

**Field Kindley High School  
Golden Tornado**



**Student Handbook  
2024-2025**



# Field Kindley Memorial High School



1110 West Eighth Street  
Coffeyville, KS 67337  
(620) 252-6410  
[www.cvilleschools.com/fkhs/](http://www.cvilleschools.com/fkhs/)

## **Student Handbook 2024-2025**

Principal – Mr. Travis Stalford  
Assistant Principal – Mrs. Kelsa King  
Assistant Principal/Athletic Director – Mr. Wade Welch

### **FKHS MISSION STATEMENT**

Staff utilizes professional learning communities, mentoring, social emotional learning, individual plans of study and service learning programs to guide and support every student in becoming a contributing member of society.

### **FKHS PURPOSE**

Students will graduate with character and intellect to lead productive and successful lives.

### **FKHS VISION**

All students will experience post-secondary success.

### **Notification Statement of Non-Discrimination**

It is the policy of USD 445 to not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or handicap in its educational program, activities, or employment policies, as required by Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form should promptly be reported to a teacher, the principal, or any other appropriate school official for investigation and corrective action by the administration. Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

### ***ALMA MATER***

Beneath bright Kansas's skies of blue, Our Alma Mater stands in view  
A name received in freedom's Cause for justice and its laws  
Her guiding spirit, o'er us, we strive, to bring her fame  
And proudly now we sing this song, in honor of her name.  
Bring honor to her, may her might prevail!  
Field Kindley, Alma Mater, Hail!

## TABLE OF CONTENTS

Class and Graduation Requirements.....	PAGE 04
Pre-College Curriculum and Kansas Scholars Curriculum.....	PAGE 04
Classes for Post-Secondary Education/Graduation Requirements.....	PAGE 05
Class and Grading Scale/Honor Roll.....	PAGE 05
Academic Letter and Academic Honor Code.....	PAGE 06
Make-Up Work.....	PAGE 06
Dropping a Class.....	PAGE 06
Schedule Changes and CCC Technical Division Programs.....	PAGE 07
Class Schedule and Times.....	PAGE 07
Club Meetings and Information.....	PAGE 08
College Visits.....	PAGE 08
Student Nutrition Center/Medication.....	PAGE 09
Lockers.....	PAGE 09
KSHSAA/Physicals/Activity Policy.....	PAGE 10
Emergency Information.....	PAGE 10
FERPA/Textbooks/Fund-Raising.....	PAGE 11
Insurance/Visitors and Hallway Decorations.....	PAGE 11
Non-Discrimination Policy/Severe Misconduct Policy/TNS .....	PAGE 12
Field Kindley High School—Code of Conduct.....	PAGE 13
<b>***Below are the Policy and Consequences for General Rules and Procedures at FKHS***</b>	
Academic Dishonesty.....	PAGE 13
Assault/Battery/Fighting/Attendance.....	PAGE 14
Bullying.....	PAGE 15
Cell Phone/Digital Cameras/Music Devices.....	PAGE 17
Closed Lunch.....	PAGE 17
Defiance/Disruptive Behavior.....	PAGE 17
Dress Code.....	PAGE 18
Drugs/Narcotics/Alcohol.....	PAGE 18
Drug Testing Policy.....	PAGE 19
Failure to Serve/Flagrant Misbehavior/Gang Related Activities .....	PAGE 21
Hallway Expectations/Nado Cafe/Hazing/Harassment & Discrimination.....	PAGE 22
Internet Usage.....	PAGE 23
Parking and Traffic Regulations.....	PAGE 24
Parties and Dances/Profanity/Repeated Breaking of Rules.....	PAGE 25
School Bus Regulations.....	PAGE 25
Smoking and Tobacco/Tardiness/Theft/Vandalism.....	PAGE 26
Verbal Assault/Weapons/Consequences/Detention/Suspension/Expulsion/Police Policy.....	PAGE 27

## SENIOR HIGH SCHOOL CLASS REQUIREMENTS

**All students are required to enroll in seven hours of educational activity for each semester.**

**Exemptions to this may be granted for the following reasons:**

1. Juniors and Seniors who wish to enroll in college classes may do so by enrolling in and completing classes at FKHS concurrently with the approved college classes. At no time during the semester will the student be allowed to withdraw from the college classes. If this occurs, the student will lose eligibility for all extra-curricular activities for the remainder of that semester and the entire next semester. It will be the student's responsibility to obtain the enrollment form from the High School Counselor prior to enrollment at CCC. Students are responsible for submitting a copy of their CCC schedule to the High School Counselor the semester before their CCC class takes place. Failure to do so may result in loss of eligibility for extracurricular activities.
2. Those students who have spent four years in the senior high school and who have not completed graduation requirements may enroll in LINC the following year pending administration approval to finish those classes needed to complete graduation requirements.
3. The principal must review any request for exception to enrolling in seven hours of educational activity per semester. **Students may not stop attending any class simply because they are failing. Failure to comply may lead to truancy charges and disciplinary action.**

## FIELD KINDLEY GRADUATION REQUIREMENTS

Graduates--A total of 25 units of credit is necessary for graduation and a senior project. The senior project must be completed in order to attend prom.

All students **must** successfully complete the following required courses:

1. Language Arts – Four (4) units which must include:
  - a. Freshman English I & II
  - b. Sophomore English III & IV
  - c. Junior English V & VI
  - d. Senior English VII & VIII
2. Mathematics – Three (3) units
3. Science – Three (3) units
4. Social Science – Three (3) units which must include:
  - a. One (1) unit of World Cultures (Sophomore year)
  - b. One unit of American History (Junior year)
  - c. One-half unit of American Government (Senior year)
5. Physical Education – One unit (course numbers 080001 and 080002)
6. Practical & Fine Arts – Two (2) units
  - a. One unit of fine arts (Art, Music, Theatre, Forensics, or Debate)
  - b. One unit in practical arts (Computers, Family & Consumer Science, or Technical courses)
  - c. One-half (1/2) unit of Speech (Ag, Theater, Debate and Forensics are acceptable).
7. Successful completion of the Senior Project
8. Must complete 5 hours of service learning each year.

## RECOMMENDED CURRICULUM FOR THE CLASS OF 2025

Qualified Admissions Pre-College Curriculum	Units	Kansas Scholars Curriculum	Units
<b>English</b>	4	<b>English</b>	4
<b>Natural Sciences</b> Including Chemistry or Physics	3	<b>Natural Sciences</b> Including Biology, Chemistry, and Physics	3
<b>Mathematics</b> Algebra I or higher	3	<b>Mathematics</b> Algebra I or higher Including 12 <sup>th</sup> Grade as of 2014	4
<b>Social Sciences</b>	3	<b>Social Sciences</b>	3
<b>Foreign Language</b>	2	<b>Foreign Language</b>	2
<b>Fine Arts</b>	1		

*Be sure to check with your counselor for curriculum requirements in the courses listed above*

## RECOMMENDED CLASSES FOR POST-SECONDARY EDUCATION

### **FULL-TIME STUDENTS**

All students are expected to enroll in a full-time program at Field Kindley High school. Exemptions include students who are concurrently enrolled in an area technical program. To be classified as a full-time student, one must carry at least seven (7) hours of full unit value.

### **QUICK STEP**

Juniors and Seniors in good standing and having earned at least 15 high school units of credits may enroll in college classes during the regular school day. It is possible to earn six hours of college credit each semester through this program. Interested students must contact the guidance counselor for the availability and times of classes. Students will only be allowed to take college classes during the appropriate times designated by the guidance counselor and/or the administration. Students must meet requirements as outlined in the CCC Technical Division Program.

### **REQUIREMENTS TO TAKE PART IN COMMENCEMENT EXERCISES**

1. Complete all requirements for graduation as required by the State Department of Public Instruction and the USD #445 Board of Education.
2. Students who need no more than one-half unit for graduation shall be permitted to participate in the commencement exercises if proper provisions are made with the high school principal for the completion of this one-half unit.

### **GRADUATION**

Graduation is a very special event that should portray admiration, reverence, honor, and tradition. Therefore, it will be the responsibility of the Field Kindley Memorial High School administration to organize and set up graduation ceremonies accordingly. Students wishing to graduate with honors must have a 3.75 G.P.A by the end of the first semester of their senior year. Priority for graduation speeches will be given to the Valedictorian and Salutatorian of the graduating class. Weighted courses are used internally for determining scholastic achievement awards only. FKHS does not weight courses on transcripts. Transcript GPA's are on a 4- point scale. The highest GPA will determine the Valedictorian and the second highest GPA will determine the Salutatorian. In the case of a tie, the highest ACT score will be used to determine the Valedictorian and the Salutatorian. If necessary, the school administration will determine a process for selecting additional speakers.

