Circle HIGH SCHOOL

THRIVE IN 375

Student Handbook 2026-2027

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Directory

Administration

Superintendent- Don Potter

Assistant Superintendent- Tony Holguin

Principal - Matthew Carroll

Assistant Principal - John Bumm

Athletic Director- Clint Stoppel

Faculty

Counselor- Kelly Ankrom

Counselor- Janet Varner

College and Career Advocate- Breahna Crawford

Art- Wendy Tien

Business- Brian Henry

Business- Shawn Lehecka

Language Arts- Alex Busch

Language Arts- Keil Jacobs

Language Arts- Lisa Johnson

Language Arts- Emily Jost

Language Arts/Speech- Lily Parker

Foreign Language- Annie Gilliland

Foreign Language- Barbara Taylor

Media Specialist - Melissa Mattern

Photography and AVI- Brian Gordon

Consumer Science- Kara Nice

Family/Consumer Science- Carolyn Webb

Industrial Technology- Gerry Carter

Industrial Technology- Casey Gobel

Industrial Technology- Daniel Guthrie

Instrumental Music- Jordan Northerns

JAG-Patrick McCormick

Math- Raylin Ledbetter

Math- Kyle Madden

Math- Alex Pyle

Math- Joel Snyder

Physical Education- Todd Chrisman

Physical Education- Matt Ingrim

Physical Ed/Health- Travis Rauh

Science- Ashley Erickson

Science- Karen Graham

Science- Trey Harrison

Science- Bo Horyna

Social Studies- Staci Brown

Social Studies- Bret Lentz

Social Studies - Doug Odom

Special Education - Erica Grunder

Special Education - Kara Keenan

Special Education - Adam Parker

Vocal Music-Brett Callan

Secretaries/Support Personnel

Office Secretary - Amanda Dorey

Office/Food Service Secretary - Emily Erwin

AD Secretary- Tracey Bible

School Resource Officer - Eugene “Bear” Ray

School Resource Officer - Matt Trelow

School Nurse - Cindy Wilson

School Health Aide - Jessica McLean

Operations Director- David Coulter

Technology Director- Scott Dunson

Asst. Technology Director- Chad Leep

Building Technology- Carla Potvin

Circle High School
Student Handbook 2026-2027

General School Information

Foreword

This handbook explains the procedures, policies, and regulations of Circle High School. It is not intended to be an all-inclusive listing of rules and regulations. Items that fall outside those listed in this handbook will be handled by administrative discretion. Every effort will be made to recognize the human dignity and worth of each individual student attending Circle High School.

District Mission Statement

The Vision and Purpose of Circle USD 375, in partnership with our communities, is to be an engaged, knowledgeable, responsible, and productive citizen in the 21st century.

Admission Requirement – Resident Students

To be permitted to enroll as a resident student (living in the boundaries of USD 375), the applicant must provide a document that ties the guardian's legal name to the address (i.e. gas bill and/or electric bill, etc.). In order to be eligible to attend Circle High School:

1. A student must have completed all requirements at Circle Middle School.
2. A student who has completed the 8th grade in another accredited school must present a transcript of all subjects taken.

Admission Requirements – Nonresident Students

In accordance with the Board of Education policy JBC, all nonresident students wanting to attend Circle High School must file a Nonresident Student Application form and have it approved by the building principal and superintendent. Nonresident students must furnish their own transportation to and from school or to the nearest bus that would have available seating. Prior attendance, behavior, and academic progress will be evaluated, as well as class sizes, in determining admission.

Nonresident students who exhibit poor attendance, behavior, or lack of academic progress will not be allowed to continue attending Circle High School.

Withdrawals and Transfers

The parent should initiate withdrawal three (3) days in advance of the actual moving date. This advance notice allows sufficient time to get the necessary paperwork completed. Parents should notify the office personnel at the respective building. All books and materials must be returned at the time of withdrawal.

Daily Announcements

Each day the announcements will be read over the intercom during seminar. Emergency and cancellation announcements will be read as needed as well as posted on Parent Square.

Daily Time Schedule (A and B Days/Late Start Wednesday):

Daily Schedule (A/B days)

6:35-7:35	Zero Hour (60 minutes)
8:05-9:29	First Block (84 minutes)
9:34-10:58	Second Block (84 minutes)
11:03-11:43	Seminar/Advisory(40 minutes)
11:48-1:38	Third Block (85 minutes)
	A Lunch 11:53-12:18
	B Lunch 12:18-12:43
	C Lunch 12:43-1:08
1:43-3:07	Fourth (84 minutes)

Wednesday Late Start

8:30-9:54	First Block (79 minutes)
9:59-11:18	Second Block (79 minutes)
11:23-11:53	Seminar/Advisory
11:58-1:43	Third Block (80 minutes)
	A Lunch 12:03-12:28
	B Lunch 12:28-12:53
	C Lunch 12:53-1:18
1:48-3:07	Fourth Block (79 minutes)

District Electronic Communications

Circle USD 375 encourages communication. Our website has a variety of information on it and is updated frequently. E-mail addresses for staff members, district policies, and other information may be obtained from the district home page at www.usd375.org. Additionally, information is provided via Parent Square. To receive assistance with your student's Parent Square account, please contact the main office. District & School to Parent Communication | CIRCLE PUBLIC SCHOOLS USD #375 (usd375.org)

PowerSchool/Student Progress

PowerSchool provides parents/guardians and students with detailed online information (grades, attendance, discipline, lunch transactions, student fees, student information, and emergency contacts). Parents/guardians may obtain access information from the building secretaries. Students receive passwords when they pick up their semester schedules. PowerSchool can be accessed by using the following link http://powerschool.usd375.org/public.

Student and Course Fees

All textbooks at Circle High School are available to students for a rental fee. The textbook rental fee does not include workbooks or other consumable items such as art or shop supplies, etc. Students will pay the current fees in the office and obtain a receipt. Specific classes in which a large amount of consumable supplies are used will require that the enrolled students pay for the supplies used. Teachers will issue books, noting the book number and the condition of the book when issued and returned. Students will be assessed a charge for textbooks that are lost or turned in damaged.
Before participating in graduation ceremonies, all student fees must be paid in full.

Class Dues

Class dues will be assessed at enrollment throughout the student's four years in the amount of $15.00 per year. The money will be put into each class account and roll over each year and will not be used until the junior year. Senior dues will be used to cover senior class expenses such as the class panel, graduation flowers, and senior awards night. The junior class will leave enough money to help cover those expenses the senior dues do not. Any money left in their account when the class graduates will be distributed to local charities of that class's choosing.

Student Identification Cards

Student ID cards will be used for student identification, school security and lunch and library bar codes. Cards that have been defaced will need to be replaced. Students will have their ID cards available at all times. Failure to comply may be subject to administrative sanctions. Prices for ID's will be as follows: Initial ID will be free, first replacement will be free and any replacements after that will be $5.00 per time. **Students are admitted to all home activities free if they show their current ID.**

Lunch Cards

Student IDs will serve as lunch cards. A la carte selections must be purchased with ID or ID number. **Cash is only accepted in the office and not in the cafeteria**. When a student's meal account balance gets below $0.00 an automated message alerts each parent/guardian of their student's meal balance. In addition, students with a negative balance may not purchase a la carte items.
Parents/guardians may log in to PowerSchool at any time to check meal account balances. School personnel make every effort to collect unpaid meal charges by contacting the parent/guardian through phone calls, emails, ParentSquare messages, and/or letters. **All delinquent debt should be paid in full by the end of the school year. Any debts not collected by the end of the school year will be transferred from non-federal funds to food service.** No charges will be allowed the last two (2) weeks of the current school year.

Free and Reduced Lunches

Parents/guardians are encouraged to fill out an application for Free and Reduced Price School Meals at the beginning of the school year or any point thereafter. The Federal threshold for qualification has been lowered to help encourage parents to apply. Families who do not qualify initially, but have a change in circumstances, should reapply. If a student's meal status changes to a free or reduced status, all outstanding balances must still be paid in full. Families who wish to apply for free and reduced lunches may pick up applications in the high school main office. Students may choose one (1) of the entrées offered to make their reimbursable meal. If they choose to take more than one (1) entrée, they must have money in their lunch account. A la carte items are **NOT** covered under free and reduced. By state law, students are not allowed to purchase meals for other students.

Locks/Lockers

The school lockers shall be under the supervision of the building principal or designated representative and assigned to students to store necessary school materials and clothing (whenever the principal is mentioned in this rule, it shall be construed so as to include a designated *representative*). **The building administration shall have the combination or key to all locker locks and may search any locker at any time.** Use of law enforcement officials and dogs may be utilized in performing locker searches. The student will be held responsible for their assigned locker and its contents and will be assessed a fee for damages, painting, and/or cleanup according to the district's vandalism policy.

Each student at Circle High School can be assigned an individual locker with a built in combination lock. **This locker is to be kept locked at all times.** The office will make all locker assignments. Students must keep the locker assigned to them. Do not tell other students the combination.

Students will be charged a $5.00 replacement cost for physical education locks that are lost or returned damaged.

Student Insurance

Students may purchase student accident insurance via the link below. There are different plans to choose from. One plan covers accidents at school during the day and while attending a school-sponsored and supervised activity. Another plan will provide 24-hour accident insurance. Coverage for athletes is not covered under either of these plans. A separate plan for athletic coverage is available for purchase. This information is available online at www.studentinsurance-kk.com.

Counseling Services

Guidance and counseling services involve the total activity of each student. Services include assisting students with educational, personal, and career concerns.The counselors provide the following services: individual counseling, parent conferences, high school planning, college planning, financial aid information, vocational planning, student appraisal, interest and achievement testing, student records and transcripts, and referrals to the school psychologist and outside school agencies. Parents/guardians are encouraged to call the counselor whenever they have questions or concerns that fall within the realm of guidance and counseling.

Classification of Students

The grade classification of a student as a Freshman, Sophomore, Junior, or Senior will be based upon the progression of years at the high school.

Freshman - 1st year student	Sophomore - 2nd year student
Junior - 3rd year student	Senior - 4th year student

To successfully be on track and complete all 29 graduation credit requirements, students should have completed the minimum cumulative credits by the end of each of their first three years.

