The following progression of consequences will be observed each semester:

3 rd tardy.....	30 minute detention	6 th tardy.....	Friday School
4 th & 5 th tardy	60 minute detention	7 or more tardies	Administrative Action

Truancy

Unexcused absences may evolve into truancy under the Statutes of the State of Kansas. With certain limited exceptions, every student between the ages of 7 to 18 is required by law to attend school. (See Compulsory Attendance) If a student is absent from school without a valid excuse, either all, or a significant part of a day, three consecutive days, or five or more days in any one semester, or seven days in a school year, he is truant. "A significant part of the day" is defined as two or more hours. All cases of truancy must be reported to the appropriate statutory authorities. Kansas Law 72-1113 allows police officers to take a student found off school grounds during the school day into custody and directs the officer to deliver the student to the school. In such occurrences, the school administrator will personally contact the parent.

Unexcused Absence

An unexcused absence is one that has been classified as such by the school administration. An absence will be classified unexcused if it does not fit one of the Board of Education's eight stated reasons for excusable absence or if the school attendance procedure is not followed by the student and the parent/guardian.

A student is inexcusably absent if (a) such absence is not excusable under the rules of the Board of Education, (b) he/she leaves school during school hours without permission, (c) he/she does not attend class, (d) he/she does not attend a required conference or detention period, or (e) he/she fails to comply with school attendance procedures.

Some examples of unexcused absences may include oversleeping, missing a ride to school, car trouble, shopping, paying fines, errands and studying. Unexcused absences of three days in succession, five days per semester or seven days per year shall result in a truancy report being filed with the appropriate authorities.

Consequences of unexcused absences which are related to classroom work will be determined by the individual classroom teacher. Such consequences will be communicated by the teacher in writing to students in each class at the beginning of each semester. Missing more than half of a block will result in an absence, not a tardy. Unexcused absences will result in a school consequence, such as an after-school detention, Friday Night School, or ISS.

IMPORTANT

All absences that have not been excused by 2:30 p.m. on the day of the absence will be listed as unexcused the following day. It is the responsibility of the student and parent or guardian to have an unexcused absence cleared with the Attendance Office within 24 hours or the absence **will remain unexcused permanently. Students who are 30 or more minutes late to class will be listed as having an unexcused absence.**

Visitation to Institutions of Higher Learning

It is often advantageous for seniors and juniors to visit institutes of higher learning in accordance with their post high school plans. Seniors may be excused for visiting institutions of higher learning providing the following four requirements are met:

1. The student must be in good academic standing.

2. The student must have a solid attendance record.
3. All work must be made up.
4. Parental permission is given for the visitation.

Behavior

Acts of Behavior Considered Unacceptable

Acts of behavior which interfere with the safe and orderly operation of a positive learning environment or which are antagonistic to the welfare of staff or other students will be considered unacceptable. See page 41 for the high school discipline matrix. Examples, without limitation, of those specific acts of misbehavior by students in respect to school activities or at any school activity which are deemed to be grounds for disciplinary action, suspension or expulsion, are:

1. Breaking of school or classroom rules
2. Bullying
3. Failure to comply with reasonable request
4. Fighting
5. Intimidation/harassment
6. Obscenity/profanity
7. Dishonesty/Lying
8. Possession, consumption, sale or being under the influence of illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances or alcoholic beverages.
9. Possession or use of weapons (including fireworks).
10. Possession, use, consumption or sale of narcotics or drugs
11. Smoking, chewing or possession of any nicotine delivery device product is prohibited. This includes electronic cigarettes. (KS. statute \$50 fine for those under 18). Visible smoke is prima facie evidence that a student is smoking.
12. Stealing
13. Excessive tardies
14. Threats by word or deed
15. Excessive absences/truancy
16. Unruly conduct that disrupts the school, including unauthorized demonstrations or walkouts
17. Vandalism
18. Disrespect to students, staff members or school employees
19. Inappropriate conduct at activities or on the bus
20. Promotion of gang-related affiliations or activities including graffiti, gang signs, or gang clothing
21. Inappropriate computer/technology equipment use
22. Public displays of affection (PDA) Violation.
23. Other matters covered by Kansas statute

Bullying

State and Federal Law and Board policy expressly prohibit bullying in any form, including electronic means (cyberbullying) and harassment at school, on school property, and at all school-sponsored activities, programs, or events. Harassment or bullying in any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, cell phone, or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on school property, at any school-sponsored function, or in a school vehicle. If the bullying or harassment is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school, school officials may follow school policies in handling the bullying harassment violation.

Detention and Friday School

Detentions may be assigned before or after school by the classroom teacher or the administrative team. If work or extracurricular activities interfere with detentions, it is the responsibility of the student to serve the detention and make arrangements with employers, coaches, or sponsors. Failure to serve detentions will result in further disciplinary actions.

De Soto High School will conduct a Friday Night School as one optional disciplinary consequence. Students must arrive by 3:00 P.M. with enough school-related work to engage in until 6:00 P.M. Failure to successfully complete the assigned Friday Night school will result in further consequences.

Students are responsible for making their own transportation arrangements.

DETENTION AND FRIDAY SCHOOL WILL TAKE PRECEDENCE OVER ALL OTHER SCHOOL EVENTS. IF A STUDENT EARNS A DETENTION OR FRIDAY SCHOOL THE NIGHT OF A GAME OR ANY SCHOOL ACTIVITY, THE STUDENT MUST SERVE THE DETENTION BEFORE PARTICIPATING IN THE GAME OR SCHOOL ACTIVITY.

Dress and Grooming

Our school philosophy emphasizes that education is to help the individual develop his/her potential in an atmosphere of self-disciplined behavior. Student/staff health and safety, common decency, student school work, and school and classroom order are all affected. This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the educational process.

In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to, the following:

1. The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing which reveals undergarments or the lack of undergarments will be considered inappropriate. The length of shirts and tops must be long enough to allow them to be tucked into the student's pants, skirt, or shorts. This includes sagging pants if underwear is visible. Garments such as slippers, pajamas, short skirts and shorts, halter tops, those which reveal bare midriffs or backs, tube tops, see-through tops, tank tops, those which contain spaghetti straps,

and garments with plunging or revealing necklines are not allowed. Shirts and tops must be long enough that they could be tucked, although we do not require it.

2. The maintenance of health and safety includes the wearing of shoes, sandals, or boots, and such additional items as may be required in special classes such as shop, laboratories and physical education. Cleanliness of person and apparel is required.
3. Students will not be permitted to wear clothing which advertises or promotes the use of alcohol, drugs, or other substances which, if used by a minor, would be illegal. Additionally, clothing will not be permitted which advertises, promotes, or, via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school.
4. Attire that may cause property damage or personal injury is not to be worn (e.g. chains).
5. All blankets, long coats and heavy jackets must be placed in lockers during the school day.
6. The wearing of hats or hoodies in the classroom is permitted with teacher's discretion. Students are required to remove their hat or hoodie in the classroom at their teacher's request.
7. Body piercing that attracts attention or interferes with learning and the educational process maybe inappropriate and will be addressed. No piercing of any kind will be done at school.