### **CLASS AND GRADES**

#### **GRADING SYSTEM:**

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

Grade	Percent	Performance
A	90-100	Superior
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	0-59	Fail

Grade	Performance
P	Pass
I	Incomplete
NC	No Credit

*Proctors will earn 0.25 units of credit for a passing grade or zero units of credit for a failing grade.*

### **STUDENT INFORMATION**

Access to student grades, attendance, and accounts are available online through Infinite Campus Parent Portal. Parents may request login information to Infinite Campus in the main office or board of education office. Teacher email addresses may be found on the schools website: [www.cvilleschools.com/FKHS/f.htm](http://www.cvilleschools.com/FKHS/f.htm)

### **HONOR ROLL**

Honor rolls are compiled at the end of each semester. There are three levels of honor roll available to students at Field Kindley High School. Students must be enrolled in at least four graded classes at the high school and meet the specified G.P.A. requirements to be placed on the honor roll:

Grade Point Average	Grades	Level
4.00	A	A-Honor Roll
3.50 – 3.99	A, B, & C	Honor Roll
3.00 – 3.49	A, B, & C	Honorable Mention

## **ACADEMIC LETTER**

The following are guidelines for awarding academic letters.

1. 3.75 cumulative grade point average
2. Must complete one unit of credit in four of the five subject areas listed:
  - a. English
  - b. Math – Geometry or higher
  - c. Science – Biology I or higher
  - d. Social Studies
  - e. Foreign Language
3. After receiving the Lamp of Knowledge pin as the primary award for academic letter, subsequent letters will be signified with addition of a bar to be placed with the original Lamp of Knowledge pin.

## **ACADEMIC HONOR CODE**

Cheating is the act of gaining an unfair advantage, or misrepresenting one's knowledge.

It includes, but is not limited to:

- Wrongfully using or taking the ideas or work of another. For example:
  - --Giving or receiving unauthorized aid from another person on assignments, papers, quizzes, tests, or examinations.
  - --Plagiarizing.
  - --Getting advance information about quizzes, tests, or examinations.
- Using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, tests or examinations.
- Using any portion of a paper or project to fulfill the requirements of more than one course, unless the student has received prior permission to do so.
- Intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, tests or examinations, in order to gain more information.
- Choosing to be absent on the due date of a paper, project, quiz or test.
- Lying about any of the above.

Students engaged in academic dishonesty shall be subject to disciplinary and academic penalties. All decisions are at the discretion of the individual teacher. In addition, incidences of cheating can jeopardize admission to the National Honor Society and one's ability to get college recommendations. Penalties may include the following consequences and/or others deemed appropriate:

- Loss of credit for the assignment, test, quiz, or project
- Parent notification
- Detention and/or suspension—consequence determined by administration based on severity.
- Removal from class

## **MAKE-UP WORK**

The student has full responsibility for making up all work missed during an excused absence. Earning a passing grade after a repeated or prolonged absence is extremely difficult. During periods of extended illness or injury, special arrangements will be made to enable the student to continue course work at home.

**A student shall be allowed two school days for each day of absence to complete make-up work, provided a student has no more than five consecutive days of absence. A student who accumulates more than five consecutive days of excused absences may be given an extended time period to complete make-up work. Administration, the school counselor, teachers, and the student shall develop a plan to meet the needs of the individual student.**

In the case of an excused absence, assignments may be requested through the school Counselors' Office. Please allow one day for this material to be gathered.

## **REGULATIONS FOR DROPPING A CLASS**

Any student who withdraws from a class prior to the completion of the semester will have recorded on their permanent school record "WP" or "WF" to indicate that they withdrew from the class and that they were either passing or failing the class at the time of their withdrawal. All withdrawals from a class will be at the discretion of the principal.

## SCHEDULE CHANGES

Except for a very serious reason, a schedule change is allowed only before the grading period begins. Schedule changes must be completed through the Counselors' Office on or before August 22, 2024, for first-semester classes and on or before January 10, 2024 for second-semester classes. Students may only request to change classes, not the hour in which they have a class. Requests do not guarantee approval. Each request will be reviewed individually.

## CCC TECHNICAL DIVISION PROGRAMS

USD #445 believes that the CCC Technical Division provides programs that will benefit many of our students who choose to receive a vocational and technical education. It is a privilege to be permitted to receive this vocational training at a reduced cost to the students or parents. Therefore, in order for a student to attend the CCC Technical School, the following guidelines must be met:

1. Juniors or Seniors students are eligible.
2. Students enrolled in certain technical classes may be eligible for dual credit for math and language arts.
3. Each request will be handled independently, with decisions made based on each individual's special circumstances, including performance on MAP Assessment.
4. Each program must have a counselor, principal, and CCC Technical Division advisor signature.  
Students will be required to see the school counselor prior to enrolling at CCC. If approved, the school counselor will give the student the appropriate High School form to take to the Technical Campus. Once there, the student will have to fill out a few more Coffeyville Community College enrollment forms.
4. Students must pay for fees. It is mandatory to make payment arrangements with CCC prior to the first day of classes.
5. Students are required to be enrolled in at least four classes at FKHS while attending CCC Technical Division classes.
6. Students will be in good standing, maintain regular attendance, and have no disciplinary problems.
7. Failure to successfully complete the enrollment program may result in the student's inability to participate or enroll in future CCC Technical Division programs sponsored by USD #445.

## CLASS SCHEDULES

### **Daily Schedule: 8:10 to 3:10**

#### FKHS A:

1 <sup>st</sup> Period	8:10	-	8:56	(46)
<i>6 minute Passing Period – Late Breakfast Option</i>				
2 <sup>nd</sup> Period	9:02	-	9:48	(46)
3 <sup>rd</sup> Period	9:52	-	10:38	(46)
SCOPE	10:42	-	11:20	(38)
“A” Lunch	11:20	-	11:50	(30)
4 <sup>th</sup> Period	11:54	-	12:40	(46)
5 <sup>th</sup> Period	12:44	-	1:30	(46)
6 <sup>th</sup> Period	1:34	-	2:20	(46)
7 <sup>th</sup> Period	2:24	-	3:10	(46)

#### FKHS B:

1 <sup>st</sup> Period	8:10	-	8:56	(46)
<i>6 minute Passing Period – Late Breakfast Option</i>				
2 <sup>nd</sup> Period	9:02	-	9:48	(46)
3 <sup>rd</sup> Period	9:52	-	10:38	(46)
SCOPE	10:42	-	11:20	(38)
4 <sup>th</sup> Period	11:24	-	12:10	(46)
“B” Lunch	12:10	-	12:40	(30)
5 <sup>th</sup> Period	12:44	-	1:30	(46)
6 <sup>th</sup> Period	1:34	-	2:20	(46)
7 <sup>th</sup> Period	2:24	-	3:10	(46)

#### FKHS Late Start (Thursdays)

**Start / End Time: 8:35 to 3:10**

1 <sup>st</sup> Period	8:35	-	9:18	(43)	
<i>6 minute Passing Period – Late Breakfast Option</i>					
2 <sup>nd</sup> Period	9:24	-	10:07	(43)	
3 <sup>rd</sup> Period	10:11	-	10:54	(43)	
SCOPE	10:58	-	11:33	(35)	
Lunch A	11:33	-	12:03	(30)	
4 <sup>th</sup> Period	12:07	-	12:50	(43)	Lunch A
4 <sup>th</sup> Period	11:37	-	12:20	(43)	Lunch B
Lunch B	12:20	-	12:50	(30)	
5 <sup>th</sup> Period	12:54	-	1:37	(43)	
6 <sup>th</sup> Period	1:41	-	2:24	(43)	
7 <sup>th</sup> Period	2:28	-	3:10	(42)	

## **CLUB MEETINGS**

Clubs and organizations will meet during scheduled times, usually on Tuesday. Clubs requiring additional time will meet before or after school, but not during the lunch period without prior approval from the administration. Clubs will meet on a rotating basis. The following procedures will be used:

1. The club-meeting schedule will be communicated through the daily announcements.
2. Students will be released to attend their meeting when the bell sounds. Students not in club meetings will stay in their regular class. All students attending a club meeting must be in their meeting area when the tardy bell rings. The sponsor must record the students tardy when taking attendance.
3. Students are to remain in their club meeting area until it is time to return to class. **All students will be released to go to their 4<sup>th</sup> period classes or lunch at 11:20.**

## **FKHS CLUBS AND ACTIVITIES**

<b>Club Name</b>	<b>Sponsor</b>	<b>Room No.</b>	<b>Prerequisite</b>
Career Associations	Mrs. Reliford	East side of the balcony	JAG Students Only
FCA	Mr. Dodsworth/Mrs. Adams	204	None
FCCLA	Mrs. Simpson	203	Enrollment in FACS
FFA	Mrs. Strassburg	V102	Enrollment in Ag
French	Mrs. McCloud	205	Enrollment in French
HOSA	Mr. Washburn	201	Interest in Health Careers
Interact	Mrs. Barnett	305	Rotary Club
Key Club	Mrs. Roush	302	By Invitation Only
LGBT&F Club			None
Native American	Mrs. Lee	Auditorium	Must have signed Federal Form #506
NHS	Mrs. Northup	Library	By Invitation Only
Prom Committee	Megan Wade	314	Junior Class
SkillsUSA	Mrs. Conrad	119	Interest in Technical and Vocational career fields
Spanish Club	Mrs. Coltrane	312	Enrollment in Spanish
StucCo	Mrs. Roush	214	Must be on Student Council
Talent Search	NCCC	Library	An accepted application to the program
Thespians	Mrs. Wallis	Auditorium	None
Upward Bound	ICC	302	An accepted application to the program

## **JUNIOR/SENIOR TRIPS TO POST-SECONDARY INSTITUTIONS**

To visit post-secondary institutions, students should let the counselor know the school(s) in which they are interested in attending early in the school year. Seniors shall be permitted four campus visits a year, and Juniors will be permitted two campus visits a year. Others will be approved by administration.