Freshman - 7 credits	Sophomore - 14 credits	Junior - 21 credits

Units of Credit

Grades and credits are posted to student transcripts at the end of each semester. Each semester course is worth ½ unit of credit with the exception of Seminar and Driver's Education, which are ¼ credit each. Students have the opportunity to earn 8 ½ credits per year.

Dual Credit Classes

Butler Community College offers classes at Circle High School for sophomores, juniors, and seniors during the regular school day. Students who enroll in a BCC class taught at Circle High School will earn credit from each institution. This grade and credit will appear on both the Circle High School and Butler Community College transcripts. Students must have acceptable ACT, GPA or ACCUPLACER scores to enroll. BCC will waive tuition for several of these courses. However, a student fee (to be communicated during enrollment) per credit hour will be paid by the student and textbook purchase/rental fee will also be required. Colleges will not release transcripts, necessary for dual credit, until all financial obligations have been paid.

With approval, students may take classes for dual credit at a district approved post-secondary institution. High school students dually enrolled in colleges, who have their college hours recorded on their high school transcript, may count five hours of college credits as two subjects of unit weight or three hours of college credit as one subject of unit weight. However, the student must attend at least one class of unit weight at the member, base school per semester.

To be eligible to participate in any KSHSAA sponsored activity at Circle High School, a student must be enrolled in and attending a minimum of five new subjects of unit weight (five new subjects for second semester seniors) which does

not include Seminar. Students may take a combination of BCC and CHS classes as per the formula stated above. For eligibility purposes, second semester seniors must enroll in at least one class of unit weight at Circle High School. Students who chose to take dual enrollment college classes may not be enrolled in two classes during the same block.

Graduation Requirements

To be awarded a diploma signifying graduation from Circle High School, a student must have satisfactorily completed 29 units of credit at CHS. Of the units of credit needed for graduation, passing grades must be earned in the following required courses:

1. Language Arts—FOUR credits which must include:
   A. English I (1 unit of credit)
   B. English II (1 unit of credit)
   C. English III (1 unit of credit)
   D. Speech communications **or** forensics (1/2 credit communication)
   E. English elective (1/2 English elective)
2. Math—THREE credits
3. Health + Freshman P.E. OR Intro to Sports Performance—ONE credit total.
4. Science– THREE credits which must include:
   A. A physical science course(1 unit of credit)
   B. A life science course (1 unit of credit)
5. Social Studies –THREE credits which must include:
   A. World History (1 unit of credit)
   B. American History (1 unit of credit)
   C. American Government (1/2 unit of credit)
6. Personal Finance - ½ unit of credit
7. Fine Arts—ONE credit total - Drama, Music, Art, Photography, or Forensics

All students are required to enroll in 8 ½ units of credit in the first semester. Only second semester seniors have the option to enroll in fewer classes if all graduation requirements have been met. **Seniors may choose to "graduate at semester" if they have met requirements, however, the diploma may not be issued until the May graduation ceremony. Any diplomas issued at semester require board approval.**

Students also have the option of taking college or vocational-technical classes if this can be arranged with his/her high school schedule and if they meet the necessary qualifications for enrollment as determined by the college. Several courses are being offered with tuition waivers and this provides an excellent opportunity for dual credit. Fees and other financial obligations, such as purchase or rental of necessary textbooks, will need to be paid by the student. Colleges will not release transcripts, necessary for dual credit, until all fees are paid.

A senior must be enrolled in at least five classes in the second semester to be eligible to participate in KSHSAA sponsored events and school activities. These can be a combination of CHS and college courses. Seminar does not count.

Class of 2027

To be awarded a diploma signifying graduation from Circle High School, a student must have satisfactorily completed 29 units of credit at CHS. Of the units of credit needed for graduation, passing grades must be earned in the following required courses. Due to recent changes to graduation requirements, it is important that students review the correct set of graduation requirements based on the year their cohort will graduate from high school. .(Each semester class taken and passed equals .5 unit of credit.)

Schedule Changes

The master class schedule, which includes teaching assignments and class offerings, is developed from the pre-enrollment requests that students submit in the spring. **Course requests and an overall plan of study should be given careful consideration prior to pre-enrollment by parents/guardians and students, as schedule changes are rarely approved. Students are not allowed to request a schedule change due to teacher preference**. On occasion, a schedule change may be made if requested by a teacher or administrator or if the counselors need to balance class loads. **Approved course drops/adds must be approved within the first four days of the semester. Classes dropped beyond the second week of the semester will result in a withdrawal-failure (WF) grade being recorded on the transcript and figured into the student's semester and cumulative GPA.** For students who drop a college class after the first 2 weeks of the college semester, whatever grade the college assigns to the student will be posted on their high school transcript. Opportunity to earn the course credit for the current semester may not be available. All college course drops must go through a school counselor.

Finals

1. *FALL SEMESTER: Students that complete the regular semester with an A/B and have 4 or less absences (per class), will be exempt from that class's final exam.*
   SPRING SEMESTER: Students that complete the regular semester with an A/B and have 4 or less absences (per class), will be exempt from that class's final exam.
   ***Every four (4) tardies to an individual class will be counted as one (1) unexcused absence for the purpose of semester finals determination.**
2. Most finals will occur in the last two days prior to the conclusion of the fall and spring semesters.
3. The weight of the final shall be determined by department and should count no more than 15% and no less than 5% of a student's cumulative grade.

Grade Cards

Course grades and credits will be posted to the student's transcript at the end of the semester. Parents/guardians may request paper copies of the semester grades.

Grade Meanings and Ranges

The following is the standard grading scale:

A = Excellent, (90 - 100%)
B = Above Average, (80 - 89%)
C = Average, (70 - 79%)
D = Below Average, (60 - 69%)
F = Failure, (59% & lower)
P = Passing

Any work that is not completed at the end of a grading period will be given a zero (0) and averaged in with all other grades received. If a student has extenuating circumstances or severe health problems, exceptions may be made. **It is the student's responsibility to complete the work by the deadlines agreed upon so the grade can be changed.**
KSHSAA Rule 14 (article 5)-A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. A "condition" or an "incomplete" shall count as a failure. However, should a student have an excused absence for day(s) missed, completing such work per school policy (example: two days for every day missed) would not be considered as "make up" per se. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.

Grade Point Average

A student's cumulative grade point average (GPA) is computed at the end of each semester. **All** classes taken at Circle High School and for dual credit are used to determine cumulative GPA. A GPA is a numerical evaluation of a student's overall academic achievement. To compute a student's GPA, the following points are assigned for each one-half (½) unit of credit earned: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points. Pass/Fail classes are not counted toward a student's GPA. For each one-fourth (1/4) unit of credit earned: A=2pts, B=1.5pts, C=1pt, D=.50pts, F=0pts.
Classes earning P=Pass are not calculated in GPA. Circle High School does not use a weighted GPA scale.

Honor Roll

At the end of each semester, the honor roll list will be compiled. This list will contain the names of all those students whose academic grade average was a 3.125 or better. To be eligible for the honor roll, students must meet KSHSAA guidelines for eligibility. Pass/Fail courses will not be considered in computing the honor roll. All college classes taken for dual credit will be used in determining semester honor roll. Circle High School has two honor rolls which have the following requirements: **Gold Honor Roll: student must earn a 4.000 GPA and Blue Honor Roll: student must earn a 3.125 GPA.**

Valedictorian Requirements/Class Rank

Class rank is the numerical ranking of students in comparison with other members of their class. **In order to be considered for valedictorian, a student must have completed the Kansas Scholars Curriculum for scholarship consideration.** Cumulative GPA will then be used to determine ranking for valedictorian purposes. The final class rank includes every grade earned from the 9th grade year through the 12th grade and is recorded on the student's final transcript. By contacting the counselor's office, students and parents/guardians may obtain both the student's grade point average and class rank. Students earning the following GPAs will be recognized: **High Honors, 3.85-4.00; Honors, 3.50-3.84**.

The valedictorian award shall go to the student(s) with the highest cumulative GPA at the conclusion of the eighth semester who have met the following criteria:

The students must meet the curriculum requirement for the Kansas Scholars Curriculum, in addition to Circle High School graduation requirements. The Kansas Scholars Curriculum includes:

- 4 credits of English (not including debate/forensics).
- 4 credits of math to include advanced math (algebra II or above).
- 3 credits of science - biology, chemistry, and physics.
- 2 credits of the same foreign language.
- 3 credits of social science.

Commencement Participation

Seniors must have met all graduation requirements as defined by the Circle Board of Education to receive a **diploma** and **participate** in the commencement exercises. Foreign exchange students receive a Certificate of Attendance. **Before participating in graduation ceremonies, all student fees (enrollment, textbook, library, lunch, etc.) must be paid in full.**

Circle High School does not allow decorated caps or gowns for graduation.

Attendance

When Students are Absent from School

Regular attendance is expected of all students. Parents/guardians are responsible for excusing the absence on the day of the absence. A telephone call before 3:05 pm of the day the student returns is preferred but a **note** when the student returns will be accepted. **If parents/guardians have not contacted the school by 3:05 pm on the day the student returns, the absence will be unexcused and the student may receive disciplinary action.**

Excused and Unexcused Absences

1. **Excused Absence means an absence which is excused by the student's parents/guardians and/or by the principal.** Thus, **excused** means **absent with parental permission** and/or with the principal's approval. Exceptions may be made by administration.
2. **Unexcused Absence means an absence which occurred without the permission and knowledge of the parents/guardians or without the permission of the principal.** Unexcused absences are subject to disciplinary penalties. **The principal reserves the right, with good cause, to declare any absence unexcused.**
3. If a student needs to be dismissed from school early for an appointment, etc., the parent/guardian **must** call or send a note to the school prior to the student leaving.
4. **At no time does a student leave the building without permission from office personnel and signing out in the office.** If a student becomes ill or needs to leave school grounds for personal or other reasons, a phone call must be made in the office to a parent/guardian and permission given to a school official **before** the student leaves. **If a student leaves the building without obtaining permission and signing out in the office the absence will be considered unexcused.**
5. Students who are dismissed during class and miss more than half of the class period will be considered absent.
6. An attempt will be made by PowerSchool to notify parents who have failed to call or contact the school on the day of the absence. Excessive absences (3 days or more) will require written documentation from a physician for the absence to be excused. If not addressed, truancy procedures will ensue.
7. Students/parents/guardians having prior knowledge of anticipated absences of three (3) days or more are to notify the office. It is the student's responsibility to meet with teachers prior to leaving to discuss work that may be missed.
8. **Excessive Accumulated Absences** Students, who have excessive absences, eight (8) or more in an individual block or ten (10) days total, not including school business, will be required to bring a professional note for each day missed thereafter. If a professional note is not returned/provided in a timely manner, the absence will be considered unexcused and truancy may be filed. No makeup credit will be allowed for unexcused absences.
9. Students who are marked as absent will be asked by the office to clear this up with the teacher. Missed classes or failure to address the issue will result in disciplinary action.