The following discipline guidelines will be implemented for student violations of the dress code. First Offense: The teacher will have the student correct the dress code violation, e.g. put on t-shirt, reverse t-shirt or put on appropriate covering.

Second Offense: The student corrects dress violation and the teacher calls parents to discuss issue. Third Offense: Referral to the Main Office for disciplinary action.

The final determination regarding dress code issues/violations will be made and enforced by the administration.

Personal Electronic Device (including Mobile Phones)

Students may be in possession of a mobile phone or other personal electronic device while on school property or while attending school-sponsored activities. During the school day, personal electronic devices are allowed to be used during passing periods or during a student's assigned lunch period. Personal devices cannot be used during class time and must not be visible by the teacher or other students (must be in a student backpack/bag, pocket or teacher approved location). Violations of this policy will be handled by appropriate school personnel and may include losing the privilege of bringing a mobile phone or other personal electronic device to school. The school district will not be responsible for lost, damaged, or stolen personal electronic devices.

Violation of Mobile Device Policy:

- ☐ First Violation - The device will be confiscated, turned in to the front office and will be returned to the student after they have served a 30-minute detention. Student's name will be recorded by an administrator.
- ☐ Second Violation – The device will be confiscated, turned in to the front office and will be returned to the student after they have served a 45-minute detention. Student's name will be recorded by an administrator.
- ☐ Additional Violations – Device will be confiscated, turned in to the front office and dealt with by administration. Student's name will be recorded by an administrator.

The use of any personal audio/video recording device will not be allowed during school hours due to the potential for invasions of privacy and instances of cheating. The use of any recording device

is strictly forbidden in bathrooms and locker rooms. Violations of this policy will be addressed by the administration and, possibly, the legal system.

Public Affection

Students must maintain high levels of conduct at all times while at school or school-sponsored activities. While positive relationships with other students are encouraged, displaying affection towards another student must follow specific guidelines. Couples may not exceed holding hands while inside the school building or on school grounds. Examples of non-acceptable behavior include kissing, embracing, or any other behavior that may draw attention.

Search and Seizure Policy

The school recognizes that students maintain their rights of privacy while attending school and that those rights include the right to be free from unreasonable searches by school personnel. These rights will not be disturbed unless it is necessary to do so to enforce the law or school rules. In all circumstances, students shall be treated with dignity and respect. All searches by the principals shall be carried out in the presence of another adult witness. In order to clarify the rights of the students and responsibilities of the school, De Soto High School adopts the following policy:

1. General An administrator may search a student's person, locker, or vehicle if there are reasonable grounds for that search. As used in this policy, reasonable grounds for search exist if the circumstances would cause a reasonable person to suspect that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.
2. Search of Student's Person A search of a student's person may occur only if reasonable grounds exist for the search. Strip searches, exclusive of shoes and outerwear, shall **not** be conducted by school authorities. Generally, searches of a student's person shall be limited to (1) searching the pockets of the student; (2) searching any object in the student's possession such as a purse or backpack; or (3) a "patdown" of the student's clothing.
3. Search of Student Lockers All lockers and other storage areas provided for students use on school premises remain the property of the school corporation and are provided for the use and convenience of the students. Under state law, students do not have any expectation of privacy in their locker or its contents. All locks used on lockers or storage areas are to be provided or approved by the school and unapproved locks may be removed and destroyed. The principal, or designee, may search a particular student's locker and its contents if there are reasonable grounds for that search. If possible, the student whose locker is to be searched shall be present at the time of the search.
4. Search of Motor Vehicles A student may be denied the privilege of bringing a motor vehicle onto school premises unless the student, the owner of the vehicle and the parent of the student consent to the search of that vehicle when there is reasonable grounds for that search. If possible, the student whose vehicle is to be searched shall be present at the time of the search.

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

See Board Policy JCAC for a complete explanation of interrogations and investigations.

Sequence of Disciplinary Procedure

The first line of responsibility for the discipline in the school rests with the classroom teacher. Normal sequence of discipline as outlined in the district handbook begins with the classroom teacher, including parental involvement, and then a referral to the student's counselor, a referral to the assigned administrator, and then referred to the Principal.

Sexual and/or Racial Harassment

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

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 sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, phone 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements. The full policy regarding sexual harassment is section JGEC, available online at: <https://www.usd232.org/Page/151>

Student Anti-Hazing

There will be no initiation ceremonies or hazing of students associated with the selection process and participation of any student organization, activity, or team. Violators will be subject to disciplinary action up to and including expulsion from school.

Substance Abuse Policies and Penalties

Zero Tolerance Drug Free Schools Policy - JDDA

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession (including being under the influence), use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

As a condition of continued enrollment in the district, students shall abide by the *terms of this policy*. Students shall not unlawfully manufacture, sell, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to all disciplinary actions approved by the board.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

First Offense: A first time violator shall be subject to one or more of the following sanctions: A punishment up to and including long-term suspension. Additional consequences as defined by the co-curricular/extra-curricular participation guidelines.

Second Offense: A second time violator shall be subject to the following sanctions:

- ☐ A punishment up to and including long-term suspension.
- ☐ Additional consequences as defined by the co-curricular/extra-curricular participation guidelines
- ☐ A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

Third and Subsequent Offenses

A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- ☐ A punishment up to and including expulsion from school.
- ☐ Additional consequences as defined by the co-curricular/extra-curricular participation guidelines

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies and Kansas statutes. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

All district employees shall report immediately to the school principal any observed use, sale, transfer or possession of any drug, medication, other chemical substance, or the paraphernalia associated with administering drugs. The principal, with the possible assistance of the School Nurse and/or School Resource Officer, will conduct an investigation of the facts surrounding these reported observations, possibly including a review of the student's health record, and shall contact parents or legal guardians when necessary.

Any district employee who observes a student exhibiting an apparent health disturbance shall refer this student to the school nurse for further observation. If after this observation, the nurse has reasonable grounds to believe that the student's behavior or health disturbance may be related to the use of a restricted substance, the nurse shall alert the school principal who will then immediately contact the student's parents or legal guardians and urge that a physician be consulted.

A list of available drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for each program is available in the appendix. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Parents or students should contact the directors of the programs to determine the cost and length of the program. (See Appendix for actions to be taken) The administration may reduce suspension periods, if the student and parents provide proof of entry into approved intervention programs and subsequent successful completion of the full program course as outlined in the *Probationary Document*.

Students in violation of the Zero Tolerance Drug & Alcohol Policy will be deemed a student not in good standing. Seniors found to be in violation of this policy may be excluded from graduation exercises if it is determined by the building administration that the student's presence at graduation exercises would be a disruptive/poor influence or a threat to the orderliness of the graduation ceremony. Seniors excluded from graduation exercises will receive their diplomas by mail at a later date, provided they have met graduation requirements.