## **STUDENT NUTRITION CENTER**

Student behavior in the Nutrition Center should be based on courtesy and cleanliness. Students will go through the cafeteria line and pay for their choice of food when their assigned meal period begins. Students are expected to dispose of their trash inside the cafeteria and in an orderly fashion.

Free or reduced price lunches/breakfasts are available upon application, provided the family income falls within certain income guidelines. These guidelines are available to all families at enrollment and are available in the high school main office.

Lunch/breakfast meals will be sold at the Food Center on a weekly or monthly basis to students who wish to take advantage of the school lunch/breakfast program. **Students who reach the limit for lunch charges will be provided an equal but alternative lunch until satisfactory arrangements have been made regarding their account.**

## **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a signed medication form (available at the school office) must be signed by the physician and parent. This form must be returned to the office or CHC with medications. All medications will be kept in and dispensed through CHC. Medication is to be brought to school in the original container appropriately labeled by the pharmacy or physician stating the name of the medication, the dosage, and times to be administered. This includes ALL non-prescription and over-the-counter drugs.

## **LOCKERS – HALL/P.E. LOCKER ROOM**

**Students will be allowed to go to their lockers before and after school or during passing periods.**

Lockers are the property of the school and are assigned to the students by the office at the beginning of the school year. The school is not responsible for losses from lockers, and it is the student's responsibility for keeping his/her locker locked. If a student finds that someone else knows the combination to his/her locker, the student may request a combination change through the office. All students are responsible for the locker to which they are assigned. The cost to repair or to refinish any damage may be charged to the student using the locker.

The Physical Education locker rooms will be locked after the tardy bell for each class and reopened ten minutes before the class period ends. Students should not expect to be able to go to the locker room area unless they have a physical education class during that particular block.

## **PHYSICAL EXAMINATIONS**

Cheerleaders, dance team members, and athletes must have a physical examination card for the current school year on file with the school Activities Director before participating.

## **ACTIVITY POLICY**

All school activities are authorized and scheduled in the principal's office. No events are to be placed on the calendar without first clearing the date with the superintendent's calendar to avoid conflicts. The principal, activities coordinator, and the assigned teachers, sponsors, coaches, directors, or advisors are to be in full charge of the activity program. All activities shall be sponsored for the best interest and welfare of students, and proper time scheduling should be considered. Unless it is a scheduling emergency, there should be no activities scheduled on Sunday or Wednesday nights. These nights shall be reserved for family activities as much as possible.

## **PARENT CODE OF CONDUCT**

FKHS requires the parents of enrolled children to behave in a manner consistent with decency, courtesy and respect at all times. This includes KSHSAA's rule 52 on Citizenship/Sportsmanship. Achieving the ideal environment is a shared responsibility of staff and family members who enter FKHS. No parent is permitted to curse or use inappropriate language on school property at any time, in the presence of children or not. At no time shall inappropriate language be directed towards staff or children. Threats of any kind will not be tolerated and will be reported to the appropriate authorities and prosecuted to the fullest extent of the law. Persons who violate the code of conduct could be served with a notice that bans them from the property and/or activities.

## SCHOOL ACTIVITIES PARTICIPATION

All students participating in activities within the USD#445 school district must comply with the following rules as outlined by the Kansas State High School Activities Association.

1. They are a bona fide, undergraduate student in good standing, with regular attendance.
  - a. Good Standing is determined by the administration of the school the student is attending.
    - i. Students who are not in good standing as determined by the administration may be excluded from attending or participating in any or all school-sponsored activities. A student in “good standing” must:
      - Follow all rules and procedures as set forth by the coach/sponsor
      - Students who have excessive absenteeism and have reached at least 7 unexcused absences in any one class during the semester will be deemed not in good standing and will not be eligible until they have 10 days of good attendance. The only exceptions are hospitalization, contagious disease, prolonged illness under the care of a physician, school sponsored trips/activities, or absences excused with a doctor’s note, funeral, court or administrator approval.
      - Be clear of any suspension from school (not currently suspended)
      - Have no more than 9 tardies in any one class, or 10 consecutive days without a tardy
      - Be clear of any detentions or other school disciplinary actions (detentions/ISS have all been served)
      - To be eligible for KSHSAA activities – must have passed 5 classes during the previous semester
      - Attend an appropriate number of practices, meetings, events, etc., as determined by the coach/sponsor
    - b. Good standing may be removed for:
      - Any single act deemed by the school administration to be severe enough to remove “good standing status” from a student, including:
      - Behaviors inside or outside of school that reflect poorly upon the school
      - Behaviors inside or outside of the school that reflect poorly upon the team
      - Unexcused absences, chronic tardiness, or infractions of the student discipline code

**\*\*\*For Additional information see Activities Handbook\*\*\***

## ACTIVITY TRANSPORTATION

Students transported by the school for school activities shall go and return in the vehicle authorized by the principal. Students will be excused to ride home with parents only if they have been signed out by a parent or guardian.

## INCLEMENT WEATHER INFORMATION

Because of weather conditions, it may become necessary to run buses late some mornings, cancel transportation and close school, or dismiss bus students early. When the decision is made not to run buses, ALL USD 445 SCHOOLS will be closed for that day. The decision to close school or run buses late will be made no later than 6:30 a.m. on the day in question. KGGF Radio (690 AM) and KQQF Radio (92.1 FM) will be notified immediately. In some cases KOAM-TV, Channel 7 Pittsburg will be notified. Text alert and automated dialer are available forms of communication. The USD445 Facebook page will also have information posted.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students, if they are at least 18, have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the student's records. Access to the records by a person other than the parents or the student is limited and generally requires prior consent of a parent or the student.

## **FEE FOR TEXTBOOK / LAPTOP USAGE**

**BOOKS ARE CHECKED OUT TO STUDENTS AT THE BEGINNING OF EACH TERM AND ARE TO BE RETURNED AT THE END OF THE TERM. THERE WILL BE A RENTAL FEE. HOWEVER, IT IS THE BOARD OF EDUCATION POLICY THAT ANY BOOK OR LAPTOP LOST, MUTILATED, DAMAGED, OR DESTROYED IN ANY MANNER SHALL BE REPLACED BY THE STUDENT, TO WHOM IT WAS ORIGINALLY CHECKED OUT, WITH THAT STUDENT PAYING THE PRICE FOR THE REPAIRS.**

## **FIRE, LOCKDOWN, AND TORNADO DRILLS**

Fire, tornado and intruder / lockdown drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the posted instructions for drills in each classroom.
2. WALK. NO TALKING. Move quickly and quietly to the designated area.
3. LISTEN to instructors for specific directions.

## **FUND-RAISING POLICY**

All organizations wishing to conduct money making projects must have such projects approved by their sponsor and principal or the person designated by the principal to approve such projects. Project forms are available in the Activities Office.

## **VISITORS AND GUESTS**

**All visitors must report to the office to get a "Visitor's ID" before going to any other area.** Visitors should plan their visits so that the school program will not be interrupted. It is always best to arrange for an appointment if possible. School-age visitors will not be permitted in our school without principal permission.

## **INSURANCE**

Field Kindley High School does not provide insurance to students participating in or traveling to any inter-school. As a member school of KSHSAA, a catastrophic only insurance policy is provided for students. Should a parent desire additional coverage, school insurance may be purchased for a small fee. Any student desiring this additional insurance may obtain information from the Main Office.

## **OUT-OF-DISTRICT STUDENTS**

A tuition fee may be charged for out-of-district students who are not enrolled at Field Kindley High School prior to September 20. This fee would be set by the Board of Education.

## **HALLWAY DECORATION/POSTERS/INFORMATION**

All hallway information must receive prior administrative approval before being allowed within Field Kindley High School. Material must be presented to the main office and receive a written approval before being posted. Materials must be posted in the designated areas.

# **FIELD KINDLEY HIGH SCHOOL** **GENERAL RULES AND PROCEDURES**

## **NOTIFICATION STATEMENT OF NONDISCRIMINATION**

It is the policy of USD #445 not to discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or handicap in its educational program, activities, or employment policies, as required by Title IX of the 1972 Education Amendments and Section 504 of the Rehabilitation Act of 1973. The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form should promptly be reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the administration. Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

## **FKHS POLICY FOR SEVERE MISCONDUCT**

Students who are sent to the office for severe misconduct will follow the FKHS Policy for Severe Misconduct which may result in any of the following: out-of-school suspension, long-term suspension, expulsion, involvement of local law enforcement authorities, and restitution.