Making Up Missed Work

The teacher's primary function in the classroom is to provide instruction to the students who are in attendance in the classroom. Learning opportunities should not be lost for students who are not present in the class. To protect teaching and learning opportunities, all requests for make-up must be made either before or after school or during Seminar.

The student is responsible for obtaining all missed assignments from their teachers. If a student has an excused absence on the due date of an assignment, the student must turn in the assignment on the day she/he returns to class, provided that the assignment was made prior to the absence. Students who are absent for a school-sponsored activity shall have the opportunity to make up class assignments and or participation points lost due to an absence. It is the student's responsibility to initiate contact with the instructor to make up the assignments.

Two class periods are given to complete daily work missed due to each day of excused absence. **For example, you are absent on Monday, you meet in class on Wednesday; the missed assignment is due on Friday. If you are absent on Tuesday, you meet in class on Thursday; the missed assignment is due on Monday.** For extended illness, the student will be limited to five (5) school days following their return to makeup work missed. Exceptions to this rule may be made through special arrangements with the teacher or administration. **No makeup credit will be allowed for unexcused absences. With principal approval students may have the potential to make up credit due to an unexcused absence.**

Long term assignments that have a duration of five (5) blocks or more must be turned in by 3:35 PM on the scheduled deadline. An excused absence on the day of the deadline does not give an extension to the deadline unless prior arrangements have been made with the instructor and/or the building administration. Otherwise, the student or student's parent/guardian will be responsible for getting the assignment to the school or submitting electronically. Long term assignments may be turned in prior to the scheduled due date. Students and parents/guardians are asked to wait at least twenty-four (24) hours before retrieving homework assignments in regard to absences resulting from out-of-school suspensions. In the event of an illness, it is helpful if homework requests are made prior to 8:15 am to allow teachers to prepare the assignments. Please pick up the homework in the main office between 3:15 and 3:45 pm. A minimum of one (1) day make-up for each day absent will be allowed. This may be extended only with the consent of the teacher or administration and in extenuating circumstances.

Anticipated Absence

Students/parents/guardians having prior knowledge of anticipated absences of three (3) days or more are to notify the office. It is the student's responsibility to meet with teachers prior to leaving to discuss work that may be missed.

Excessive Accumulated Absences

Students who have excessive absences (eight (8) or more in an individual block or ten (10) days total, not including school business) will be required to bring a professional note for each day missed thereafter. If a professional note is not returned/provided in a timely manner, the absence will be considered unexcused and truancy may be filed. No makeup credit will be allowed for unexcused absences.

Truancy

According to K.S.A. 1113 sect C: the building principal shall report students who are inexcusably absent from school to the appropriate authority. A student under 18 years of age is truant when he/she is inexcusably absent for three (3) consecutive school days or a total of five (5) school days during one semester or seven (7) in a school year. Students who are under the compulsory school attendance law can expect legal truancy notices to be delivered to their parents/guardians by the county attorney's office and subsequent court action if the truancy problem is not resolved.

Tardies

1. **Tardy –** Students arriving to class within five (5) minutes after the tardy bell. Students who arrive five (5) minutes or later into the class period and without a teacher pass must immediately report to the office, sign in, and receive an admit to class. Failure to do so will result in the student being considered absent from class and may receive disciplinary action. Students will have (5) minutes to return to class after the conclusion of their lunch period. Those later than (5) minutes will be considered tardy. *Students arriving to class within (15) minutes after tardy bell are counted as absent.*

Discipline Guidelines

Safe School Act

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report **all felony and misdemeanor crimes** committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information which indicates a crime (felony or misdemeanor) **may** have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement) or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) suspect during school hours, the building administration shall make reasonable attempts to contact parents, guardians or representatives of the student(s) prior to questioning. Reasonable requests of parents, guardians or representatives shall be followed. Notification or attempted notification of parents, guardians or representatives shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove the student from the school jurisdiction is the prerogative of law enforcement and *not* under the authority of school personnel.

Bullying Prevention

The Circle School District prohibits acts of bullying, and we invite you to join us in developing a theme of caring and respect throughout our entire school community. Bullying is an intentional, harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. We strongly believe that schools can be a safe and nurturing environment for all. One of our goals is to replace negative behaviors with skills that involve treating others kindly. To facilitate this effort, the district has adopted a bullying prevention program which is a district-wide approach against bullying and is in place at all schools. This approach will be most effective when the parents/guardians, administration, students and the staff all have a shared belief that caring and respect is of great value in our schools. If you are being bullied or know of someone being bullied, please access the form https://docs.google.com/forms/d/e/1FAIpQLSegiwmKy2EFL76E-X6xJxNsILEidtGh3TDlRdBsKJXfLCKZOw/viewform.

Racial Harassment or Intimidation

District employees and students shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, wearing or possessing items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation - White Supremacy, Confederate flags or articles, Neo-Nazi or any other hate groups. This list is not intended to be all-inclusive.)

Violations of this policy shall result in disciplinary action by school authorities. **For students there will be a three (3) day out-of-school suspension for the first offense with a required parent/guardian conference prior to re-admittance. The second offense will result in a three (3) to five (5) day out-of-school suspension with a possible expulsion hearing. The third offense will result in a suspension from school pending an expulsion hearing.** Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

Any student who believes he/she has been subjected to racial harassment should report the problem to his/her principal or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in BOE policies JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial harassment complaint will not adversely reflect on the student. The initiation of a student's complaint will not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

Circle USD 375 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.[1] The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent, 901 Main St, P O Box 9, Towanda, KS 67144, 316-541-2577 or superintendent@usd375.org. For further information on notice of non-discrimination, visit https://www.usd375.org/o/circle-public-schools/page/statement-of-nondiscrimination. Please

use the following links to view the district policy or to file a formal complaint. District Policy Complaint Form.

[1]Only public elementary or secondary schools or local or state educational agencies that receive funds made available through the Department of Education should include the words "and provide equal access to the Boy Scouts and other designated youth groups."

Sexual Harassment

District employees will not sexually harass or permit sexual harassment of a student by another employee, student, non-employee, or non-student. Neither shall a student sexually harass another student or students. Violations of this policy will result in disciplinary action, including termination of an employee or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent will be heard by the board.

Definitions - Sexual harassment will include, but not be limited to:

A. sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
B. subtle pressure or requests for sexual activity;
C. creating a hostile school environment, including the use of innuendoes or overt or implied threats; sexually explicit or suggestive pictures, magazines, drawings, etc.
D. unnecessary touching of an individual including but not limited to patting, pinching, hugging, repeated brushing against another person's body;
E. requesting or demanding sexual favors accompanied by an implied or overt promise or preferential treatment with regard to a student's grade status in any activity.
F. sexual assault or battery as defined by current law.

Any individual who believes he/she has been subjected to sexual harassment should discuss the problem with his/her principal or another certified staff member. Complaints regarding sexual harassment or intimidation will be investigated under the district's discrimination complaint procedure identified in BOE policies JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a sexual harassment complaint will not adversely reflect on the student. The initiation of a student's complaint will not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

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[1]Only public elementary or secondary schools or local or state educational agencies that receive funds made available through the Department of Education should include the words "and provide equal access to the Boy Scouts and other designated youth groups."

Weapons - Firearms

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon (BOE policies: JCDBB – see JDD, EBC and KGD). Possession of a firearm, other weapon, or facsimile of a weapon may result in expulsion from school for a period of one (1) calendar year. The Superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see BOE policies JDC). Expulsion hearings for possession of a weapon shall be conducted by the Superintendent or the superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agency or agencies.

Definition of Weapons and Destructive Devices

Weapons are identified in two categories:

- a. Articles commonly used or designed to inflict bodily harm and/or to intimidate others. Examples are firearms, air gun, BB gun, electronic devices (taser, stun gun, or similar electronic devices) slingshot (or any other instruments capable of accelerating a projectile), knuckles, knives of any kind, chains, clubs, star, or any other weapon identified by K.S.A. 72-89a01.

- b. Articles commonly used or designed to inflict bodily harm and/or inflict bodily harm, or intimidate. Examples are belts, comps, pencils, file, compasses, scissors, rulers, etc. A student acting in an aggressive or belligerent manner with any article as described in Section b. above shall be deemed to be in possession of a weapon. Disciplinary action will be taken. A student using, or in possession of a weapon will be subject to suspension, possible expulsion proceedings, referral to law enforcement (school resource officer), or other appropriate action.