Suspension

It becomes necessary from time to time to take more serious action in attempting to maintain a positive educational climate at De Soto High School. Students are reminded of the very serious nature of both in-school (ISS) and out-of-school (OSS) suspensions. If previous measures have not corrected behavior problems, suspension procedures in accordance with Kansas statute will apply. In cases of short-term OSS (no more than ten days) the student may make application to the building principal for making up major exams or projects that substantially affect his/her grade. Long-term suspensions (suspensions exceeding ten days) are of a most serious nature. These suspensions will necessitate a hearing. Recent changes in legislation makes it possible for schools to long-term suspend/expel students for more than the end of the current semester if violent or illegal acts necessitate the suspension. Districts may share that information with other districts and those students suspended may not be able to attend in another district during the term of the consequence. Students who have been given an OSS consequence may not attend any school sanctioned event, home or away, including neutral locations. Failure to comply with this statute will result in further disciplinary action and may include trespassing notification to local police authorities.

Grounds for Expulsion and Suspension

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

Technology Use Policy

Students will access technology, computers, information networks, and the Internet to achieve the learning outcomes of the district's academic programs. It is the student's responsibility to access files that are consistent with the learning outcomes/objectives of these academic programs. Use of USD232 technology, computer resources and the Internet constitutes the student's agreement to these terms. Any violation of these terms and conditions may cause the student's access privileges to be revoked and will result in disciplinary action taken by USD 232 including possible legal action.

Tobacco/Nicotine Policy

The use, possession, or promotion of any tobacco product by any student is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property. Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. "Electronic nicotine delivery system" or "(ENDS)" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

Unauthorized School Activity

Students participating in any unauthorized and unscheduled school group activity shall be subject to suspension, expulsion, or such other disciplinary action as may be prescribed by the administration and the Board of Education. Students taking part in unauthorized group leave (skip day) may be required to attend additional day(s) after the end of the regular school term. "Senior Skip Day" is considered an unauthorized activity and participants are subject to disciplinary action.

Video Cameras

Video cameras may be used to record and monitor the conduct of students riding in district vehicles to help ensure orderly and safe operation. Video cameras may also be used to record and monitor student behavior in or around any district facility.

Weapons

Students and staff have the right to work and study in a safe environment free of fear from violence. Students will not knowingly possess, handle, transport, display, offer to sell, barter, or exchange, or threaten to use any object at school, on school property or at a school-sponsored event that can reasonably be considered a weapon by administration or staff. This includes any item being used as a weapon or destructive device, or any facsimile of a weapon. Knives and chains will be considered weapons and will be confiscated.

In the event a student of the district or a visitor is found to be in violation of this guideline, the school administration shall notify the appropriate law enforcement agency.

A student who brings a weapon of any kind to school may be suspended or expelled for a period of one calendar year.

Student Services

Accidents

Students are sometimes injured at school or school sponsored activities. **The school does not maintain an insurance policy on students for such accidents.** Student insurance is available for a nominal cost through companies working with the school district. Applications are available from the building office or district web site. Parents are provided this information at enrollment and are requested to purchase or waive the insurance.

Each and every accident in the school building, on the school campus, at athletic practice sessions, or at any sponsored event at school or away must be reported immediately to school personnel sponsoring the activity. An accident report is also to be filed with the nurse.

Assignment of Counselor

Counselor assignments (by student's last name):

Mrs. Johns: A – G

Ms. Heller: H – N

Ms. Britt: O – Z

College Credit

Junior and senior students who are on schedule to graduate with their class or students with Individualized Education Plans may enroll in off campus college courses. Such courses will not replace courses offered or required by the school, and permission must be secured from the school before course enrollment. Students interested in enrolling in off campus college courses should contact a school counselor. Students who wish to receive weighted credit must submit the Application for High School Weighted Courses.

Counseling and Guidance

USD 232 maintains a guidance counseling program for the benefit of students. There are several reasons why students may wish to confer with the school counselor:

1. To receive help with class scheduling
2. To plan for future class enrollments
3. To gain information concerning vocations and careers
4. To gather information concerning colleges, trade schools, military service, scholarships and other information about post high school training
5. To receive interpretation of test results
6. To have someone listen to and work with personal problems

Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See Kansas statute)

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

"Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

- "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
- "Mechanical Restraint" means any device or object used to limit a student's movement.
- "Physical Restraint" means bodily force used to substantially limit a student's movement.
- "Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint
- Using face-up (supine) physical restraint
- Using physical restraint that obstructs the student's airway
- Using physical restraint that impacts a student's primary mode of communication
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, **except**: Protective or stabilizing devices required by law or

used in accordance with an order from a licensed healthcare professional; any device used by law enforcement officers to carry out law enforcement duties; or seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the

board shall be provided to the parents, the school, and the state board of education.
Approved: Board of Education – August 13, 2013

First Aid

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

- Send for medical help;
- Make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal.

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

Health Center

In order to provide for your student's health needs, please inform the school if your student has any serious health problems. The school has the services of a nurse working under the supervision of a district nurse who is available by appointment for consultation with parents, students, and teachers. The school's nurse or appropriate staff - under the supervision of the district nurse - are responsible for vision and hearing screenings, maintaining health records, providing first aid, assessing illnesses, notifying parents if students become ill at school, and administering medications as ordered by physicians. Students who exhibit symptoms of illness should not come to school. Johnson County Health Exclusion Recommendations are followed. Students with a temperature of 100 degrees should remain home until their temperature has been normal for 24 hours without the aid of medication. School personnel reserve the right to decide whether or not a student should remain in school. Parents or other designated responsible persons will be contacted at home or at work to pick up their student. Parents are required to have on file at school the telephone numbers of a relative or neighbor to call if the parent cannot be reached

Hotlines

National Suicide Prevention Lifeline	800.273.TALK
Johnson Co. Mental Health	913.826.4200
Johnson Co. Mental Health Crisis Line (24/7)	913.268.0156
Northwest Multi Service Center	913.715.8970
Synergy House (short-term emergency shelter for youth)	816.741.8700
The Kansas School Safety Hotline	877.626.8203
SAFE HOME (24/7)	913.262.2868

Illness or Injury during School

A student who is too ill to remain in class is to report to the nurse's office. If necessary, school personnel will call the parents/guardians. School personnel, including the nurse, are not authorized to prescribe medicine, perform treatments or make a diagnosis. We only practice first aid. **Students who are ill or injured are not to be taken or sent home until parents or other designated responsible people have been contacted.**

Medication

The supervision of medications shall be in strict compliance with board policies and guidelines. For any medication, prescription or over-the-counter, to be self-administered or administered by school personnel, the parent must give consent and must agree to release the school district and personnel from liability. **The consent and release from liability must be in writing on the proper District Medication Form.**

Students in grades 9 through 12 may carry and take their own prescription medication unless the prescribing health professional specifically orders the medication to be administered through the health room. Medication is to be carried in prescription bottles with the name of the medication and directions attached. Controlled drugs, such as Ritalin and narcotic pain medications, must be kept in a locked area of the office or health room and administered by the nurse or the designee. Students with chronic conditions should have a record of medications on file in the health room.