## **TUESDAY/THURSDAY NIGHT SCHOOL (TNS)**

**Violation of TNS rules or lack of cooperation will result in additional time assigned to TNS or Out of School Suspension.**

## **RULES**

- Students will report to the designated area no later than 3:15 p.m. and will be dismissed at 6:15pm. Students will not be excused early.
- Students are expected to keep busy on school related work. It is the student's responsibility to bring all necessary material including collecting assignments from teachers and/or have a book to read.
- Students are expected to remain in their seats and follow the supervisor's instructions.
- Students are expected to remain awake and sitting up.
- Any student not complying with these guidelines will be dismissed from detention and will face ISS, additional TNS, or OSS.
- Restroom use will be determined by the supervisor. There will be one restroom break given to all students.
- Students will turn in their phones at the beginning of detention.
- The Supervisor will determine the use of computers.
- Students are not permitted to bring radios, headsets, food items, or drinks.
- Work or school related activities are not legitimate excuses for missing detention.
- Failure to serve the assigned detention will result in the following consequences:

1<sup>st</sup> offense: 1 Day ISS and serve the TNS that was assigned

2<sup>nd</sup> offense: 2 Days ISS and serve the TNS that was assigned

3<sup>rd</sup> offense: 1 Day OSS and serve the TNS that was assigned

4<sup>th</sup> offense: 3 Days OSS and serve the TNS that was assigned

5<sup>th</sup> offense: 5 Days OSS and a formal hearing with the recommendation for long term Expulsion.

6<sup>th</sup> Offense and Beyond- Addressed using the administration's discretion.

\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **FIELD KINDLEY HIGH SCHOOL--CODE OF CONDUCT**

Administration has the authority to use discretion and common sense in enforcing the Code of Student Conduct. Administration is authorized to apply a higher level of consequence for serious violations of the code, even if it's a student's first offense. I accept responsibility for my behavior on and off the playing field. I understand that what I do and say affects my teammates, the Nado Family, the community, and many other people, not just myself. This not only includes maintaining my grades and avoiding alcohol and drug use, but also involves how I treat other students in the hallways and all other social interactions. Depending on the nature and severity of the infraction, administration has several options that may be exercised. Students who are sent to the office for misconduct may result in any of the following: Morning detentions, Up to 1 hour after school detention,, ISS (referred to as Recovery Room), OSS, Long-term suspension (less than 90 days), expulsion, involvement with law enforcement authorities, community service, and restitution. Failure to comply while in after school Recovery Room will result in ISS (Recovery Room) assigned for the following day. Failure to comply in ISS (Recovery Room) will result in OSS for that assigned day and will not count as a day served in ISS (Recovery Room). If a student accumulates a total of 10 days OSS during the course of the school year, a due process hearing will be held to determine any further disciplinary action and/or behavioral expectations. The principal / assistant principal will assume primary responsibility for the administration of these policies.

I will act with empathy. I will not be involved in behavior that hurts others, targets the weak, bully others, or "kicks someone when they are down."

I will be on time for all practices, games, meetings, and especially the classroom, without being asked, because I respect the valuable time of my coaches, teammates, and teachers.

I will make sure to serve any detentions or other school disciplinary actions in a timely manner.

I will follow all rules and procedures that are set forth by my coach and my school. In order to gain respect I acknowledge that I must first give it, and that my actions speak louder than my words. In addition, I will meet all academic standards set forth by my school and my team.

I have read and understand the drug testing policy and agree to it fully, knowing that illegal substances are harmful and detrimental to my team, my family, and my school.

I will take coaching in a positive way, and understand that constructive criticism can help me become a better athlete and person.

I will lead courageously and live with integrity by speaking up against injustice acting on behalf of others, even when it is hard or unpopular.

I will serve as a role model at all times by talking politely and acting courteously towards teammates, coaches, opponents, officials, teachers, etc. I will represent my team with pride.

I will display honor and good sportsmanship in competition – acknowledging and applauding the effort of others, encouraging my teammates with positive statements, refraining from boasting or "trash-talking," acknowledge there is only one head coach and that is not I, and accept victory or defeat graciously.

### **ACADEMIC DISHONESTY / CHEATING / FORGERY**

Academic dishonesty or cheating is when a student is suspected of cheating or allowing someone to cheat. Forgery is signing another person's name to a document.

Any student who is suspected of cheating or allowing someone to cheat is subject to the following consequences.

### **Consequences for Academic Dishonesty / Cheating:**

1<sup>st</sup> Offense: Parent Contact, No Credit on Assignment, 1 Hour Detention

2<sup>nd</sup> Offense: Parent Contact, No Credit On Assignment, TNS

3<sup>rd</sup> Offense: Parent Contact, No Credit On Assignment, TNS

4<sup>th</sup> Offense: Wrap Around Meeting, Interventions Assigned, Admin Discretion

5<sup>th</sup> Offense and Beyond- Addressed using the administration's discretion.

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

### **ASSAULT/ BATTERY / FIGHTING**

Any student who initiates physical contact with any part of the body with the intent to cause physical discomfort to another student or staff member will be considered to be the aggressor in a fight. Any student who responds to such aggression with physical contact of this sort will be considered the defender in the fight. Any student who urges or provokes a fight to occur will be considered to be an instigator in a fight. Videotaping an altercation will be considered instigating a fight and will be punished accordingly. Both the aggressor and the defender (and possibly the instigator) are in the wrong and will be disciplined. The exception to the foregoing statement would be during competitive sports.

The foregoing list is not all-inclusive, nor is it intended to be. It is impossible to list every action that may occur; however, repeated misconduct on the part of the student may result in suspension. In the event of any offense (in the opinion of the administration), the student will be suspended immediately by FKHS administration. **It will be at the discretion of the administration to determine the length of suspension, beginning with a three (3) day minimum. If administration determines that the fight was instigated or initiated by a specific student, that student's educational placement could be moved to the Field Kindley Virtual School. Administration will determine if any additional consequences are necessary on an incident-by-incident basis in accordance with district policy.**

A fight is defined as an exchange of physical contact between two or more parties. A physical battery is defined as the use of physical force to resolve a conflict.

1st Offense            3-5 days OSS, possible virtual placement

2nd Offense           3-5 days OSS–Due Process Hearing if applicable

***A fight, threat, or any other act that may be considered violent in nature may be handled in the following manner:***

1. Local authorities will be called to transport the student to the local police station.
2. The authorities shall then release the student to the custody of the parents.

**Physical battery or physical intimidation towards a staff member will result in five (5) days OSS and Due Process**

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

### **ATTENDANCE POLICY**

The Field Kindley High School attendance policy applies to all students enrolled in school. The attendance policy is intended to encourage students to be regular in their attendance. It is the responsibility of parents to see that their students attend school. The school program cannot reach pupils who are not present. Thus, compulsory school attendance is necessary, and the school district requires regular attendance in compliance with the state laws (Kansas Statute No. 72-1111).

Truancy policy states that students who have been absent for all or a significant part of 3 days in a row, 5 days in a semester, or 7 days in a year unexcused will be turned into the County Attorney for prosecution. Excessive tardiness to first period can result in unexcused absences being applied (4 tardies = 1 unexcused absence). Excessive Absenteeism to first period can also result in a full day unexcused absence being applied (4 1<sup>st</sup> Period unexcused absences = 1 Full Day unexcused absence).

Any student who misses at least 7 class periods (in one class) will be required to have a doctor's note to excuse any further absences in any classes the rest of that semester. After the 7<sup>th</sup> absence, failure to provide a doctor's note will result in consequences for absenteeism. Any student who is absent more than this policy allows may be placed in "not in good standing" making them ineligible for extra-curricular activities. Exceptions to this are as follows:

1. School-sponsored trips, events, and activities will not be counted as days absent.

2. Illness of a student which requires hospitalization or home confinement will not be charged against the student's seven (7) days, providing the illness and subsequent hospitalization or home confinement **are verified by a physician in writing no later than 24 hours following the return to school.**
3. Absence for a funeral or death of immediate family, grandparents, aunts, or uncles will not count against the seven (7) days.
4. **Absences that are verified by a parent note or phone call do not exempt the absences from the attendance policy.**
5. Any student leaving the high school building and property for emergencies, college classes, doctor appointments, or business reasons **must sign out at the Attendance Counter**, giving time of departure and destination with approval of the office. Upon returning, the student must sign in. Failure to check out or check in through the attendance office will result in detention make-up based on administrative discretion.
6. Any student who arrives for a scheduled class more than 10 minutes late will be considered absent from that class. If the student is over the tardy limit, the student may receive consequences for tardiness if they show up 10 minutes after class.
7. **Skipping Class:** Students who are intentionally missing a portion or all of a regularly scheduled class without a pass (nurse/office/teacher) will be given a consequence. Absences of this manner **WILL** count as an unexcused absence and will count toward the total absences in any one class.

**Parents must notify the attendance office within 24 hours of their child's absence.** Notification of the absence after the 24-hour period will not excuse the student's absence unless special arrangements have been made with the principal or assistant principal.

#### **Consequences for Absenteeism:**

1<sup>st</sup> Offense: 1 Hour Detention

2<sup>nd</sup> Offense: 1 Hour Detention

3<sup>rd</sup> Offense: 1 Day of TNS

4<sup>th</sup> Offense: Wrap Around Meeting, Interventions Assigned, 1 to 2 days TNS Admin Discretion

5<sup>th</sup> Offense & Beyond: Addressed using the Administrator's Discretion.