Suspension and Expulsion

Kansas Law 72-8901 states that the Board of Education of any school district may suspend, expel or by regulation authorize any certified employee or committee of certified employees to suspend or expel any pupil or student guilty of any of the following:

A. Willful violation of any published regulation for student conduct;
B. Conduct which substantially disrupts, impedes or interferes with school operation;
C. Conduct which endangers the safety or substantially impinges upon or invades the rights of others;
D. Conduct which constitutes the commission of a felony;
E. Conduct which constitutes the commission of a misdemeanor;
F. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operations; and
G. Vandalism and destruction of property.
H. Possession or use of tobacco products including vaping devices.
I. Use, possession or distribution of alcohol or other drugs, simulations of drugs, nicotine delivery systems or drug paraphernalia.
J. Disrespect, intimidation or harassment toward teachers, students and other staff members and/or defiance of teachers or staff members.
K. Fighting.
L. Leaving school at lunch or at any time without permission.
M. Discharging or possession of fireworks, explosive devices, other incendiary devices or simulations thereof.
N. Throwing food, containers, utensils or other items is prohibited. Students engaged in such activity at any time during the school year may be subject to a suspension or expulsion.
O. Inappropriate use of fire alarms.
P. Possession or use of matches or lighters.
Q. Setting or attempting to set any fires.
R. Use of inappropriate language or inappropriate language directed toward any staff member.
S. Committing an act that is dangerous or potentially dangerous to students or staff members.
T. Stealing or possession of stolen items.
U. Repeated violations of school policies.
V. Carrying or possessing a weapon or simulation of a weapon on USD 375 property or at any school-sponsored activity. **It should be noted that any device that has the potential of delivering an electrical charge or any material such as mace or pepper spray will be considered as weapons.**
W. The use of a weapon or simulation of a weapon on USD 375 property or at any school sponsored activity with the intent of harassment, intimidation or defense.
X. Computer violations.
Y. Assault and/or battery to another student or a staff member.
Z. Terroristic threats.
AA. Participation in any student strike, walkout and/or student demonstration.
BB. Wearing or in possession of clothing or any item, or using verbal or written statements or derogatory insults/slurs that create racial unrest, promotes bigotry and prejudice, or is a source of disruption or a disturbance.
CC. Inciting racial issues and/or gang rivalry through signs, language or dress.
DD. Recording/Videoing without consent of other party/parties is prohibited.

This list is not intended to be all inclusive. Acts outside of this list will be handled on an individual basis (e.g. Students in possession of, or found under the influence of, drugs and/or alcohol, or because of other disruptive behavior may lose privileges to attend activities and events for a length of time to be determined by administration.)

Students who are suspended or expelled cannot be on school property or at school activities during the time of suspension or expulsion. Violation of this policy will be considered criminal trespassing and will be handled by the police department.

Any student who is suspended out of school for a short term (one to ten days) is expected to make-up all work missed.

Refer to Make-up Work on page 7.

All disciplinary guidelines are subject to administrative discretion.

Academic Integrity Policy

The Circle High School staff expects students to maintain high standards of academic and ethical behavior. Academic honesty is an integral component of that desired behavior. To ensure it is practiced and followed, Circle High School has developed an Academic Integrity policy in an attempt to not only clarify the expectations we have for all students, but foster, teach, and encourage appropriate and ethical behavior, while embracing student achievement.

Cheating: An act or attempted act by which a student deceives or misrepresents work that he/she has produced on an academic exercise or assists another to misrepresent his/her work. The items listed below are some examples of cheating:

1. Copying from others during an examination or allowing others to copy your work during a test;
2. Collaborating on a test, quiz, homework, assignment, or project with others without authorization;
3. Using unauthorized materials to complete an exam or an assignment;
4. Programming of notes, formulas, or other aids into a programmable calculator or electronic device without prior authorization;
5. Using a communication device such as a cell phone, PDA, or electronic translator to obtain unauthorized information during an exam;
6. Using online resources while completing an online exam without the permission of the teacher;
7. Taking an exam for another student or permitting someone else to take a test for you;
8. Allowing others to do research or writing of an assignment;
9. Submitting substantial portions of the same academic work for credit in more than one course without consulting the second teacher.

Plagiarism: The inclusion of another's words, ideas, or data as one's own work. Examples of plagiarism are as follows:

1. Representing another person's work as your own;
2. Utilizing another person's ideas, opinions, or theory without acknowledgment of the source;
3. Using resources without documentation on a task that is to be completed without resources;Paraphrasing or summarizing the ideas or text of another work without documenting the source;
4. Citing sources incompletely with the intention to deceive;
5. Using pictures, visual imagery, video or audio without permission of the author and acknowledgment of the source;
6. Copying or allowing another student to copy a computer file that contains another students' assignment, and submitting it in part or in its entirety as one's own.
7. Revising one's own work for an assignment in another course.

Academic Misconduct:

1. Stealing, buying, bribing, selling or giving away all or part of an exam;
2. Selling or giving away all or part of an exam, including answers; e.g., telling someone in the prior exam period what was on your class exam;
3. Copying and/or distributing an exam;
4. Continue to work on an exam or project after the specified allotted time has elapsed;
5. Changing, altering, or being an accessory to the changing or altering of a grade on a test, assignment, or project;
6. Logging on to an account without the knowledge or permission of the owner;
7. Changing, deleting, and adding to the programs, files, and data without authorization of the owner;
8. Stealing program data and machine resources;
9. Fabricating an excuse to obtain an extension on a deadline for a test, assignment, or project;
10. Falsifying or inventing any information, date, or citation in any academic work;
11. Using cheat sheets during test situations;
12. Sharing student work that should be individually/independently produced;
13. Submission in a paper or other academic exercises of false or fictitious data or, deliberate and knowing concealment or distortion of the true nature, origin, or function of such data;
14. Submitting as your own any academic exercise prepared totally or in part by another.

Consequences:

A student who demonstrates a lack of academic integrity may receive no credit for the work in question and will be reported to the office. Discipline will be as follows:

1st Violation – Teacher will make contact with parent/guardian via phone or email. Zero (0) points will be earned on the assignment.

2nd Violation – Teacher will make contact with parent/guardian via phone or email and a meeting will be held with the teacher(s), administration and parent/guardian. Zero (0) points will be earned on the assignment.

3rd Violation – One (1) day of OSS

4th Violation – Three (3) days of OSS earned.

5th Violation – Five (5) days of OSS and zero (0) points will be earned.

***Violations are accumulated on a yearly basis.**

Dress Code

It is the school's expectation that students develop acceptable standards in dress and demeanor which reflect appropriateness for the occasion. Student dress should not create a disturbing/distracting influence in the educational setting and should not be contrary to public good taste. School authorities do reserve the prerogative to counsel students in the matter of dress and grooming.

- No shirts that expose shoulders completely, no exposed undergarments
- No hats, sweatshirt hoods worn at any time, sweat bands or bandanas worn as head wear (including animal ears).
- No t-shirts cut to have open sides.
- No see-through blouses or shirts, halter tops worn alone, short miniskirts, short shorts, as well as clothing and accessories with rude pictures, sexual innuendos, or language or with weapons, drugs, alcohol or tobacco advertisements of any kind are prohibited.
- Sagging is not permitted. Pants must be worn above the hips.
- Any clothing that is too short or too revealing will be in violation of the dress code. Students will remedy the situation. Shoes should be worn at all times.

Administration reserves the right to make the final decision on the appropriateness of an item of clothing.

Guidelines for Detention

Administrative assigned detention will convene promptly at 3:10 pm and will last up to 60 minutes. Students will observe CHS regulations.

Other obligations, **including work**, will not be cause for dismissal from detention. Exceptions to this policy will be handled on a limited and individual basis. **Parents requesting that a detention be postponed must make the request to a building administrator prior to the date the detention is to be served.** Failure to serve detention will result in further sanctions.

1st Offense (per semester) – Additional hour (1) of detention assigned, **plus the student still has to serve all assigned detention time**.

2nd Offense (per semester) – Additional two (2) hours of detention, **plus the student still has to serve all assigned detention time.**

3rd Offense (per semester) – One (1) day out-of-school suspension. Parent conference will be scheduled prior to admittance back to school. **Students will have to serve all assigned detention time.**

4th Offense (per semester) – Three (3) days out-of-school suspension.

5th Offense (per semester) – Five (5) days out-of-school suspension.

Failure to serve assigned detentions will result in further disciplinary action, including and up to suspension from school.

Teacher Assigned Student Detention

Teachers have the authority to assign detention to a student to be served before or after school. It is the student's responsibility to serve all of his/her assigned detention. Failure to serve teacher assigned detention may result in increased detention time by the teacher or a referral to the office for disciplinary action.

It is the teacher's responsibility to communicate the assigned detention at least 24 hours in advance of the assigned detention.

Transportation for administrative or teacher assigned detention is the responsibility of the student and/or parents/guardians.

Out-of-School Suspensions (OSS)

In the event that a student is suspended out-of-school, the student will not be allowed to attend any school activities, including both home and away events, during the suspension time. The student is not allowed on any school property without administrative approval. Failure to abide with this policy could result in the student being arrested for trespassing

Athletics/Activities

Eligibility

1. All students participating in activities at Circle High School must comply with the eligibility rules as outlined by the Kansas State High School Activities Association. **In addition, to remain eligible students will be required to pass 5 units of weight per semester during their previous semester of high school. During the second semester, seniors who wish to participate in any KSHSAA sponsored activities/athletics must be enrolled in a minimum of at least one-half (½) unit of credit at Circle High School and be dually enrolled in college courses to equal a total of five half units of credit.**
2. A student must be a bona-fide undergraduate member of his/her high school, and in good standing: A student who is under the penalty of out-of-school suspension will not be allowed to participate in practice sessions or games during the day or days of the assigned suspension.
3. Each incident which results in a student being assigned one to five days (1-5 days) out-of-school suspension will be considered as one (1) unexcused absence in regard to activity programs.
4. Any student participating in activities must be in attendance **the last two instructional blocks, not including seminar**, in order to participate or perform on the day of the activity in any school activity/athletic event. Any waiver of this policy is left to administrative discretion.
5. A student cannot participate in two sport related activities during the same season if either coach/sponsor feels there is a conflict of interest that cannot be worked out involving games or attending practices.

Athletic Physical Examination

All students who participate in athletics or cheerleading/dance must have a KSHSAA physical examination and concussion form on file in the high school office. The student, their parents/guardians, and a physician must sign this form **before** the student **practices** or participates in competition. These forms are available in the Circle High School office, on the Circle High School website, or from their respective coaches.

Substance Abuse Policy

Philosophy Statement

Circle USD 375 recognizes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Circle USD Substance Abuse Policy addresses Prevention, Intervention and Discipline. Circle USD 375 has a comprehensive age-appropriate substance abuse prevention curriculum with outcomes identified in the district's health curriculum. This curriculum includes the legal, social, and health consequences of drug and alcohol abuse. It also provides information about effective techniques for resisting peer pressure. The district's Substance Abuse Policy is provided to parents, students, and staff annually. The buildings' Site Councils and administration to determine program effectiveness will review Circle USD 375 Substance Abuse Policy biennially and that policy is consistently enforced.