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

Common over-the-counter medication for minor discomforts (Tylenol, Midol, Advil) may be carried by the students in grades 9 through 12 with parental permission. The student should carry what is needed for that day and it should be carried in the original container that is clearly marked. A limited amount of Acetaminophen and Ibuprofen is stocked in the health room for student use with parental written permission.

The building administrator may choose to discontinue the administration of medication provided he/she has first notified the parents or medical person in advance of the reasons for and date of the discontinuance.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

Part Time Students

Students are expected to be enrolled full-time in De Soto High School. Exceptions are made through application to the school office. Second semester seniors may be eligible to apply for a shortened day through the Student Services.

Record Release, FERPA

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Upon enrollment, parents of all school-age students must give written notice, via the district's Student Media & Directory Information Permission Form, to their school's principal to exclude the release of student information, schoolwork, activities, pictures and Directory Information. Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:

29 • We have your prior written consent for disclosure;

- The information is considered

directory information and you have not objected to the release of such information (see “Directory Information”); and • Disclosure without consent is permitted by law. • The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 232 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 232 policies for complying with FERPA. A copy may be obtained from the Office of the Superintendent, 35200 W. 91st, De Soto, KS 66018.

Reports to Local DCF

Any district employee who has reason to know or suspect a child has been injured because of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open.

The employee making the report will **not** contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect.

Schedule Changes

De Soto High School students are encouraged to invest quality time in planning their schedules for the coming school year. Such planning should consist of consultation with parents, school personnel, fellow students, college personnel, and anyone who might provide insight in helping students make wise decisions in planning their academic programs.

The administration and counseling staffs of De Soto High School allow ample time for a student and parents to make a firm decision regarding the student’s program plan for the following year. Each student was given until **April 28th, 2023**, to revise their schedule as desired.

Changes in student enrollment requests and/or 2023-2024 student schedules will only be considered for the following reasons after **April 28th, 2023**.

1. Errors made by the school in developing the schedule.
2. The need for the school to balance class size.
3. Medical reason with documentation
4. Placement into Reading Support, Special Services, or Directed Study Hall classes.
5. Request to take courses to qualify for the Kansas Scholars/Board of Regents
6. Failure of a course required for graduation.
7. Failure of a prerequisite, i.e., anything that would prevent a student from going on to a requisite course as published in the Course Guide.
8. Request to add a course required for postsecondary admissions (with documentation from the institution)
9. A student has failed with a teacher previously in a course, and he/she gets the same teacher for the same course.
10. Adding a required course in lieu of an elective class
11. Requesting enrollment in higher level course.

Scholarship and Financial Aid

Information concerning student scholarships and financial aid is available on the Student Services website.

Student Solutions Team (SST)

De Soto High School has an active SST to help students. The SST helps students obtain the resources they will need to successfully complete their education. Students may refer themselves or a friend for assistance through the counseling office. Students may also be referred by a teacher or a parent.

Student Schedules

Each student is provided a copy of his/her class schedule during enrollment in the fall, at the beginning of each semester, and anytime a schedule change is completed.

Withdrawal from School

A withdrawal form must be obtained from the Student Service Office and signed by each of the student's teachers for the withdrawal to be considered official. All books must be returned, and the student's locker emptied.

General Information

Assemblies and Pep Rallies

Assemblies will be scheduled as warranted. Daily schedules will be altered depending upon the time needed for the assembly. Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

Availability of Asbestos Plan

Contact the USD 232 Facilities Department at 913-667-6220.

Change of Address/Phone Number

Please notify the school secretary within seven days if any of the following change: numbers for home or parents' work; mailing or street address; or emergency contacts.

Civility Policy

"The De Soto Unified School District #232 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the De Soto School District to treat everyone – fellow employees, students, parents, patrons, visitors, anyone having business with the district – with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect."

Directory Information

For purposes of FERPA, USD 232 has designated certain information contained in educational records as directory information which may be disclosed without your consent. Directory information categories includes the following: the student's name,

address, telephone number, picture, parent, or guardian; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

Diversity Statement

The De Soto High School community is dedicated to fostering an environment which promotes education and well-being regardless of ability, age, appearance, gender, nationality, race, religion, sexual orientation, and socio-economic status. All educational programs, activities, and interactions are enriched by celebrating uniqueness as well as commonalities. Respect for human diversity will be encouraged, followed, and enforced by De Soto High School.

Driving, Student Driving Regulations, and Parking

Parking on campus and the stadium lot is a privilege extended to students at De Soto High School. For the purposes of organization and security, the administration of De Soto High School has developed a list of guidelines and consequences for violation of parking privileges. All students must attain a current DHS parking permit to drive and park on campus or the stadium lot. **PRIOR** to parking the vehicle on school property students must visibly display their parking permit on the rearview mirror. The parking lots are the property of USD 232 and as such, cars parked in them are subject to search and inspection by authorized personnel and / or school officials. Students may receive a parking ticket, or school consequence for failure to comply with parking lot regulations.

Several key rules govern parking on campus. Among these are:

1. Do not park in the staff's parking area.
2. Do not park in designated handicap or visitor parking spaces.
3. Park within the marked lines
4. Park only in the designated lot based on the parking permit assigned.
5. Do not loiter in the parking lot; once on campus, proceed into the building.
6. Follow posted speed limits -15 MPH.
7. Students are **not** allowed to go to their cars during the school day without permission from an administrator or the SRO.
8. No through traffic before and after school between high school and middle school parking lots.

Students driving on campus will always display prudent and cautious driving behavior. Reckless driving and speeding will be dealt with severely. The administration and local law enforcement will determine punishment for this type of driving. The administration may suspend parking and driving privileges at any time for any reason.

Cafeteria, Lunch and Student Nutrition

Lunch is served daily in the cafeteria or students may bring their lunch. **Due to various food allergies and restricted diets, parents may only bring food in for their student which is not to be shared with other students. Visitors/friends will not be allowed to accompany. Students may not leave campus during their lunch period.**

Secondary students may charge up to three meals (3 at any one time). After three charges, students will be offered crackers, cheese, and white milk at no charge. Charging of a la carte items is not permitted. Parents may view the status of their child's account on Skyward Family Access.

Cafeteria/Commons

The cafeteria/commons, besides being a lunchroom, is a good place for developing appropriate interpersonal relationships. Each student is expected to practice the general rules of good manners that one should find in the home. Some simple rules of courteous behavior that will make the lunch period pleasant and relaxed are:

1. Observing good dining room standards at the table.
2. Leaving the table and the surrounding area clean and orderly.
3. Replacing chairs and putting trash in the proper containers.
4. Not leaving the commons while eating or carrying food.
5. Only seniors are allowed to eat lunch in the Union and outdoor dining area.

All students will report to the commons during their assigned lunch period unless the lunchroom supervisor or their classroom teacher grants them permission to be in other areas of the building. Violators are subject to penalties appropriate for skipping classes.