\*\* Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

#### **BULLYING BEHAVIORS**

USD#445 Board of Education prohibits bullying in any form on school property, in a school vehicle, or at any school-sponsored event.

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

- Harming a student or staff member, whether physically or mentally;
- Damaging a student or staff member's property;
- Placing a student or staff member in reasonable fear of damage to the student or staff member's property; or
- Any form of intimidation or harassment prohibited by the Board of Education of USD#445 adopted policies concerning bullying.

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, which cause, or have the potential to cause, a significant disruption to the learning environment.

***Bullying is the act of intentionally harming others as defined by the approved policy.***

1<sup>st</sup> Offense: Depending upon the severity, TNS or OSS, No Contact Order

2<sup>nd</sup> Offense: 1 to 3 OSS, No Contact Order

3<sup>rd</sup> Offense: 1 to 5 Days OSS, Wrap Around Meeting, No Contact, Due Process Hearing if applicable

4<sup>th</sup> Offense and Beyond: Administrator Discretion

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

\*\*Law Enforcement may be contacted at Administrator's Discretion.

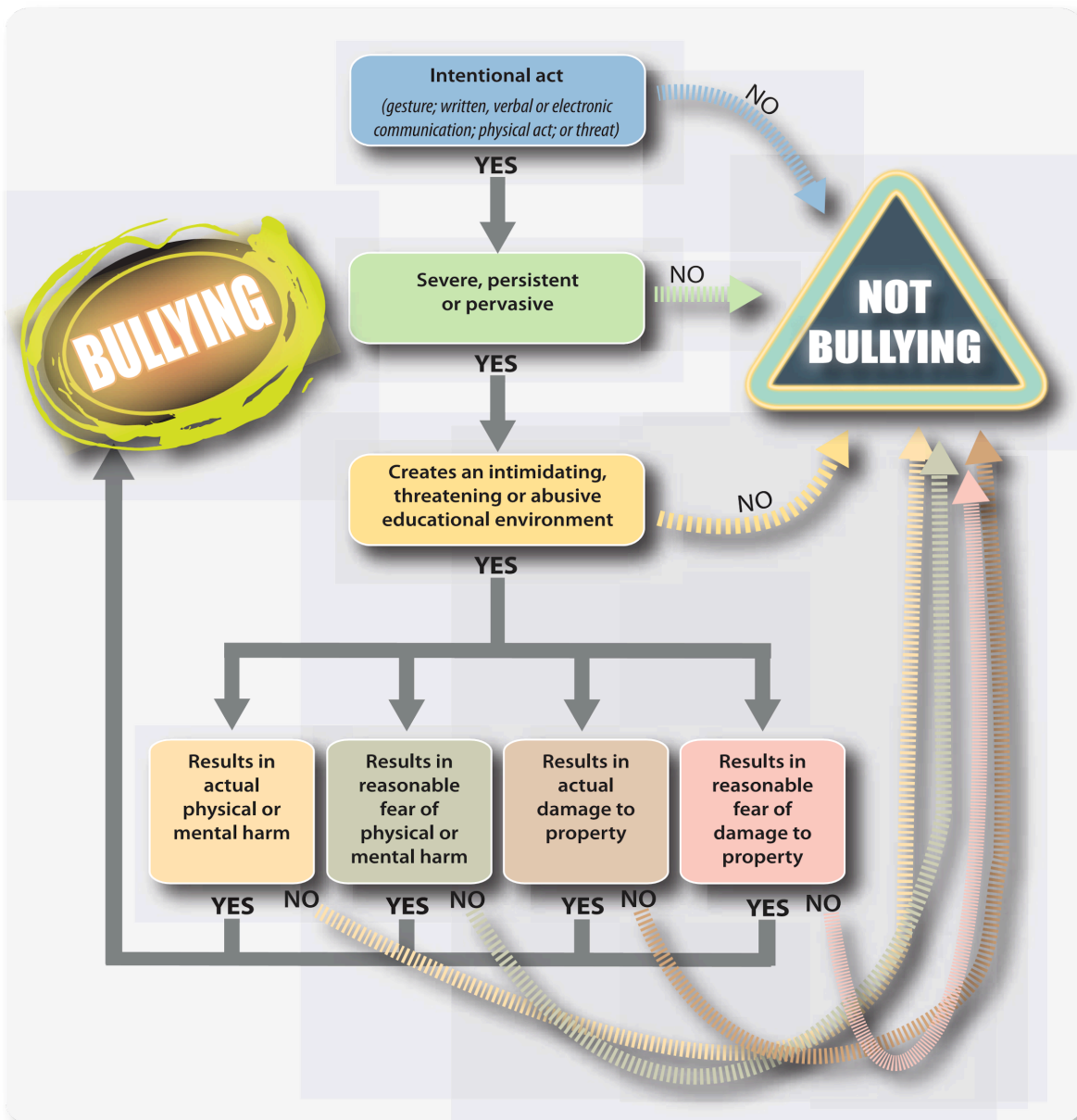
\*\*Violation of a No Contact order will result in suspension.

It is the responsibility of all students and staff members to report acts of bullying to a member of the school staff or administration. All such reports will be taken seriously by the administration. The school, staff members, and administration will support students and co-workers making reports against any potential retaliation for making such a report.

Students and staff making prompt, accurate, and thorough reports, either verbally or in writing, will have those reports recorded by the administrative staff. A determination of the facts will take place immediately, or as soon as practical, in order to verify the validity and the seriousness of the report.

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

# KANSAS BULLYING LAW





## **STUDENT ELECTRONIC DEVICES**

At Field Kindley High School, student electronic devices are discouraged, but if brought to school, must remain “unused,” switched to “off,” during class time (this includes but is not limited to cell phones, Apple watches, and headphones). Exception is during passing periods, lunchtime, or if a teacher permits usage for a specific educational activity. If cell phones are present from bell to bell, administration will take them. If a staff member sends a student to the office for cell phone usage, it will be held in the main office for the remainder of the day. The school is not responsible for lost, stolen, or misplaced cell phones, digital cameras, and music devices. Any exceptions are to be specifically approved by the principal. Phones are available in the office.

### **Consequences for Cell Phones, Digital Cameras, and Music Devices:**

1<sup>st</sup> Offense: 1 Hour Detention

2<sup>nd</sup> Offense: 1 Hour Detention

3<sup>rd</sup> Offense: TNS

4<sup>th</sup> Offense: 1 to 2 day TNS, 1 to 3 Days ISS, Wrap Around Meeting

5<sup>th</sup> Offense and Beyond: Administrator Discretion.

***-Failure to allow confiscation of a phone or electronic device will result in Out of School Suspension.***

**\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.**

## **CLOSED LUNCH**

All students will be required to eat at the Student Nutrition Center. Students must remain in the Nutrition Center. Students are not to be on the east and south sides of Roosevelt and the south and west sides of FKHS. ***Students who have appointments during the lunch period may check out, providing a parent or legal guardian calls in to the attendance office and approves his/her student leaving. Parents may sign students out for lunch..The student must sign back in upon returning to school.*** Students who have unacceptable attendance rates or chronic tardiness will not be allowed to sign out for lunch. Students are not allowed to go to the Technical campus or any parking area during their lunch block. Outside food/drink deliveries (Other than parents)to students will not be accepted at any time during the school day due to state and federal food regulations. Students who leave during lunch without being signed out by parent/guardian will be disciplined accordingly.

### **Consequences for Closed Lunch Violation:**

1<sup>st</sup> Offense- 1 Hour Detention

2<sup>nd</sup> Offense- TNS

3<sup>rd</sup> Offense- TNS

4<sup>th</sup> Offense- 3 Days OSS

5<sup>th</sup> Offense and Beyond- Addressed using the administration’s discretion.

**\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.**

## **DEFIANCE/DISRESPECT TOWARD STAFF MEMBER**

Inappropriate behavior directed towards administrators, teachers, staff members, or guests. This includes, but is not limited to an exhibition of rude, uncooperative, argumentative attitude towards staff members or refusing to go to the office when directed to do so.

### **Consequences for Disrespect/Defiance:**

1<sup>st</sup> Offense- TNS

2<sup>nd</sup> Offense-TNS

3<sup>rd</sup> Offense- 3 Days OSS

4<sup>th</sup> Offense- 5 Days OSS

5<sup>th</sup> Offense and Beyond- Addressed using the administration’s discretion.

**\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.**

## **DISRUPTIVE BEHAVIOR(HORSEPLAY)/REFUSAL OF A REASONABLE REQUEST**

Student behavior that deprives the instructor of the right to teach or deprives another student of the right to learn. Students who refuse reasonable requests by staff members can also cause a disruption to the learning environment.

### **Consequences for Disruptive Behavior:**

1<sup>st</sup> Offense: 1 Hour Detention

2<sup>nd</sup> Offense: 1 Hour Detention

3<sup>rd</sup> Offense: TNS

4<sup>th</sup> Offense: 1 to 3 Days OSS

5<sup>th</sup> Offense & Beyond: Addressed using the administration's discretion.

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **DRESS CODE—USD#445**

**Adopted by the Board of Education to focus schooling on student learning and growth. It allows for individual choice of style, while adhering to “time & place appropriateness” for the educational environment.**

Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes while on the FKHS campus. Appropriate clothing must be worn as designed.