Discipline Policy — Substance Abuse

When a student is found to be in possession of, or using, a nicotine delivery device, a controlled substance, or alcoholic beverage the school will implement appropriate disciplinary measures. Abusing over the counter medication may result in a violation of this policy.

1. A student shall not possess, sell, use, consume, transport or be under the influence of any intoxicating beverage, controlled substance or nicotine delivery device during school or at any school sponsored activity.
2. The school has the right to search and seize illegal/harmful substances from lockers, persons, automobiles, or personal possessions based upon reasonable suspicion to believe that violation of this policy is occurring or has occurred in the immediate past.
3. The behavior, appearance and demeanor of the student or the detection of the odor of an intoxicating beverage or any controlled substance resulting from consumption or use may be used to determine if the student is under the influence of any intoxicating beverage or controlled substance.
4. Proper use of a drug authorized by a medical prescription from a licensed medical person shall not be considered a violation of this rule.

Violation of the above regulations shall result in appropriate disciplinary action. The procedures outlined below shall be followed:

1. The instructor and/or administrator will call the student to a private conference. An inquiry shall be made of the student's condition. If it is obvious to the administrator by behavior and/or condition that the student is under the influence of an intoxicating beverage or controlled substance, the student shall be kept in the office until a parent/guardian has been contacted.
2. The appropriate law enforcement agencies shall be notified, as required by state law.
3. A decision will be made at the conclusion of the parent conference based upon available alternatives. Some of the alternatives may include the following:
   - The student may return to school following a signed agreement between the school, the student, and parent(s) concerning future conduct. A suspension may be issued giving the student time for assessment.
   - The student may receive a short-term suspension, a long-term suspension, or expulsion.
   - If circumstances warrant, the administration MAY reduce the suspension/expulsion provided the student and parents participate in an established community-based treatment program.
   - The school reserves the right to impose other alternatives as dictated by individual facts and circumstances.

Athletic/Activities Substance Abuse Policy

The CHS substance abuse policy is designed to create a positive, healthy, drug-free atmosphere for athletics and activities. CHS recognizes that the use of alcohol, tobacco, and drugs, all of which shall be referred to as "substances", increase long term injury and physical damage, and lessen the chance for a student to reach his or her full measure of excellence. The primary goal of this plan is to prevent the use, possession, purchase, sale and transfer of these substances. CHS encourages students to participate in a variety of academic, social and athletic activities while maintaining healthy, drug-free lives.

During the school year* **(including out of season)** a student shall not:

- use, possess, sell or distribute a beverage containing alcohol
- use, possess, sell or distribute tobacco products
- use, possess, sell or distribute or abuse illegal drugs
- use, possess, sell or distribute drug simulations

* School year is considered: first day of fall practice and/or first day of school to the last day of spring sports and/or last day of school.

Confirmation of Violation:

1. A violation is confirmed by admission of the student or by a signed written statement by an observer.
2. The reliability and validity of an observer shall be determined by a majority vote of a panel consisting of the CHS principal, CHS assistant principal/activities director, Circle District resource officer, one faculty member, the coach/sponsor of the student in question, and one impartial coach/sponsor.
3. The CHS principal and assistant principal/activities director will be responsible for documentation and implementation of this program.

Violations and Penalties: (tobacco)

1st Violation - After confirmation of the first violation, the student will be ineligible to participate for the next competition date. The student will be required to continue practice and prepare for their sport or activity.

2nd Violation - The student will be ineligible to participate in competition for 30 calendar days from the administrative recognition of their second violation.

3rd Violation - The student will be ineligible to participate in any sport/activity for the remainder of the school year.

Violations and Penalties: (for illegal drugs, drug simulations and alcohol)

1st Violation – After confirmation of the first violation, the student will be ineligible to participate in any sport/activity for the remainder of the school year. Eligibility can be regained by the student if they and their parents agree to a contract for the remainder of the current school year. The contract will have the following stipulations:

The student will be ineligible for the next 30 calendar days of competition that they are eligible for. The student will be required to continue practice and prepare for their sport/activity.

The student will agree to a UA at least once every 30 days for the rest of the school year. If the student fails the test or refuses to take a UA, the student will be ineligible the rest of the school year.

The student and the parents will agree to seek counseling at the expense of the student/parents and provide the administration with the results. The student will not have any alcohol or tobacco violations for the remainder of the school year. If the violation happens, the student will be ineligible for the rest of the school year.

2nd Violation – After confirmation of the second violation, the student will be ineligible to participate in any sport/activity for the remainder of the school year.

Practices

Missing practice - Unexcused by the Head Coach. If a student leaves school, the student must notify the coach prior to leaving. The coach has the final say as to whether missing practice will be excused or unexcused.

1st Offense – Conference with the head coach. Penalty to be decided by the head coach.

2nd Offense – The student will not participate in the next day of competition for which he/she would be eligible. (Placed on probation)

3rd Offense – Dismissal from the squad for the remainder of the season with no honors or awards received.

Missing contest – Unexcused by the Head Coach. The coach has the final say as to whether missing a contest will be excused or unexcused.

1st Offense – The student will not participate in the next day of competition for which he/she would be eligible. (Placed on probation)

2nd Offense – Dismissal from squad for the remainder of season with no honors/awards received.

AVCTL Sportsmanship Statement

Preamble: Let it hereby be resolved that we, the schools comprising the Ark Valley Chisholm Trail League, will be united in common effort to promote better sportsmanship. The following points are set forth to provide a better relationship among all students and adult fans, to discard the elements of dissension among all schools, to promote friendly rivalry, and to further a closer relationship among the schools and communities included in this league.

Cooperation: We will cooperate with each other in making pregame arrangements; exchanging cheerleader courtesies and exhibit a willingness to cooperate with opposing teams and all of their representatives.

Courtesy: We will strive to maintain courteous association before, during, and after all inter school activities. Through maintaining an open-mind we will keep our emotions and sentiments from overcoming our better judgment and common sense.

Fair Play: We dedicate ourselves to practice fair play in both reality and spirit. We will seek to win by fair and sportsmanlike means, according to the rules of the game and as interpreted by the officials. We can best understand and appreciate the other person's point of view, his/her feelings and situations by practice of the golden rule "Do unto others as you would have the do unto you."

Friendliness: We will respect the other schools and be courteous and gracious to the fullest extent. We will reserve a student section at all games and treat our opponents as our guests. We will congratulate our opponents, win or lose, to further the friendship throughout the league.

Respect: We will respect the rights of others and the officials' decisions. We will respect all school songs, and property of others, the school spirit of our opponents, and all people attending the games, by staying in the stands during the game and not blocking the view. We will refrain from uttering abusive or irritating remarks from the sideline.

Unsportsmanlike conduct.: A conference with the head coach and activities director. Sanctions could vary up to suspension from the squad for the remainder of the season with no honors or awards received.

Definition of Probation – If a student violates the same rule again he/she will be dismissed immediately for the remainder of the season from the activity he/she is presently participating in.

Transportation for School Sponsored Activities

All students will ride district transportation to and from an activity when provided. Exceptions can be made with the consent of the coach/sponsor and a building administrator. Parents/guardians of students must inform via a phone call, email, or text the activity's sponsor, the school's activity director that the student will be returning home with them or a responsible adult. No student will be permitted to ride home with another student.

Student Council Election and Guidelines

Student council will consist of six representatives of each class. The senior class will have four representative positions as well as the student body president and student body vice-president. President and Vice-President candidates must have been an active student council member for at least one year previously. In order to be a member of Student Council, a student must;

1. **Be a student of Circle High**
2. **Have a cumulative GPA or 3.0 or higher**
3. **Be a member of the class they are seeking to represent**
4. **Be enrolled in at least 5 classes**
5. **Have an active involvement in the duties & responsibilities of a member**

Dances

Each organization sponsoring a school dance must provide a minimum of three (3) faculty sponsors. These functions may be limited to Circle High School students. Such activities must be scheduled with the Activities Director. All dances will conclude by midnight (12:00 am) if not before. Such functions will be permitted only under the following conditions:

1. No outsiders will be permitted, unless the activities director, principal or school resource officer approves a date list. Form letters must be turned in on time.
2. An administrator and a sponsor will verify ID and check for any violation of Circle High Substance Abuse Policy and/or other policy violations. **Circle High School ID's will be required of all Circle High School students at the door prior to admittance to the dance**. Students will not be admitted without current school ID's.
3. Students attending the social function must have all school student obligations (examples: detention, uniforms, missing books, library fines) met before attending.
4. No one younger than a freshman in high school and no one older than the age of twenty (20) will be allowed at social functions.
5. Students who leave the dance will not be allowed to re-enter.
6. All school policies concerning behavior apply.
7. Dance guidelines apply on and off the dance floor. Lewd and inappropriate dancing such as freaking/grinding or other similar dance styles will result in the student being asked to leave the event. Parents/guardians will be notified. Dance guidelines include, but are not limited to:
   - No straddling legs
   - No bending over (dancers must be in a vertical, standing position)
   - No front-to-back touching/grinding
   - No inappropriate touching
   - No making-out (no overt and/or prolonged public displays of affection)
   - No inappropriate language including song lyric requests
8. Students are encouraged to leave personal items at home as the school is not responsible for lost or stolen personal property during dances.
9. Circle High School students are responsible for any date they bring to a dance. All dates will follow Circle High School rules and regulations while attending a high school activity.
10. School grounds outside and in the parking areas are off limits to groups for visiting or loitering.