Emergency Closing

Whenever the superintendent of schools believes it is unsafe for students and employees to endure inclement weather conditions, schools will be closed. The decision is based on whether it is safe for students and employees to travel on the streets or to safely negotiate school driveways and parking lots. In case of severe weather, snow, ice, etc., the official announcement for school closings will be made over local television stations. Listen to those stations or get up-to-the-minute school closing information online at www.usd232.org. Parents may also sign up online for free* text messages or email alerts by going to the district website. *Text/Data rates may apply. Check with your service provider. In the event of early dismissal, school busses will run normal routes. Parents who have special instructions regarding their student(s) in case of early dismissal should inform the office at enrollment. All school activities will be canceled for the day unless students and parents are notified otherwise. If inclement weather continues the following day, patrons will be notified accordingly. Otherwise, you may assume classes will be in session the following day. In all such cases, the final decision about whether students may safely attend school rests with the parent who may keep them at home or come to school and pick them up if they so desire.

Fees

A student resource/material fee will be assessed each year. Additional fees are charged in classes where resources/materials are used and retained by the student.

Field Trips

From time-to-time field trips will be planned to carry out curricular or extra-curricular activities.

When students are on field or activity trips, they are not considered absent from school, however, students are responsible for any missed work. Students who have excessive absences during a semester may not be allowed to go on field trips. Sponsors should give advance notification to teachers, administration and the attendance secretary of all students attending any field trip.

Fire and Tornado Drills

Fire drills are required by law at regular intervals and are an important safety precaution. The first fire drill will be announced. After the first drill, no announcements will be made.

When the fire alarm or other signal is given, it is imperative that everyone promptly vacates the building by the prescribed route which is posted in each room. A fire drill plan is posted in each room and students should be aware of the route to be taken for any given hour of the day. Students are to remain outside the building until a signal is given to return inside. Each teacher will be responsible for assisting any student with a disability in their charge to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any visitor with a disability to the nearest accessible exit or safe refuge area.

Three severe weather drills will be conducted during the school year. During a tornado drill or tornado warning, all students are taken to designated areas until an "all clear" is sounded. Students should know where they are assigned to go during a storm warning drill.

After the "all clear", students may only be released to their parents or to an authorized adult. If the severe weather warning extends beyond the school day, children will remain at school until the "all clear" sounds or are picked up by their parent(s)/ guardian(s) or authorized adult.

Food and Drink

Provisions are made for students to purchase drinks and snacks during appropriate times. Students are not to be at vending machines during classroom hours. Teachers and staff have the discretion to limit or deny consumption of food or drink in the classroom, media center, and computer labs.

ID Cards

Each student will be issued an ID card, which is to be always carried by the student. It is to be shown upon request of any staff member and needs to be presented to gain admission to many school functions. If a student loses the ID card, it must be replaced immediately. The student must report to the Main Office for a replacement identification card.

Library Media Center

The Library Media Center is an important learning center in the school, providing books, reference materials, periodicals, and computer access for students' use in recreational reading, individual study, and classroom work.

The Library Media Center is open Monday- Friday from 7:15 am to 3:30 pm. Students may come to the library before, after school, during passing periods, and during lunch. During class time, students will need a pass from that classroom teacher after contacting the Media Center. Students are required to sign in at the front desk.

Orientation is held for first-year student to acquaint them with specific rules and procedures about the LMC by library staff at the beginning of each school year.

Library Books: Students may checkout a book for three (3) weeks from the DHS library and renew the book up to three (3) times if no one is waiting for the item. Students may have out no more than three (3) books checked out at a time. Library Fines are assessed on late materials, students will be charged 10 cents per day, up to \$1 per book. If books are lost and/or damaged, students must pay the replacement cost of the item. Seniors with fines will have their diplomas held until all fines, materials and textbooks are returned and/or paid for.

Computer/Laptop/Internet Use: The use of computers/laptops/internet must be in support of education and research and be consistent with educational objectives of the district.

Inappropriate use of the computers/laptops/internet is considered a violation of your Accepted Use Policy (AUP) and computer privileges will be lost.

Printing: Students will have access in the Library Media Center to print documents in color and black/white. Items printed must be for classroom and/or school use. Projects requiring multiple copies, please see the library staff for assistance. No personal printing will be allowed.

No personal food or drink will be allowed in the Media Center.

Textbooks: All Students throughout the course of the school year will have textbooks and/or corresponding class materials checked out to them via the Library Media Center. These textbooks and/or materials are the responsibility of the students during the checkout period. If loss or damage occurs to these materials students will be charged the replacement cost of these items.

Lockers

The school is not responsible for the loss of private property. Students should not carry large amounts of money or expensive private property to school. If it is necessary to do so, please check the money or item in the office. Do not leave clothing, books or other property in the hall, restrooms, or classrooms. It is the student's responsibility to make sure that lockers and private property are secured. Students are responsible for maintaining their lockers. Lockers should be kept clean. Students may lose locker privileges for an indefinite period if they tamper with the locking mechanism or abuse or misuse the school property. The lockers remain the property of De Soto High School and are subject to inspection by authorized personnel.

Hall/locker checks will be made at random by school administration and the SRO.

****Students are NOT allowed to use or share lockers that have not been assigned to them****

Messages for Students, Telephone Calls

Telephone calls may be made to the school office (913) 667-6250 between the hours of 7:30 a.m. and 4:00 p.m. The office is not open on Saturdays, Sundays or holidays.

Students may make necessary calls home from the office with permission. **Students are not to make or receive calls on personal mobile during school hours** (See electronic devices). Parents are requested to NOT call their students mobile device during school hours. The school feels obligated to communicate emergency messages from parents to students immediately. If it is an emergency, please call the office and ask that a message to be delivered. DHS Offices cannot accept deliveries or communicate messages not of emergency nature.

Tardies resulting from the use of the telephone between classes will be unexcused. No office passes will be given for telephone use.

Notice of Nondiscrimination

It is the policy of USD 232 not to discriminate on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, religion, or disability in its programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and other relevant state and federal laws. Inquiries regarding compliance with applicable civil rights statutes related to ethnicity, gender, age discrimination or equal access may be directed to Director of Human Resources, 35200 W. 91st Street, De

Soto, Kansas 66018, phone 913-667-6200. Inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act and the Americans with Disabilities Act may be directed to the Director of Special Services, 35200 W. 91st Street, De Soto, KS 66018, phone 913-667-6200. Interested persons, including those with impaired vision or hearing, can obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Director of Special Services. Any act of retaliation against any person who has engaged in a protected activity, as that term is defined by law, is prohibited.

Parent-School Communication

Lines of communication must remain open to achieve the goals of the educational partnership. The school has a responsibility to communicate concerns with parents and parents have a responsibility to communicate concerns with the school. Whenever parents have a question regarding their children's academic progress, it is suggested that they first contact the appropriate teacher. If additional communication is desired, the suggested order of inquiry would be the principal, associate principal, or the counselor.