- Shirts and dresses must have fabric on all sides where skin can not be seen (under the arms).
- Clothing must cover undergarments (bras and underwear).
- Undergarments (undershirts, underwear, boxers, bras) cannot be worn as outer apparel.
- Fabric covering breasts, genitals and buttocks must not be see through.
- Any shoes, sandals, crocs or slides that easily fall off the foot will not be allowed if they frequently fall off while walking, due to safety concerns.
- Sunglasses and gloves should be removed when entering the building, unless exemptions are provided with approval of administration.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, FACs activities, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Cheerleader and Dance Team uniforms on game days along with “Spirit” day or week may be worn to help celebrate school pride, with approval of administration.
- Good personal hygiene should be practiced.

Anything administration deems a distraction or safety issue to the learning environment can be prohibited. All articles of clothing or accessories which depict or reference alcoholic beverages, drugs, nudity, pornography, death, violence, obscene or profane slogans, double-meaning standards, hate speech, emblems or writing that may be expected to cause a disruption or interference with normal school operations are not allowed. No set of guidelines can account for every possibility. The cooperation of parents and students is requested.

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **DRUGS, NARCOTICS, AND ALCOHOL, PRODUCTS**

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, simulated drug, amphetamine, barbiturate, marijuana, alcoholic beverage, inhalant or intoxicant of any kind.

Suspicion of being under the influence will be grounds for all consequences.

The use of a drug prescribed to the student by a medical physician from a registered pharmacist shall not be considered a violation of this rule. The use of this prescribed medication is for the student under the physician's care only. Such medication should be reported to the Main Office as described in the Medication section of the Student Handbook.

## **Consequences for Drugs, Narcotics, and Alcohol Products:**

5 days OSS, Due Process, Contact Police Department

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

\*\*Any student in possession of prescribed or over the counter medication, which has not been checked into the office, is subject to school discipline.

## **DRUG TESTING POLICY--COFFEYVILLE USD #445--FIELD KINDLEY HIGH SCHOOL**

**Rationale:** In an effort to protect the health, safety, and welfare of its students involved in activities through preventative measures from abuse and misuse of drugs, the USD 445 Board of Education and administration has adopted the following "Student Drug Testing Policy" for students participating in any and all extracurricular activities outside of the normal school day. Extracurricular activities are relevant experiences to the education of each student; however, it is still a privilege to participate. Students participating in activities should set an example for all other Field Kindley High School students to follow.

### **Definitions:**

"Extracurricular activity" means any school-sponsored activities outside the regular course of study including:

- A. Activities involving competition, judging, or comparison of individuals or groups. Activities included are, but not limited to, all athletic programs, cheerleading, dance, band, choir, debate, forensics, Skills USA, and HOSA.
- B. Activities considered noncompetitive but school-sponsored are National Honor Society, Key Club, S.A.F.E., STUCO, YearBook, FFA, DECA, Art Club, FBLA, FCCLA, FCA, Heritage Club, Spanish and French Club, school dances including prom, and weight lifting. This is **NOT** an all-inclusive list.

"Drug test" refers to a scientifically substantiated method to test for the presence of illegal drugs.

"Illegal drugs" by this policy's definition means any substance which an individual student may not sell, possess, use, distribute or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by law, all prescription drugs obtained without proper authorization, all prescribed or over-the-counter drugs being used in an abusive way, and alcohol.

"Positive" when referring to a drug test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal drug thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Adulterant" or "Adulteration" refers to an attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of an illegal drug in the urine sample, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease the possible detection of the illegal drug.

"Urine Drug Screen Collector" refers to the certified person collecting urine samples at the school site.

"Medical Review Officer" refers to the certified medical doctor testing the urine sample.

### **Procedure:**

#### ***Informed Consent for Testing***

At the beginning of each semester, students choosing to participate in any extracurricular activities and their parent/guardian/custodians will complete and sign the Informed Consent Agreement and Release of Information Form for the Medical Review Officer. All students wishing to participate in extracurricular activities as defined must have the forms completed, signed, and on file with the Field Kindley High School administration before participating including practices no later than 10 days after the start of the semester. Student forms from 1<sup>st</sup> semester will be carried over to 2<sup>nd</sup> semester. Transfer students will have 10 days from their date of enrollment to complete and return paperwork.

\*Failure to turn in properly completed and signed forms by the appropriate date will render the student ineligible for extracurricular activities during the current school year. Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary.

\*Any student participating in extracurricular activities with the proper paperwork on file will be included in the pool of students who are subject to random drug testing.

### ***Selection Process***

Upon receipt of all Informed Consent paperwork, students will be uploaded from Infinite Campus to our Random Ware software. 15 students will be pulled from Random Ware each quarter. In situations where a student is absent, an alternate student will be randomly selected and the absent student will be placed on the next available test date.

### ***Sample Collection***

Random samples will be collected by the Urine Drug Screen Collector, as determined by Field Kindley High School administration and the USD #445 approved collection agency's administration, each quarter. Students will be discreetly removed from class, will have a sample collected, and be returned to class in order to maintain confidentiality. The specific dates of sample collection will remain confidential between Field Kindley High School and the collection agency. Samples will be tested by the Medical Review Officer. Positive test samples will require test confirmation. If the parent can produce a doctor's note indicating the student has prescribed medications that caused them to test positive. The results will be changed to a false positive.

**Violations:**      *Sanctions will be imposed immediately after notification from the principal to a parent or guardian.*

### ***1<sup>st</sup> Offense***

For the first positive test, the student shall be suspended from participation in all activities including performances, or competitions either as a spectator or participant for four (4) weeks. It is recommended, not required, that the student and parent/guardian obtain a substance abuse evaluation and education counseling for the student during this time. Upon completing an administratively approved and certified drug evaluation and assessment education program at the student or parent/guardian/custodian expense, then the ineligibility may be reduced to two (2) weeks. Upon return to activities, the student is subject to 2 follow up tests within the current school year as determined by the administration.

### ***2<sup>nd</sup> Offense***

Upon a student's second positive test, an 18-week suspension of all extracurricular activities will be imposed. Upon completing an administratively approved and certified drug evaluation and assessment education program at the student or parent/guardian/custodian expense, then the ineligibility may be reduced to nine (9) weeks. Upon return to activities, the student is subject to 2 additional follow up tests within the current school year as determined by the administration.

### ***3<sup>rd</sup> Offense***

For the 3<sup>rd</sup> positive test, the student shall be suspended from participation in all extracurricular activities for 1 calendar year. In order to continue in extracurricular activities after the 1-year suspension, the student must complete an administratively approved and certified drug evaluation and assessment education program at the student or parent/guardian/custodian expense. Upon return to activities, the student is subject to 2 additional follow up tests as determined by the administration.

Any further offenses after the 3<sup>rd</sup> positive will result in suspension from all extracurricular activities while the student is enrolled at Field Kindley High School.

\*Suspensions under this policy may carry over into the following school year.

\*Written documentation with dates and facilitator signatures on office letterhead is required to acknowledge completion of an evaluation / education program.

***\*A student refusing to submit a sample upon being randomly selected will be considered in violation. The refusal will be treated as a positive test.***

\*A student who self-refers concerning this program will be treated as having tested positive.

\*The building administrator will notify the parent/guardian first then the student upon confirmation from the Medical Review Officer of a confirmed positive test.

## **NON-PUNITIVE NATURE OF POLICY**

No student will be penalized academically for testing positive for illegal drugs. Those students enrolled in classes which result in graded performances or competitions will be given alternate but equivalent assignments in place of performances or competitions when necessary. The results of a random urine drug test will not be documented in any student's academic records. Information regarding the results of drug tests may be disclosed to criminal or juvenile authorities through court order or subpoena. In the event of such communication, the student's custodial parent, legal guardian, or custodian will be notified prior to the release of information.

## **FAILURE TO SERVE AN ASSIGNED DETENTION**

An assigned detention may be assigned for a variety of reasons. Failure to attend will result in a reschedule of the detention plus an additional consequence assigned.

### **CONSEQUENCES FOR FAILURE TO SERVE AN ASSIGNED DETENTION**

1st Offense: 1 Hour Detention

2nd Offense: TNS

3rd Offense & Beyond: Addressed using the administration's discretion

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **FLAGRANT MISBEHAVIOR**

Flagrant misbehavior or horseplay is any apparent act, behavior, or item that could have a negative impact on the learning environment of the classroom or jeopardize the health, safety, or physical well-being of any student or school employee. This includes but is not limited to, pushing, shoving, or touching of another person.

### **CONSEQUENCES FOR FLAGRANT MISBEHAVIOR**

1<sup>st</sup> Offense: 1 Hour Detention

2<sup>nd</sup> Offense: TNS

3<sup>rd</sup> Offense: TNS/ 1-3 Days OSS

4<sup>th</sup> Offense: Depending Upon The Severity, 3-5 Days OSS/ Due Process Hearing

5<sup>th</sup> Offense & Beyond: Addressed using the administration's discretion.