King and Queen Selection Procedure

Selection of King and Queen for Fall and Winter Homecoming will be in accordance with the following procedure:

1. All candidates must be seniors.
2. A student is not eligible if he/she has violated the Circle High School Substance Abuse Policy during the current school year.
3. A student is not eligible if he/she has had any out-of-school suspension days during the current school year.
4. All candidates are limited to one major honor as a King or Queen or as a King or Queen attendant during their senior year. This includes Fall and Winter Homecoming Kings and Queens and all attendants.
5. All students will nominate four candidates from the list of eligible senior boys.
6. All students will nominate four candidates from the list of eligible senior girls.
7. After the four Queen and four King finalists have been chosen, the entire student body will vote on those chosen finalists for the King and Queen.
8. Students are eligible for nomination as per KSHSAA rules.
9. All students eligible for King/Queen must be in "good standing" according to CHS Administration.

Prom

1. All junior and senior students will nominate 4 senior girls and 4 senior boys.
2. All junior and senior students will vote on nominees for Prom King and Queen.
3. Students are eligible for nomination as per KSHSAA rules.

General Building Rules and Regulations

Philosophy

The students who attend Circle High School have the right to come to school and obtain a quality education in a safe and orderly learning environment. To ensure that a safe and orderly learning environment does exist, Circle High School has developed the following belief statements.

We believe . . .

1. Historically, boards of education and patrons have held to the philosophy that every student should have the opportunity to obtain a quality education.
2. Who is in charge:
   - Teachers are in charge in the classrooms.
   - Support staff is in charge of their respective areas.
   - Building principals are in charge of the building.
   - The Board of Education delegates to the superintendent the responsibility to be in charge of the district.
3. Students and parents/guardians should be aware that students are responsible and accountable for their behavior, and understand that there are consequences for inappropriate behavior. Students are responsible for knowing the rules and if they choose to violate those rules, they should be prepared to accept the consequences for those actions.
4. Those students who cannot or will not discipline themselves or follow the rules may face consequences utilizing appropriate and legal means established by the school district and the courts in order to maintain a safe and orderly learning environment.

After School Hours

Unless involved in an after school activity or attending a meeting, all students are required to leave the building and be off school grounds fifteen (15) minutes after the end of the school day.

Alcohol and Other Drugs

To ensure the safety of our students, Circle High School administration reserves the right while on school property or at a school related activity to use dogs to conduct searches, without warrant for any reasonable purpose.

Tobacco/Vaping

Tobacco/Nicotine

Students found to be in possession and/or using tobacco in any form and/or a tobacco/nicotine delivery device at school and/or on school property will be subject to the following consequences:

First Offense:

3 day suspension for tobacco in any form and for a vape device. In addition to the suspension, students in possession of and/or using a vape device must complete the Vape Educate Course in order to return to school. This is not optional.

https://www.vapeeducate.com/request-quote/

Second Offense:

3 day suspension for both tobacco and vape. Students will be issued a tobacco ticket by SRO which will include local court costs. The ticket cost is $25 dollars and the court costs are $50 for a total of $75 dollars. Students must appear in front of a magistrate.

THC/Marijuana

THC products are defined as any substance that contains THC whether it is liquid, gummy or plant based.

Students found to be in possession of and/or using THC products or marijuana in any form at school and/or on school property will be subject to the following consequences:

First Offense:
Five (5) day suspension from school. The student must go to an accredited drug counseling office and complete the drug and alcohol evaluation with the counselor. This is a free evaluation and the counselor produces a letter for the student that details what interventions might be necessary. Administration will assist the parent and guardian in locating an office. The student must bring the form back to the administration in order to be admitted back after the five (5) day suspension. The student will not be permitted back in school until the form is turned into the administration.

Second Offense:
Five (5) day suspension from school. Students will be charged with possession by a school resource officer and be subject to the judicial process within Butler County.

Third Offense:
Ten (10) day suspension from school with an automatic due process hearing to be held within those ten (10) days.

Additionally, if the student was found to be trafficking the product on our campus that would lead to an automatic due process hearing. Trafficking would be defined as selling or distributing THC based products or marijuana in any form to other students. Trafficking will lead to a due process hearing on the first offense.

Behavior – False Emergency Alarm

Those persons responsible for a false alarm will be subject to expulsion from school and prosecution to the fullest extent of the law.

Behavior – Hazing and Initiations

Incidents involving initiations, hazing, intimidation and/or related activities which are likely to cause bodily danger, physical harm and personal degradation or disgrace resulting in physical or mental harm or which affect the attendance of another student are prohibited.

Behavior and Investigations

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

Change/Checks

Change will be given only when students are paying bills. **NO** change will be provided and no refunds will be given for the vending machines. Checks will be accepted for the exact amount owed. The office will not cash checks.

Computer and Internet Use

The purpose of the computer network is to support the curriculum, enhance the educational opportunities of students and support the administrative efforts of USD 375. To that endeavor, the following list is examples of unacceptable actions:

1. Accessing or attempting to access any computer systems with another user's authentication information.
2. Disclosing your authentication information to another user. You are accountable for any computer activity associated with your authentication information.
3. Accessing any resource on the network through any means other than a district established personal login process.
4. Gaining access to other user's data for which you have not been explicitly granted access by district personnel.
5. Storing, downloading, installing or running any executable/program/macro which is not authorized by the district on a network server or a networked/stand-alone workstation.
6. Altering desktop settings in any way, such as, but not limited to wallpaper or screensavers.
7. Accessing any network resource for which you have not been explicitly granted access by district personnel.
8. Accessing DOS (disc operating system).
9. Creating or renaming icons.
10. Renaming system files, such as, but not limited to .ini, .exe. or .dll files.
11. Using the network for commercial/financial gain or fraud.
12. Forging email messages.
13. Posting anonymous messages/materials.
14. Harassing, insulting, threatening, invading the privacy of others or using inappropriate language in any form of electronic communication or data.
15. Circumventing any network security system, such as, but not limited to GPO's (global policy object), internet filtering or configuration.
16. Disrupting the network or a computer system.
17. Damaging, modifying, altering, destroying or removing licensing labels from computer equipment.
18. Any act of vandalism to computer equipment.
19. Requesting, transmitting or possessing obscene or threatening material.
20. Accessing any gaming site without permission from an authorized classroom instructor or administration.

Kansas State Statutes 21-3755:

Computer crime; computer password disclosure; computer trespass.

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, service or any other thing of value by means of false or fraudulent pretense or representation;
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

Consequences for Violations

1. Confiscation of any questionable disks, drives, other medium or equipment.
2. Payment for damages and/or costs of replacement.
3. Conference with administration, detention or out-of-school suspension with the possibility of a due process hearing.
4. A review by the administration for appropriate disciplinary sanctions. Students who violate school and/or state regulations regarding the use of the computer hardware or software will be prohibited from using the network.

Students will be responsible for actions resulting from the use of their I.D. and/or password. **Students are responsible for any files stored in their directory.**

Internet Use

The district has the right to restrict or terminate network access at any time for any reason. USD 375 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the computer network.

Privacy Rights

Users should have no expectation of privacy in regards to email or data files. The high school administration or designee has access to and may monitor them at any time for security reasons. The district retains the right to duplicate any information created on the computer system.

Compliance with Copyright Laws

The district will adhere to all copyright laws as applied to computer software; this includes license agreements and/or policy statements contained in the software packages. Therefore, all software used on district computers shall be purchased by the district, properly licensed and installed by the Technology Department designated personnel.

Further, transmission of any material over the internet that is in violation of any state or federal law is prohibited. This includes, but is not limited to: copyrighted material; inflammatory material. Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions:

Suspension of internet access;
Revocation of internet access;
Suspension of network privileges;
Revocation of network privileges;
Suspension of computer access;
Revocation of computer access;
School suspension;
School expulsion, and/or legal action and prosecution.

Crisis Plan

The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crisis, from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. Persons wishing to know more about the crisis plan should contact their building administrator.

Drills

Fire: Fire drills are required by law, so orderly evacuation of buildings/classrooms may be accomplished without panic for student's safety. Instructions are posted in each room. At the sound of the alarm, students should walk quickly and quietly out of the building without stopping. All students and personnel must move at least fifty (50) feet away from the building. Students must remain together in class groups so the teacher can account for all students. The signal for a fire is a steady tone from the fire alarm.

Tornado: The signal to evacuate classrooms for a tornado will be the sound of a tornado siren played over the intercom or if the power is out, an intermittent blast from an air horn. Unless instructed otherwise, students will sit on the floor in designated shelters and wait for the all-clear signal. When the tornado alert is lifted, an announcement will be made. Remain in designated areas until the all clear is given.

Crises: The signal to alert students and staff of an intruder either inside or outside of the building will be an intercom announcement. Unless instructed otherwise, students and teachers are encouraged to run, hide or fight.

Personal Electronic Devices (PEDs)

Personal Electronic Devices (PEDs): PEDs are student-owned devices capable of cellular, Wi-Fi, and/or Bluetooth connectivity such as but not limited to cell phones, tablets, laptops, smart watches, wireless headphones, gaming devices, smart glasses, or fitness trackers.

Student PED Policy: PEDs may be brought to school by students, but must be powered off and stowed away off the person (e.g., in a locker, vehicle, or backpack), before the first bell, and are to remain off and not visible until after the dismissal bell, with exceptions for approved medical needs and situations deemed necessary by administration.

If a student needs to contact a parent or guardian during the school day, they may either call from the main office or send a message through StudentSquare using their district-issued Chromebook.

Building administration has the discretion to determine the use of PEDs for students participating in after-school and/or extracurricular activities while on school property or while attending school-sponsored or school-related activities on or off school property.

The school is not responsible for stolen, lost, or damaged personal items, including PEDs.

PED Policy Violation Consequences

- 1st Offense: The PED will be collected and turned into the office. The student may pick up the PED from the office after school.
- 2nd Offense: The PED will be confiscated and turned into the office. The student may pick up the PED from the office after school. A parent or guardian will be notified, and a 1 hour detention will be issued.
- 3rd Offense: The PED will be confiscated and turned into the office. A parent or guardian must pick up the PED, and a 1 day suspension will be issued.
- Repeated violations will result in further consequences and disciplinary action, including a discipline plan and a required parent or guardian meeting, and/or loss of privileges related to personal electronic devices including but not limited to detention, in-school suspension or, out-of-school suspension.

Student violation counts will reset at the beginning of the second semester.