Passes

Students are required to obtain a hallway pass from their teacher prior to leaving the classroom. Passes should be visible when students are in the hallway and include the name of the student, location they are traveling from/to, time and date of travel, and signature of the teacher. Permission to leave a classroom may be refused by the instructor, especially if the student has been out of previous class sessions.

Permission to Publish / Release Student Records

Student photographs, names, and/or student work may be used in the building/district publications, local media, and/or other publications deemed appropriate by the building/district. The information will be used for program descriptions and/or student participation. You have a right to deny the release of directory information by completing the Student Media and Directory Information Permission Form. The form must be returned to your student's school by September 20. If this form is not filed indicating your denial for releasing information, USD 232 assumes there is no objection and any or all student information deemed public, schoolwork, activities, pictures and directory information listed above may be released to the media.

School Buses

The bus conduct and safety rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority; therefore, each student is expected to cooperate fully by obeying all the rules.

The authority of the bus driver will be recognized and supported by all for everyone's safety. The noise level on the bus must be low so the driver can communicate with students and be able to hear traffic sounds such as sirens. Students must quickly respond to the directions of the bus driver.

Transportation privilege may be taken away if students violate any of the safety and conduct

rules. If transportation privileges are denied, the parent or guardian is responsible for getting their child to and from school.

To promote a safe, orderly, efficient and enjoyable bus ride to and from school, these rules must be followed:

1. Be on time. Board and leave the bus only at your regularly assigned stop.
2. Always obey the driver promptly and respectfully.
3. Be seated promptly and remain seated.
4. Keep all books and materials on your lap or contained in a backpack/bag.
5. Be courteous and do not use profane language.
6. Speak in low tones.
7. Never push, shove, scuffle, fight, or horseplay.
8. Keep your head, hair, hands, feet and all belongings inside the bus and to yourself.
9. Never throw objects inside or outside the bus.
10. Do not eat or drink on the bus.
11. Treat bus seats and equipment with care and respect.
12. Keep the bus clean. Deposit trash in the containers at the front of the bus upon leaving.
13. Take your turn and do not push when leaving the bus.
14. The driver is authorized to assign seats.

At the first indication of a persistent behavior problem on the part of a bus rider, the driver must arrange for a personal and private conference with the individual. A written record of the conference and any action taken shall be made and the building administrator shall receive a copy. The student must sign this conference slip, or a notation must be made that the student refused to sign. The building administrator shall notify the parents of consequences. In the event the behavior problem is still not corrected, a green slip will be issued, the bus driver shall contact the parent personally and the student shall be suspended from bus service for three days. If the student continues to be disruptive, the school will have no choice but to protect the rights of other riders through long-term suspension of bus service. A second green slip is required plus notification to the parent.

Parents may request a hearing in the case of long-term suspension. The hearing committee shall consist of a representative of the board and an administrator.

If a green slip is given in the morning, the student's suspension will begin the following day. Activity or behavior by a student riding the bus, which threatens the safety of other bus riders or is in open defiance of a request by the driver, shall result in immediate suspension of bus service pending a parent conference.

Students riding the bus home are encouraged to load the bus at the designated time and location.

Student in Good Standing

To be considered a "Student in Good Standing" a student must, at a minimum, meet the standards outlined below. Final determination related to a student being in "Good Standing" will ultimately be made by the building principal at each school.

Academic

Throughout the student's enrollment, a student:

- ☐ Must consistently complete assignments and course related projects
- ☐ Must be passing all classes

Conduct

Throughout the student's enrollment, a student:

- ☐ Must serve all assigned consequences on time and as expected
- ☐ Must not exceed three office referrals during the academic year
- ☐ Must not be assigned an "out of school" suspension

Attendance

Throughout the student's enrollment, a student:

- ☐ Must have no more than one "unexcused" absence
- ☐ Must not have been absent (excused) more than five times (special circumstances eligible for consideration) per semester
- ☐ Must maintain compliance with building expectations related to classroom tardies

*Additional requirements can be found in the USD232 district student/parent handbook and board policy

Textbooks

All basic hardbound texts are loaned to students for their use during the school year. Students may be asked to purchase supplemental texts such as paperbacks or workbooks. The student purchases all other supplies.

Students who pay the book rental fee are furnished the use of:

- Appropriate books from the current textbook list. (Some books are furnished as individual copies and others as room copies.)
- Workbooks authorized by the board of education.
- Periodicals that are authorized on a classroom basis.

School owned textbooks and supplementary books lost, destroyed or extensively damaged shall be paid for by the student at the current replacement cost.

Use of Building

The building will be open for student use at 7:30 a.m. Halls will be cleared at 7:50 a.m. and all students will be in class or a scheduled activity at this time. For safety and security purposes, students are not to be in the building after 3:05 p.m. unless they are engaged in a supervised activity.

Visitors

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. To ensure safety and security, all visitors must enter through the main entrance and check in at the office to receive a Visitor's Pass and/or guide before proceeding to contact any other person in the building or on the grounds. Students may not bring student visitors from other schools unless it is a part of an authorized school activity or event.

If you plan to visit DHS, please use the Main Entrance on the south side of the building. Visitor parking spaces are located on the south side of the building for your convenience.

Those who have no legitimate cause to visit or are creating a nuisance will be asked to leave the building.

Extra and Co-Curricular Activities

Philosophy

Interested students should have the opportunity to develop their potential as student-athletes/participants in activities appropriate to their level of ability. In this spirit, DHS provides a program of interscholastic athletics and activities which promotes participation for qualified

students within the rules and regulation of the Kansas State High School Activities Association and De Soto High School Activities Department. It is the goal of our school to provide such opportunity as a further means of developing the intellectual, emotional and social maturity of our students, while at the same time teaching the importance and worth of teamwork and sportsmanship. DHS activities also provide a unifying influence upon our student body and between our school and community.

Profile of the DHS Activities Program

DHS has developed a rich tradition in both activities and athletics. The entire school and community takes pride in the accomplishments of the Wildcats.

DHS is a member of the United Kansas Conference. Other member schools include Basehor-Linwood, Lansing, Leavenworth, Piper, Seaman, Shawnee Heights, Topeka West and Turner. Boys are offered a sports program including: Football, Soccer and Cross Country in the fall; Basketball, Swimming, Bowling and Wrestling in the winter; and Baseball, Track and Field, Tennis and Golf in the spring. Girls are offered a sports program including: Volleyball, Cross Country, Tennis, and Golf in the fall; Basketball and Bowling in the winter; and Softball, Track and Field, Soccer and Swimming in the spring. Cheer and Dance both begin in the fall and continue throughout the school year. In addition to these sports DHS offers many activities, including but not limited to: Band, Choir, Scholars Bowl, Debate, Forensics, Theatre, A&M Crew, NHS, STUCO, Science Olympiad, and Rocket Club. All students with sufficient ability are eligible to participate provided they meet the scholastic standards and conduct requirements as established by USD 232 and the KSHSAA.