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **GANG RELATED ACTIVITIES**

The types of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by any student:

1. Shall not lead any school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment and/or educational objectives.
2. Shall not present a physical safety hazard to self, students, staff, and other employees.

### **Consequences for Violation:**

1<sup>st</sup> Offense- 1 Hour Detention

2<sup>nd</sup> Offense- 1 Hour Detention

3<sup>rd</sup> Offense- TNS

4<sup>th</sup> Offense- 1- 2 OSS, or other upon severity

5<sup>th</sup> and Beyond- Addressed using the administration's discretion

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

\*\*Law Enforcement may be contacted at Administrator's Discretion.

## **HALLWAY/NADO CAFE EXPECTATIONS**

While in the halls, students are expected to talk quietly. There should be no profane language, gestures, or public displays of affection. Excessive amounts of public displays of affection may result in disciplinary consequences. Students are to not impede the flow of traffic in the hallways or the stairwells. Students will be allowed to go to their lockers after being dismissed from lunch, during passing periods, and before and after school. Students will have four (4) minutes to pass from one class to the next.

### **Consequences for Violation of Hallway Expectations:**

1<sup>st</sup> Offense: 1 Hour Detention

2<sup>nd</sup> Offense: 1 Hour Detention

3<sup>rd</sup> Offense: TNS

4<sup>th</sup> Offense: 1 to 3 Days of TNS

5<sup>th</sup> and Beyond: Addressed using the administration's discretion

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **Restroom/Locker Room Expectations:**

While using the restrooms, there should only be one person, per stall.

### **Consequences for Restroom/Locker Room Expectations:**

1st Offense: TNS

2nd Offense: TNS

3rd Offense: TNS/1-3 Days OSS, Wrap Around Meeting, Interventions Assigned

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding inappropriate use.

## **HARASSMENT AND DISCRIMINATION**

Unsolicited and unwelcome behavior by any individual that interferes with work, study, or everyday life and creates an intimidating, hostile, or offensive environment.

### **Consequences for Harassment and Discrimination:**

1<sup>st</sup> Offense: Depending upon severity: 1 to 5 Days Recovery Room/TNS, OSS, Counseling, No Contact Order

2<sup>nd</sup> Offense: 3-5 days OSS, No Contact Order, Possible required counseling/therapy, Possible police involvement, Due Process Hearing if applicable

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **HAZING PROHIBITED**

Kansas law prohibits "hazing." Since this issue could be related to gang activity, the following handbook language is included:

]Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. **Such incidents will not be tolerated. All incidents will result in strong disciplinary action being taken by the administration. These behaviors should not and will not be associated with any USD#445 program.**

### **Consequences for Hazing Violation:**

1<sup>st</sup> Offense: Upon severity: Recovery Room, 1 to 5 days OSS, Counseling

2<sup>nd</sup> Offense: 3-5 days OSS, Due Process Hearing if applicable

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

\*\*Law Enforcement may be contacted at Administrator's Discretion.

## **INTERNET USAGE POLICY**

It is the policy of USD #445 to mandate and expect that students will use the Internet system in a responsible manner and be held responsible for their actions. Accordingly, the district has established policies and procedures for the use of the Internet system along with rules governing the behavior of students who access such a system. In the school setting, Internet account use is limited to educational and research purposes. Students who do not comply with the standards of behavior outlined in the student Internet rules may lose their privilege to use the system and/or be subject to other disciplinary action.

## **PROCEDURES FOR USE**

1. USD #445 will allow students to access the Internet provided that the parents or legal guardians of the students do not object in writing to the students having such access. If a parent/legal guardian objects, he/she shall fill out the objection form, sign it, and have it placed on file at the school where the student attends.
2. Each year, prior to use, each student shall receive and discuss information from his/her teacher or computer lab instructor regarding responsible use of the Internet, including copyright laws to which the student must adhere.

## **RULES OF USE**

### **Students shall:**

1. Adhere to the same standard of conduct expected and required in a classroom;
2. Follow the rules for time limits and printing instructions;
3. Use the Internet account for educational and research purposes within the framework established by the instructor.

### **Students shall not:**

1. Use the Internet account for any illegal activity, including violation of copyright;
2. Disrupt equipment, system performance, or data of another user;
3. Use the Internet account extensively for sending and receiving a large number of personal messages;
4. Attempt to gain unauthorized access to resources or entities, such as content typically blocked by web filters (i.e., Facebook);
5. Attempt to invade the privacy of individuals;
6. Use an account owned by another user;
7. Send or retrieve messages that are inappropriate, obscene, racist, sexist, contain obscenities, or contain inflammatory or abusive language;
8. Visit sites that are inappropriate; such as, obscene, racist, or sexist websites; websites containing obscenities, inflammatory, or abusive language; or any hate websites;
9. Send or receive a message using a name other than the student's own name;
10. Read other people's mail or files without permission.
11. Flash drives may not be used without prior approval by the supervising teacher or library staff.

## **CONSEQUENCES FOR INTERNET USAGE POLICY VIOLATION**

1<sup>st</sup> Offense: 1 Hour Detention

2<sup>nd</sup> Offense: 1 Hour Detention

3<sup>rd</sup> Offense: 1 Day ISS/TNS

4<sup>th</sup> Offense: 1 to 3 Days ISS/TNS, Possible Loss of Laptop Privileges

5<sup>th</sup> Offense and Beyond: Addressed using the administration's discretion.

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **STUDENT LAPTOP USAGE**

The focus of the technology program at Field Kindley High School is to provide an educational tool that will meet the diverse learning needs of our 21<sup>st</sup> century learners. Student use of the laptop in school falls under the guidelines of the school's Acceptable Use Policy for technology and information form signed by both student and parent/guardian. All applications, activity and documents stored on the laptop are the property of USD #445 and subject to regular review and monitoring. Laptops should be charged and present every day.

### **Consequences For Student Laptop Misuse:**

1<sup>st</sup> Offense- 1 Hour Detention

2<sup>nd</sup> Offense- 1 Hour Detention

3<sup>rd</sup> Offense- TNS

4<sup>th</sup> Offense- TNS

5<sup>th</sup> Offense and Beyond- Addressed using the administration's discretion.

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding inappropriate use.

## **STUDENT LAPTOP EXPECTATIONS**

Only school issued laptops are to be used during the school day. Students are expected to bring their laptops daily, if not consequences will be assigned. If a student's laptop is broken and/or in need of repairs, one will be provided to that student based on a check-in, check- out system.

### **Consequences for Student Laptop Expectations:**

1<sup>st</sup> Offense- Warning

2<sup>nd</sup> Offense- Warning

3rd & 4th Offense- 1 Hour Detention; Parent Contact

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding inappropriate use.

## **PARKING AND TRAFFIC REGULATIONS**

The vehicle parking and traffic program is designed to provide a safe parking area for students and staff, with proper and safe driving habits by all drivers.

Students driving vehicles to and from school activities are expected to make proper use of them. Reckless driving or misuse of cars will result in suspension of the privilege of driving on school property or banishment of the vehicle for specific periods of time.

Parents and/or friends dropping students off or picking them up at school are asked to use the area in front of school on Eighth or west of the school on Roosevelt. Please do not park or drive through the paved area between the fence south of the football field and the school building between 7:30 a.m. and 4:00 p.m. This is for the **SAFETY** of all concerned.

- Students may park in any of the unrestricted areas of the student parking lots. Restricted areas include faculty, visitors, and office personnel parking lots, plus any other restricted "NO PARKING AREAS."
- No unauthorized vehicles shall be in the staff parking lot between 7:00 a.m. and 4:00 p.m. Vehicles found parked in restricted areas may be towed away at the owner's expense and/or result in disciplinary action.
- Students will not be allowed to loiter in the student parking lot before or after school. Students should be prepared to enter the building upon arriving at school. Students will not be allowed to leave the school area unless permission is properly verified. The parking lot should be vacated after the dismissal bell. The FKHS administration has the authority over angle parking spaces that face school buildings including FKHS and the Vo-Ag building.
- Students who drive to school are responsible for the contents of any vehicle they drive onto school property.
- Students are not allowed to park in a spot that has been purchased by another student.

### **Consequences for Parking and Traffic Regulations Violation:**

Students can lose privileges to park on school property, and police may be notified depending on the violation.

1<sup>st</sup> Offense- 1 Hour Detention

2<sup>nd</sup> Offense- 1 Hour Detention

3<sup>rd</sup> Offense- TNS and loss of parking lot privileges

4<sup>th</sup> Offense and Beyond- Addressed using the administration's discretion



\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

### **PARTIES AND DANCES**

1. All student conduct rules apply to the student while attending school-sponsored dances, parties, or other such activities.
2. No student and his/her date will be allowed to return to a school-sponsored dance if they leave the building and/or dance area during the time the dance is taking place. (Applies to all school-sponsored dances, including Prom).
3. Invited guests (out-of-school dates) at all FKHS dances must be registered in the main office no later than 12:00 noon, 48 hours in advance of the event. FKHS students may be held responsible for the actions of their guests.
4. No Roosevelt student will be allowed to attend the Junior/Senior Prom or any FKHS dances.
5. No one 21 years or older will be allowed to attend any dances or social functions of FKHS.
6. An appropriate dress code will be established by the sponsoring organization with administrative approval.
7. Proper supervision and security will be present at all activities.