Entrances/Exits:

Students are expected to enter the building through the main entrances or Bus doors between 7:30-8:05. After 8:05, all individuals should enter through the main entrance. When leaving between 8:05-3:07, all individuals should exit through the main entrance only.

Hall Passes

No student is to be in the halls without a pass from staff or instructor. Each student will report to class first and then, with permission from the teacher, obtain a pass to go to another class or to the office. The student must comply with the above regulation; otherwise, he/she could be counted absent or tardy from class. No student is to be in the parking lot area during class time, between classes or during lunch without permission from the office.

Library Media Center Procedures

All Circle students and staff are invited to visit the library media center. Procedures and policies include the following:

- Hours: Open one-half (½) hour before and after school.
- Passes: Students must present a pass stating their purpose in the library during that class period unless their teacher accompanies them.
- Seminar Passes to the library are available only in the library until 12:30 pm on Seminar days.
- Overdue Charges: If an item is not returned by the end of the semester, there is a $5.00 fine for each semester for each item.
- Lost Material Charges: Replacement cost.

Library Media Center Regulations

Passes to the Library will be limited during Seminar. Students are expected to stay on task for the entire fifty (50) minute Seminar block. **No food or drinks will be allowed in the Library Media Center. No exceptions!**

NO PASS/NO GO – It is the responsibility of the student to get a pass from the library or office for the Library Media Center by the end of last lunch on the day of Seminar. Failure to stay on task will result in the student being sent back to class and loss of points. Repeat problems may result in suspension of Library Media Center use.

Lunchroom Guidelines

Students will be assigned a lunch period according to their 3rd block class. **Circle High School has a closed lunch period**. Students are required at the beginning and end of their lunch period to move through the academic areas as quietly as possible. Once in the cafeteria, students may not leave until the end of the period unless they have permission from a staff member. Students are to use the restroom and drinking fountains adjacent to the commons area during lunch. While in the cafeteria, students are not to make excessive noise or infringe on the rights of others. Students are asked to return their trays as soon as they finish so that tables can be cleaned and trays washed for the next lunch. Students are also responsible for throwing away all trash and returning tables and chairs to their original locations. Visitors are prohibited from coming to school during lunch without administrative approval.

Notice of Surveillance

Circle High School and its premises are monitored twenty-four (24) hours a day by surveillance cameras and alarms.

Office Telephone Use

The office phone is to be used **only for school business**. Students will **not** be called out of class for telephone calls except in cases of extreme emergency or parent/guardian request. Students are not to use teacher's office phones.

Parking Regulations

1. Parking will be on a first-come, first-served basis. All parking must be in painted stalls.
2. Student parking is located in the parking lots south and northwest of the main building.
3. The following items are deemed as violations of the parking policy. Each ticket may result in a fine.
   b. Parking in any red area. Fire lanes are marked in red. Vehicles parked in fire lanes may be given tickets by both the Circle High School Police Dept. and/or the Butler County Sheriff Dept. and towed away at the owner's expense.
   c. Parking in a handicapped area. The Circle High School Police Dept. and/or the Butler County Sheriff Dept. may ticket these vehicles.
   d. Vehicles must remain on the roadway. Reckless driving may be ticketed.
   e. Parking in visitor's spots is prohibited.
   f. Staff parking is for staff only: student parking is not permitted.
4. Students are not to loiter in the parking lots or in vehicles during the school day; this will be considered a discipline policy violation.
5. The school will not be responsible for theft or damage to vehicles or motorcycles. Students are encouraged to lock their vehicles and remove all valuable items.
6. The speed limit in the parking lots is 15 MPH.
7. Going to a vehicle during the school day is prohibited without checking out through the office.
8. Students in the act of violating school policy who are detected by the security cameras - or any other means -may be subject to appropriate disciplinary action.
9. Any vehicle entering Circle High School property is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

Students who have repeated violations with driving or parking their vehicle may lose the privilege to have their vehicles on USD 375 property. Driving privileges may be taken away upon the discretion of the Circle High School administration and school resource officer.

Senior Parking

*Please note that allotted parking spots are given on a first come first served basis.

Step 1: Purchase a CHS parking permit in the office What you need:

A check for $35.00 made payable to CHS STUCO or cash

The completed application for the permit

A copy of your driver's license A

copy of your insurance card

IMPORTANT – student and/or parent/guardian's name must be on the insurance card (no exceptions)

Step 2: Choosing a space will be **first come first served**

What you need:

A signed copy of the Reserved Painted Parking Space Contract

A copy of the design for your parking spot MUST be attached or drawn on the back of the contact and must be approved prior to painting.

All designs must be completed on the Senior Parking Design Request form and returned to the front office for approval by the Administration.

Your design should be clearly drawn on this form and must include the colors you will be using on your parking space.

Once your design has been reviewed, you will be told if it is unacceptable or not

The design may not exceed the parking space outline, and it must be school appropriate and follow the below guidelines.

Mandatory Paint Options (paint can only be water based exterior latex; no spray, reflective or florescent permitted): You will provide your own paint. (Consider sharing with others; it will be cheaper that way.)

Prohibited:

No offensive language, pictures, or symbols.
No negative or rude language (Be Nice).
No "gang-style tagging."No double meanings.

You may use **YOUR NAME**. If you want to use a nickname it must be approved. (a boyfriend's or girlfriend's name is **NOT** allowed.)
Prohibited items will be painted over at the discretion of Administration. Disciplinary action may be taken and you may forfeit your right to a parking space and/or to park on campus.

Students who are caught in senior purchased parking spots will have consequences with school SRO officer.

Personal Property

Students are discouraged from bringing personal property to school. Circle High School or USD 375 is not responsible for loss or damage to items of personal property either in the school building or in vehicles in the parking lot. Incidents involving lost, stolen or damaged personal property are to be reported by the student to the Circle High School resource officer who will investigate.

Teachers may determine in their classrooms whether or not students may use portable musical devices. Personal property items that become distracting to the learning environment may be taken from the student and kept in the office until 3:07 for the owner to pick up.

Posters

Administration will review materials prior to posting to ensure that materials will not substantially interfere with the work of the school, materially disrupt the school, or cause substantial disorder, invasion or infringement upon the rights of other students. All unauthorized postings will be removed immediately and become the property of the school.

Restrooms

Restrooms are provided so students/staff can take care of personal needs. Loitering/fraternizing in the restroom should not occur. There should only be one person in a stall at a given time. Failure to abide by these expectations may result in disciplinary action up to and including suspension.

Seminar

The purpose of Seminar is to serve as an extension of the educational programs of Circle High School. The mission of Seminar is to enhance classroom instruction and enrich the educational program, enabling the students to take responsibility for increasing their academic achievement.

The structure of Seminar will allow each student to tailor this time for his/her needs. Class interruptions will be decreased because out-of-class activities such as assemblies, class meetings, etc. will be scheduled during Seminar when possible.

Seminar will decrease instructional distractions since assignments and tests will be made up during this time. Students will have the opportunity to get additional help and to complete homework.

Expectations of Students

- Students are expected to behave appropriately in Seminar.
- Students should bring all study materials to Seminar.
- **NO PASS/NO GO –** It is the student's responsibility to get a pass from the teacher they need to see in advance.
- This pass should be secured by the end of last lunch on the day of Seminar.--prior to seminar
  -sign out/sign in binder located near front of classroom
- The same procedure will be followed for the Library Media Center.
- When passing through the halls during Seminar, students must have a Seminar pass, and in full view to any staff hall monitor.
- Misuse of Seminar hall pass privileges will result in suspension of those privileges.
- Students will be allowed four minutes to reach their destination.--bells to release/indicate tardiness
- An unexcused absence from Seminar will result in zero (0) points being earned that day. Excused absences will not result in a loss of points. Tardies will be treated the same as a tardy to any other class.

Seminar/Advisory Grading Policies and Procedures

Students seminar grades will be based on how well they are engaged in the learning process. It is the expectation of a student that they are purposefully working on academic-related endeavors during the time. The overall grade will be determined by the instructor based on the student's compliance with the above stated expectation.The grade will appear on the student's grade card and will be included in their GPA. Seminar is worth ¼ credit per semester

Must pass–students appearing on D/F list "MUST PASS" to address grade
Managed via Academic counseling each Friday during seminar by seminar teacher
visit that class until @ 70% 1x/week–no pass, docked 1 point.
Points:
1 point for on time
1 point for materials ready/pass prepared
1 point appropriate participation

Seminar Hall Pass Procedures

The Seminar pass helps teachers track students as they progress from one classroom to another classroom. Seminar teachers will not release students who have forgotten to make arrangements to visit teachers/sponsors or have lost their Seminar passes. Seminar passes must be filled out completely. Sending and receiving teachers must fill each **TIME** and **SIGNATURE** slot. Students must keep passes in full view when in the hallway and must show these passes to any hall monitor. Failure to have a valid pass will result in the student being returned to the Seminar teacher.

Transportation Essential Bus Behaviors

Circle USD 375 Transportation

Essential Bus Behaviors

At Circle School District, bus safety is our number one concern while transporting any student or staff for any school function or activity. We have found that it benefits our drivers, students and all staff to have a standard set of transportation guidelines on any and all transports. We would like to communicate our Essential Bus Behavior Rules for all buses. These behavioral rules will apply to all students, teams, and faculty when on any Circle transport. Please note that the basic standards regarding safety and mutual respect are not changing just, we are just clarifying expectations. Additional rules and regulations at the driver's discretion may be applied and enforced depending on the activity or safety need. Thank you for your support of the Circle transportation department, and our building principals as we work together to keep our transports as safe as possible.

Our standard transportation behavior rules continue as follows:

Sit correctly in the seat

- Keep the aisle clear
- Stay seated all times the bus is moving
- No moving seats without permission
- Face forward
- No horseplay

Leave the bus better than you found it

- Pick up trash
- Put up windows
- Help keep our bus clean

Use Appropriate voices

- No yelling/screaming
- No inappropriate language
- Visit with those in your area only

Respect Everyone

- No bullying
- No teasing
- No fighting

Pending severity if rules are not followed, each driver will have a standard procedure of disciplinary actions:

- Talk with the student
- Call Parents
- Involve Teacher (If Applicable)
- Student Write up

All support from parents, faculty, and administration are appreciated. Should any questions or concerns arise, you may contact Matt Ray – Transportation Director (316) 541-2631 or Mray@usd375.org.