USD 232 believes students act responsibly when given fair rules. These rules reinforce the fact that academic success is the primary goal. School activities and athletics are an important part of a student's success. However, participation is a privilege that must be earned and maintained. Behavioral expectations have been established to help each student understand the importance of attendance and proper behavior to ensure their academic success and represent the district with dignity and respect.

USD 232 complies with all Kansas State High School Activities Association (KSHSAA) rules.

The following rules are considered the minimum required. Coaches and/or sponsors maintain the right to impose additional requirements. These requirements will be discussed in the "pre-season" meeting for the activity.

Activity Pass

The student activity pass (ID Card) allows students to go to all home athletic events except seasonal playoff contests conducted through the KSHSAA. The \$20 activity pass is part of the USD 232 student fees. Students who do not purchase an activity pass will be charged \$3 per home event.

Expectations- Academic

USD 232 requires that all students must pass six (6) core subjects (based upon a cumulative weekly basis) in the previous semester to be eligible for participation in activities and athletics.

In addition to these requirements, USD 232 requires students to have a "C" average in all current classes with no F's in order to compete or perform. Students' grades will be checked

every week by the athletic director. If a student does not meet academic guidelines, the athletic director will give the student a one (1) week warning of pending academic probation. If the student fails to improve grades to meet the academic standards within one (1) week of the warning, the student will be put on academic probation. During academic probation the student will not be allowed to compete, but will be required to attend practices/rehearsals.

Each week the student's probationary status will be reviewed and the student will either be taken off probation or remain on probation for another week. If after two weeks the student shows no signs of improvement, the coach/sponsor, student and administrator will decide the next step. A student may be released from a team, group or club if adequate effort is not seen in deficit academic areas.

Expectations- Attendance (requirements)

Good attendance is the key factor in academic success. Students participating in athletics and activities are required to attend at least a half-day of classes (defined as two full blocks excluding seminar period) to participate in practices, competition and performances. If an emergency arises and a student must be absent for any part of the day, the coach and the administration must be contacted and give approval for participation. It is the responsibility of the student to see their teacher **before** they miss class due to an activity or event. All work shall be made up at the convenience of the teacher.

Expectations- Behavioral

Each student who participates in co-curricular and extra-curricular activities is a representative of the school district and is expected to conduct themselves in a lawful and appropriate manner at all times. Each student is expected to demonstrate leadership and discipline in the classroom, on the playing field and in a performance. Students that receive disciplinary actions from school or law enforcement officials are required to notify their coach and/or sponsor within 24 hours of the incident. Students are expected to take responsibility for his/her actions and comply with consequences in a cooperative manner. These expectations apply to activities not only on school property, but also to travel on district transportation, off site school sponsored activities, off site school conduct that causes or results in disruptive behavior on school property, and violent acts offsite that pose a threat to the safety of students or staff, or disrupt the learning environment.

USD 232 Substance Abuse Policy

USD 232 believes that school activities are a positive influence for students and the community. The expectation for all students is to be lawful in the conduct of their daily lives. Students who voluntarily represent USD 232 in various activities are held to a high code of conduct. The Extracurricular/Co-Curricular Activities Substance Abuse Guidelines reinforce the expectation of good conduct and positive representation of the district by all students who participate in various activity programs. Participation in extracurricular and co-curricular activities, as defined by the Kansas State High School Athletic Association (KSHSAA) and by USD 232, is a privilege. This privilege is available to a student for as long as the student complies with District policies, KSHSAA policies and coach/sponsor expectations. Failure to comply with any of the guidelines will result in

suspension of the privilege of participating in activities. These guidelines are an extension of the USD 232 substance abuse policies found in sections JDDA & JCDA of the Board of Education Policy, as well as the KSHSAA policy concerning the use and abuse of alcohol, tobacco, nicotine delivery devices and other illegal substances. Under these guidelines, an offense shall mean the use, possession, disbursement, or being under the influence of alcohol, tobacco, nicotine delivery devices, inhalants, or any illegal substance by a USD 232 student activities participant at any school related activity, on or off school property, while riding in a school district vehicle, in or out of school, year around. Any student suspected of an offense shall be notified of the suspected offense and due process will be afforded to the student. The parent/guardian will also be notified. As an extension of the district's disciplinary policies, any offense on school property, off school property, or at a school-sponsored activity will also result in appropriate district/school disciplinary action. Activity suspensions may carry over from one season to the next and/or from one school year to the next. These guidelines are cumulative throughout the student's entire middle or high school activity experience, including summers. Example: Should a student acquire a first offense during the season of an extracurricular/co-curricular activity of their freshman year and another offense during their junior year, the offense in the junior year becomes their second offense. The consequences will reset after all requirements are met for middle school. Incoming freshman will fall under the high school policy starting at the fulfillment of their 8th grade requirements. Before a middle or high school student may participate in extracurricular and co-curricular activities, the student and parent/guardian must sign this form indicating they have read and understand the substance abuse guidelines.

First Offense (All Apply)

- A. The student shall forfeit eligibility for up to the next two (2) consecutive inter-scholastic event dates or up to two (2) weeks of a competition season (beginning with the first event date) in which the student is a participant. At the discretion of building administration, disciplined students may attend games/events with the team but may not suit up. Students can still practice with a team or individual sport during an event suspension.
- B. A conference with the participant, school administrator, coach/sponsor, and parents must be held before reinstatement
- C. Fulfillment of any additional responsibilities required by the coach/sponsor must be met before reinstatement.

Second Offense (All Apply)

- A. The student shall forfeit eligibility for up to six (6) weeks of a competition season in which the student is a participant. This period excludes buffer week, KSHSAA non-practice dates, holidays and spring break. At the discretion of the building administration, disciplined students may attend games/events with the team but may not suit up. Students can still practice with a team or individual sport during an event suspension
- B. A conference with the participant, school administrator, coach/sponsor, and parents must be held before reinstatement; and
- C. Fulfillment of any additional responsibilities required by the coach/sponsor must be complete before reinstatement.

Third Offense (All Apply)

- A. Suspension from participation in extracurricular activities for a minimum of 365

consecutive days

- B. A conference with the participant, school administrator, coach/sponsor, and parents must be held before reinstatement
- C. Fulfillment of any additional responsibilities required by the coach/sponsor must be complete before reinstatement.

****Note:** For a suspension or partial suspension to count, the student must complete the season in good standing.

The district hires coaches/sponsors to manage their activities. Coaches may have stricter rules than what is provided by these guidelines. If a coach or sponsor has stricter expectations, those rules shall be provided to the student and parent by the coach in writing and returned to the coach signed by the parent prior to the start of the activity. The substance abuse guidelines provide a baseline to which all extracurricular and co-curricular programs will adhere. Coaches/Sponsors may go above and beyond these guidelines with full support from the administration and Board of Education. Students are expected to follow all written rules of the team activity in which they are involved.

Extracurricular Fundraising

All organizations wishing to conduct projects for the purpose of raising funds must have approval from the principal or his/her designee. Applications should be submitted by the organization sponsor, and approved by the principal or his/her designee no later than November 1st.