Closing time for activities will be 10:00 p.m. during the week and 11:00 p.m. on Friday and Saturday.

### **SCHOOL BUS RULES AND REGULATIONS**

While riding school buses, all students will be subject to school district rules and regulations as well as bus company rules and regulations. Board policy and individual school bus rules and regulations supersede the following bus rules and regulations:

1. The driver is in full charge of the bus and the passengers.
2. Students should be at the assigned stop 5 (five) minutes before the scheduled arrival of the bus.
3. While at the bus stop or pick-up points, students must
  - a. Conduct themselves in an orderly manner
  - b. Respect nearby private property and rights of others
  - c. Avoid littering
4. Students shall take their seats promptly after boarding the bus. Should the driver assign seats, students must comply. Pupils will remain in their seats while the bus is in motion.
5. Students must not extend hands, arms, or heads out of bus windows.
6. No radio or tape players will be permitted on the bus without the use of headsets on activity trips.
7. While on the bus, students must not:
  - a. Smoke or have open flames
  - b. Throw objects within or outside of the vehicle
  - c. Disturb the driver
  - d. Litter the bus
  - e. Eat food or drink beverages of any kind
  - f. Transport items which may endanger the health or safety of other passengers
  - g. Tamper with the bus or bus equipment
8. No weapons, knives, pepper spray, mace, or guns (real or fake) are allowed on the bus.
9. Fighting on the bus will result in an immediate suspension of bus privileges for all students involved, up to an entire school year in length.
10. Students must report to the driver any damage to seats or bus equipment.
11. Students who exit from a bus must never walk behind the bus. If students must cross the street, they must cross in front of the bus and at least 15 feet from the front of the bus upon a signal from the driver.
12. Any student who enters or exits the bus through the rear emergency door in a non-emergency situation will receive an immediate five-day suspension of bus riding privileges.
13. The bus will not transport animals of any kind.
14. Infraction of these bus rules and regulations will have consequences at school as well as on the bus.
15. The following guidelines will be used in dealing with students who violate the bus regulations.

### **Consequences for School Bus Rules and Regulations:**

1st Offense	Warning, Parent Contacted
2nd Offense	Warning, Parent Contacted
3rd Offense	5-Day Suspension from Bus Riding
4th Offense	Suspension from Bus Riding Privileges for the remainder of the semester
5th and Beyond	Addressed using the administration's discretion

\*\*Administration has the discretion to modify consequences in more extreme circumstances regarding inappropriate use.

## **SKIPPING CLASS**

Students not in class or area defined by their schedule without permission from a staff member. This includes the use of the restroom for more than 8 minutes unless approved by a staff member, doctor, or 504.

### **Consequences for Absenteeism:**

1<sup>st</sup> Offense: 1 Hour Detention

2<sup>nd</sup> Offense: TNS

3<sup>rd</sup> Offense: TNS

4<sup>th</sup> Offense: Wrap Around Meeting, Interventions Assigned, 1 to 2 days TNS Admin Discretion

5<sup>th</sup> & Beyond: Addressed using the Administrator's Discretion.

\*\* Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **SMOKING/TOBACCO/NICOTINE PRODUCTS(POSSESSION OR USE)**

The student may be issued a ticket from local law enforcement if in possession of any tobacco product. This includes smoking or the use of any tobacco products (including electronic cigarettes) while:

1. On school grounds during and immediately before and after school hours.
2. On school grounds at any other time when the school is being used by school personnel or by school group, or
3. Off the school grounds at a school activity, function or event.

Students in possession of materials used for smoking of any kind will have the following consequences issued.

### **Consequences for Smoking/Tobacco/Nicotine Products:**

1<sup>st</sup> Offense: TNS; referral to Law Enforcement

2<sup>nd</sup> Offense: 1 Day of ISS; Completion of NFHS course; referral to Law Enforcement.

3<sup>rd</sup> Offense: 1-3 Days of OSS; Upon Completion of NFHS course, could reduce number of days; referral to Law Enforcement.

4<sup>th</sup> Offense & Beyond: Addressed using the administration's discretion.

\*\* Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **TARDINESS**

Students are to be in class on time. The student is responsible for being prepared to undertake the academic activity when each class is scheduled to begin.

- Students who arrive in the building after 8:10 AM must report to the attendance counter.
- Students having unexcused tardiness will be assigned detentions according to the Tardy Policy. Failure to attend detentions for excessive tardiness may result in additional detentions or more severe consequences, as determined by the administration.
- Chronic Tardiness could be grounds for school Principal placing a student "not in good standing" making them ineligible for extra-curricular activities.

Students will receive two (2) warnings per class before the following tardy consequences take place:

### **Consequences for Tardy Violations:**

5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Offense: Office referral and 1 Hour Detention

9<sup>th</sup> Offense: Office referral and 1 day of TNS

## **THEFT/POSSESSION OF STOLEN ITEMS**

Local law enforcement will be involved in any situation where students are suspected of possessing stolen items.

### **Consequences for Theft/Possession of Stolen Items:**

1<sup>st</sup> Offense: 1 to 3 Days of TNS/OSS, Replacement of Item(s), referral to Law Enforcement.

2<sup>nd</sup> Offense: 1 to 5 Days oOSS, Replacement of Item(s), referral to Law Enforcement

3<sup>rd</sup> Offense: 3 to 5 Days OSS, Replacement of Item(s), referral to Law Enforcement, Due Process Hearing (if applicable)

\*\* Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **VANDALISM / DESTRUCTION OF PROPERTY**

Any student who intentionally destroys or damages property or who defaces by cutting, painting, writing, or illustrating on any fence, furniture, building or other school or personal property shall immediately compensate for such damage.

### **Consequences for Vandalism/Destruction of Property**

1<sup>st</sup> Offense: TNS/1-3 Days OSS, Replacement(s) of Items, referral to Law Enforcement

2<sup>nd</sup> Offense: Depending upon the Severity, 1 to 5 Days OSS, Restitution, Notification of Law Enforcement

3<sup>rd</sup> Offense: 1 to 5 Days OSS, Restitution, Referral to Law Enforcement, Due Process if applicable

\*\* Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **VERBAL ASSAULT/CRIMINAL THREAT**

Any overt act, behavior, or item that could adversely affect the learning environment of the classroom or jeopardize the health, safety, or physical well-being of any student or school employee. This could include but not limited to extortion, gambling, fireworks, smoke bombs, pepper spray, lighters, mace, false alarms, or intimidation. Intimidation or threats made on social networks or electronic devices that disrupt the school day could result in school discipline.

### **Consequences for Verbal Assault/Flagrant Misbehavior:**

1<sup>st</sup> Offense: 2 to 5 days OSS, 1 Day ISS/TNS, Possible No Contact Order, Possible required school counseling / therapy

2<sup>nd</sup> Offense: 5 Days OSS, Due Process Hearing

**\*\*Any threat made by word or deed toward a staff member will result in 5 days OSS and a possible Due-Process Hearing.\*\***

\*\* Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **WEAPONS VIOLATION, EXPLOSIVE DEVICES OR SIMULATIONS**

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds, in student parking areas, or off school grounds at any school activity or event.

This policy shall include any item being used as a weapon or destructive device or any facsimile of a weapon.

### **Possession of a firearm/knife may result in either:**

1. Short-term suspension (1-10 days OSS)
2. Long-term suspension (more than 10 days, due process hearing)
3. In the case of a firearm, in accordance with federal law, immediate expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case by case basis under the provision for JDC (Probation).
4. Possession of a weapon will result in a referral to Law Enforcement.

\*\* Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

## **DISCIPLINARY ACTION**

### **DETENTION ASSIGNMENTS /EXTENDED SCHOOL DAY**

The following regulations are to be followed when a student is assigned a detention.

1. Detention begins promptly five minutes after classes are dismissed for the day.
2. The students must bring homework or work will be provided.
3. The student's parents will be contacted by phone or through mail.
4. Detention will be served within one week days after being assigned.
5. TNS (three hour detention) will be served on Tuesday's and/or Thursdays.
6. Failure to serve a detention will result in further disciplinary action.

### **SUSPENSION, EXPULSION, PROGRESSIVE DISCIPLINE POLICY**

While self-discipline, courtesy, and respect for others are expected of all students, certain procedures are necessary to assist some people in achieving these expected behavior patterns. The principal/assistant principal will assume primary responsibility for the administration of these policies.

Students attend school for the purpose of learning and will not be allowed to keep a teacher from teaching or a student from learning. Good discipline in school is extremely important to the educational process. It is a vital factor in determining the kind of education students will receive. A progressive discipline plan will be applied to each incident. The administration may use discretion in considering each individual incident.

**When a student has accumulated a total of ten days of Out-of-School Suspension, that individual will appear before a hearing committee in order to determine their educational status.**

Each case will be treated individually and due process will be followed according to the district's approved discipline plan.

### **POLICE PROSECUTION**

Any FKHS student who commits a crime during the normal school day or during any school-sponsored event or activity may be fully prosecuted by the local police department; in addition, the student may be subject to a suspension or expulsion from classes at FKHS.