Discipline for Infraction of Bus Rules

Failure to observe normal rules as prescribed by the Transportation Division of the Kansas State Department of Education and/or Circle USD 375 may result in the suspension of a student's bus riding privilege.

1st Offense:

1. The driver will complete a bus discipline form and confer with the student regarding the infraction.
2. The driver will notify the parent/guardian by telephone if possible and a copy of the discipline referral will be mailed to the parent/guardian and to the student's building principal.
3. The student may be subject to suspension from bus riding privileges as determined by the building principal.

2nd Offense:

1. The driver will complete a Bus Discipline Form and confer with the student regarding the infraction.
2. The driver will notify the parent/guardian of the incident by telephone if possible and a copy of the discipline referral will be forwarded to the student's building principal.
3. The principal and student will confer about the disciplinary infractions and the student may be subject to suspension from bus riding privileges as determined by the building principal.
4. The parents/guardians will be notified of the infraction and resulting disciplinary action by the principal.

Further Offenses:

Multiple offenses or offenses which endanger the safety of students will be dealt with by the building principal and will result in suspension of bus riding privileges.

Vandalism and Destruction of School Property

Vandalism, defacing or destroying school property, the property of any school employee, or other students on school premises or at school-sponsored events will not be tolerated. Disciplinary action will be initiated for any act of vandalism, and, where warranted, charges may be filed with the Sheriff Department. The student will be charged the justifiable value of school property lost, damaged or destroyed.

The following Board of Education regulation will apply in the event there is disciplinary action resulting from destruction to or theft of school property.

1. Restitution for damaged property: When a student is suspended for a violation of this policy, as a condition of reinstatement in school, he/she may be required to make restitution to the district.
2. Legal action to recover damages: In the event a student or his/her parents/guardians fail or refuse to make restitution for damages resulting from vandalism, the administration, with prior approval of the Board of Education, may take such legal action as seems appropriate to recover said damages.

Visitors Procedure

All visitors (anyone not enrolled at Circle) **must** check into the office immediately upon entering the building. Approval of visitor passes will be at the discretion of the administration. Infants, small children and pets are not to be brought to school with students without the approval of the administration.

Buckley Amendment Directory Information

Unified School District 375 reserves the right to release directory information on the students formerly enrolled in the district. The categories of personally identifiable information are as follows:

1. The student's name, address, telephone number, date of birth.
2. The student's major field of study.The student's participation in officially recognized activities and sports.
3. The weight and height of members of athletic teams.
4. Dates of attendance.
5. Degrees and awards received.
6. The most recent educational agency or institution attended by the student.

The parent/guardian of any student has the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to his or her child. If parents/guardians wish this information not to be released on their child, a written statement should be presented to the principal.

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. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavior intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. 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.

<u>Definitions</u>

"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:

1. Using face-down (prone) physical restraint;
2. Using face-up (supine) physical restraint;
3. Using physical restraint that obstructs the student's airway;
4. Using physical restraint that impacts a student's primary mode of communication;
5. Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
6. Use of mechanical restraint, except:
   a. Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
   b. Any device used by law enforcement officers to carry out by law enforcement duties; or
   c. 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 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.

Documentation Each school building shall maintain documentation regarding the training that was provided and a list of participants. 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:

1. Date and time of the intervention,
2. Type of intervention,
3. Length of time the intervention was used, and
4. 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 or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in the 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 board 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 an investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigators 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 written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school and the state board of education.

Notice of Non-Discrimination

Circle USD 375 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.[1] The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent, 901 Main St, P O Box 9, Towanda, KS 67144, 316-541-2577 or superintendent@usd375.org. For further information on notice of

non-discrimination, visit https://www.usd375.org/o/circle-public-schools/page/statement-of-nondiscrimination. Please use the following links to view the district policy or to file a formal complaint. District Policy Complaint Form.

[1]Only public elementary or secondary schools or local or state educational agencies that receive funds made available through the Department of Education should include the words "and provide equal access to the Boy Scouts and other designated youth groups."

School Health Services

Health services within the Circle District are administered by a dedicated team of Registered Nurses and school health aides. Our staff is committed to promoting student wellness and addressing diverse health needs. District health offices are equipped to provide emergency first aid, conduct state-mandated vision and hearing screenings, oversee medication administration, and provide specialized support for students managing chronic health conditions. The school health room is designated for the short-term care of students who experience illness or injury during school hours. While our health staff provides essential care and assessments, they do not provide medical diagnoses. Parents are encouraged to consult a healthcare provider for the diagnosis and treatment of specific conditions.

Please do not send your child to school ill. When nursing personnel find it necessary for a student to go home due to illness or injury, parents/guardians will be contacted for immediate pickup. If a parent is unreachable, the school will reach out to the emergency contact listed in PowerSchool. Please ensure all contact information remains up-to-date throughout the school year. To support a healthy learning environment and manage health room space, we ask that pickup be arranged within one hour of notification. We appreciate your cooperation in keeping ill students home until they are fit to return. Please refer to the Circle USD 375 Health Policy Guidelines located on the school website for further information or call the school office in which your child is enrolled.

Students must refrain from using personal electronic devices to contact parents or guardians regarding their medical status; all such communication should be coordinated through school health personnel. Please be advised that unauthorized use of personal devices for this purpose may result in disciplinary action in accordance with the electronic device policy.

In cases of contagious disease, a physician's release may be required before a student is cleared to return to school. Please consult your building's school nurse to determine if medical clearance is necessary for reentry. Furthermore, students absent due to an injury or medical condition that restricts or prohibits participation in physical education (PE) or recess must provide documentation from a licensed healthcare provider. This documentation should clearly outline the specific physical limitations and the anticipated duration of the restrictions. In the event a student experiences a loss of consciousness during school hours, they will be released to the care of a parent or guardian immediately. A doctor's note confirming the student is fit to return to the classroom environment may be requested upon their return.

Immunizations

As per Kansas Statute 72-6261, all children upon entry to school must be appropriately vaccinated and proof of receiving the immunizations must be provided to the school prior to attending the first day of school. Students who have not yet completed the required vaccination series may enroll or remain enrolled, provided a physician or local health department certifies that the student has received the most recent appropriate doses in all required series. Failure to complete all required immunizations within ninety (90) days of enrollment will be deemed non-compliance.

In the event of exposure to a vaccine-preventable communicable disease, students who are exempt or not fully immunized may be subject to exclusion from school attendance. These measures follow the recommendations of the Kansas Department of Health and Environment regarding reportable contagious diseases. The duration of exclusion may range from several days to 21 days or more, depending on the nature of the exposure, incubation period, and communicability of the disease.

Families requesting an exemption for medical or religious reasons must submit the appropriate certifying documentation to the district to be kept on file.

As an alternative to the certification required:

1. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child. **OR**

2. A written statement signed by one parent/guardian that the child is an adherent of a religious denomination whose

religious teachings are opposed to such tests or inoculations.

Failure to provide the necessary immunization records or exemption documentation may result in a student's exclusion from school. This exclusion will remain in effect until all state requirements are met. Parents or guardians will receive written notification regarding the specific reasons for any such action. Detailed information on required vaccinations is available via the State of Kansas website at ww.kdheks.gov/immunize

Medication Policy

Medication administration during school hours is reserved for instances where the prescribed dosage interval falls within the instructional day or when medication is specifically ordered on an 'as-needed' (PRN) basis. The school health office routinely administers only oral, subcutaneous, topical, intranasal, and ophthalmic/otic medications. A completed Request for Medication form, signed by both a parent/guardian and a Primary Care Provider (PCP), must accompany **ALL** medications brought to school or they will not be administered. This requirement applies to all prescription, over-the-counter (OTC), homeopathic, research, and complementary/alternative treatments. Exceptions to the physician-order requirement are limited to specific stock items: anti-itch creams (Calamine/Benadryl), antacids (Tums/Rolaids), triple antibiotic ointment (Neosporin), cough drops (Halls/Ludens) and pain reliever such as Acetaminophen (Tylenol) and Ibuprofen (Advil/Motrin). Parental consent for these specific medications is collected during the annual enrollment process, and administration remains at the discretion of the Nursing Team. Please note that all stock medications are dosed according to manufacturer instructions unless alternative directions are provided through a physician's order or parental request. The Registered Nurse (RN) reserves the right to decline medication administration if a request is deemed unsafe or fails to meet Kansas school health standards. In the event that a student's reliance on pain reliever is deemed frequent or excessive, nursing personnel will contact the parent or guardian to discuss the student's health needs and potential need for clinical follow-up. Medication requests must be renewed each school year; forms are accessible at school offices or via the district website.

Any modifications to the type of medication, dosage instructions, or administration schedule must be reported to the Registered Nurse. Such changes also require the submission of new authorization forms signed by both the physician and the parent or guardian.

All medications, including prescription and over-the-counter (OTC) items, must be delivered to the school in their original, pharmacy-labeled, or manufacturer's packaging. Medications submitted in non-standard containers—such as plastic bags or envelopes—will not be accepted or administered by school personnel. (K.A.R. 68-7-1)

To ensure student safety and monitor for potential adverse reactions, the initial dose of any new medication must be administered by a parent or guardian at home. The school nursing team will not administer the first dose of a newly prescribed medication. Please inform the school nurse of all allergies to medication.

All prescription and OTC medications must be stored in the health room. The only exceptions to this are medications that are defined as "self-carry". Students assuming the responsibility of their own healthcare in relation to chronic or emergent conditions, may be granted authorization from their PCP and parents to self-carry and administer their medications. These may include: inhalers, Epi-pens, diabetes medications, etc. Prior to self-administration, students must be able to demonstrate responsible use and proper care in the administration of their medications. The nurse reserves the right to discontinue self-administration of medications if the privilege is abused or the safety of other students is compromised. Inappropriate decisions by the student relative to this policy may result in disciplinary action. Please note: the school district and its employees "shall not be held liable in any action for damage, injury or death resulting directly or indirectly from the self-administration of medication". (K.S.A 72-8252)