National Honor Society (NHS)

The National Honor Society exists to encourage an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students. Students (juniors and seniors) must have at least a 3.5 grade point average to be eligible to be asked to apply to NHS.

Applicants must receive approval from 3 of 5 members of the selection committee. The judging process is a double-blind process. The judges do not know the names of the other judges and they do not know the names of the NHS applicants. The approval is based on the overall depth of each applicant's scholarship, service, character, and citizenship.

Physical Exam and Parental Acknowledgement

No student is eligible to represent his or her high school in interscholastic athletics until a physical is on file with the principal. The physical must consist of a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics. A parent or legal guardian must also sign this statement. The physical examination and KSHSAA form must be on file prior to the first practice.

School Dances

School dances may be held from time to time. The following rules will apply to all school dances:

1. Only students of DHS and their guests may attend. Guests are subject to the same regulations as DHS students.
2. DHS students must present their student ID to gain entrance to school dances.
3. Guests will only be admitted with a guest permit. Permits will be issued and approved by the administration. Guests must present photo identification for admittance.
4. Recently graduated students under the age of 21 and students enrolled in a high school will be allowed to attend as guests. Students in the 8th grade or below will not be admitted.
5. No admission will be allowed after the first hour of the dance.
6. Students may leave the dance at any time, but they will not be readmitted.
7. Alcohol, tobacco, or drugs will not be tolerated. If it is the opinion of a sponsor that any student is under the influence of any substance, admittance will be denied and efforts will be made to notify their parents/guardians.
8. Students or their guests who engage in inappropriate behavior, whether on or off the dance floor, may be asked to leave, and parents may be contacted.
9. School dances are a school sponsored activity and the same student expectations apply to student behavior. Any action that is unacceptable per the PDA policy during the school day applies to dances as well. A student exhibiting crude or sexually inappropriate behavior at a dance, as observed by administration or chaperones will be asked to cease the activity or they will be asked to leave the dance.

Student Counsel/Leadership and Elections

Student council officers, class officers and class representatives are elected during the 4th quarter of the current school year for the next academic year. Incoming freshmen will be elected to the class leadership positions within the first two weeks of the school year. Elections are by secret ballot no sooner than one week after nomination. Candidates for president and vice president must prepare and present a speech to run for their desired position. Those who are elected to a leadership position are expected to attend student council meetings and plan and participate in the functions of the council as well as remain in good standing as a student at DHS

Anti-Bullying Statement

USD 232 is a place where the business of education can be conducted in a welcoming environment free of intimidation, violence, and fear. This setting provides an educational climate that fosters a spirit of acceptance and care of every child. It is a place where behavioral expectations are clearly communicated, consistently enforced, and fairly applied.

Student Anti-Bullying Pledge

We, the students of USD 232, agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

As a student at De Soto High School, I agree to:

Value student differences and treat others with respect. Not become involved in bullying incidents or be a bully.

Be aware of the school's policies and support system with regard to bullying. Report honestly and immediately all incidents of bullying to a faculty member.

Be alert in places around the school where there is less adult supervision, such as bathrooms, corridors, and stairwells.

Support students who have been or are subjected to bullying.

Talk to teachers and parents about concerns and issues regarding bullying.

Work with other students and faculty, to help the school deal with bullying effectively.

Encourage teachers to discuss bullying issues in the classroom.

Provide a good role model for younger students and support them if bullying occurs.

Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

Acknowledgment of Receipt of Handbook

By receipt of the handbook, the student acknowledges the following.

This handbook contains the yearly required notification on the following issues:

- ☐ Technology Access and Authorized Use Policy (AUP)
- ☐ Nondiscrimination
- ☐ Family Educational Right to Privacy Act
- ☐ Directory Information
- ☐ Drug Free Schools and Communities Policy
- ☐ Availability of Asbestos Plan

As a condition of enrollment, the student is required to abide by all regulations contained in this handbook as well as other policies and procedures established by the board of education.

If the student chooses not to abide by the regulations contained in this handbook, any other policy and procedure established by the school or board of education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

2023-24 High School Discipline Management System

		Major- Office Referral				
Minor- Teacher Assigned	Minor- Office Referral					
Level 1 - Classroom	Level 2 Referral	Level 3 Referral	Level 4 Referral	Level 5 Referral	Level 6 Referral	Level 7 Referral
Maximum - 30 min detention	Minimum- 30 min. detention	Minimum - 1 hour detention	Minimum - 2 hour detention	Minimum - Friday School (3 hr detention)	Minimum 1-5 Days Suspension (ISS or OSS)	Long-Term Suspension/Expulsion
Teacher Documented	Administration Documented					
	Parking lot violation	Unauthorized call-in	Unsafe driving	Vandalism - Defacing school property	False Alarm - 911 Call, fire alarm, etc.	Vandalism--Severe (to include setting a fire)
Disruptive behavior	Horseplay	Classroom disruption		Physical aggression toward a student	Fighting	Violent act toward student or staff
Inappropriate language (words, tone, volume)	Inappropriate drawings, writing or language	Profane or obscene language/taunts/gestures			Possession of drug paraphernalia or under the influence of drugs	Possession, use or sale of drugs
	Unserved teacher detention			Unserved office detention or Friday school	Possession, use or sale of nicotine product	Possession, use or sale of controlled substances
	Conflict with peer - verbal or written	Disrespect toward student	Disparaging or racial comments directed at or about a person	Bullying, intimidation, or harassment (cyber, verbal, physical, sexual, social)	Possession or sale of nicotine product paraphernalia	Possession, use or sale of weapons
	Inappropriate behavior - Cafeteria	Inappropriate behavior - School Activity or Assembly	Inappropriate behavior - Bus	Threats toward student or staff	Possession, use, sale or under the influence of alcohol	Threats of Violence toward person or school (including bomb threats)
Dishonesty	PDA Violation	Dishonesty/Lying	Academic Misconduct	Theft/stealing		Possession, use or sale of explosives (including fireworks)
Dress Code, Minor	Dress code violation	Leaving classroom / building w/o permission	Unexcused absence-1 Block/Seminar	Unexcused absence- More than 1 block		Sexual Misconduct
	1st Electr. Device Violation 2nd Electr. Device Violation (45 minutes)	3rd Electronic Device Violation		AUP Violation**		Breach of Privacy
Disrespect toward teacher - (e.g. unprepared, listening to music)	Failure to comply		Repeated Failure to Comply	Disrespect toward staff - (e.g. cursing, name-calling)	Excessive failure to comply	
<p>* The administration has the authority to set level and consequences for any specific violation or any violation that may occur.</p> <p>**Frequent, documented discipline referrals of a similar nature or frequent referrals of a different nature could result in a long-term suspension referral.</p> <p>*Parents will be contacted for each referral determine by the administration to be more than a minor offense.</p> <p>**Any student with outstanding detention time or suspension time may be considered not in good standing until time is complete/served.</p> <p>**An AUP violation could result in a minimum of 2 week suspension of computer/technology access.</p>						