

Newton High School



Student Handbook

2026-2027



The mission of the NHS community is to prepare our students to be productive citizens in a career or college setting.



900 W. 12TH NEWTON KS 67114

316-284-6280

Twitter: @NewtonHSKS

Facebook: facebook.com/NewtonHighSchoolKS/

Instagram: @NewtonHSKS

School Website: nhs.usd373.org

ACT/SAT CEEB CODE: 172175

RAILER WAY

- Cherish & Respect Individuality
- Positivity
- Growth Mindset
- Flexibility
- Strong Communication
- Dignity
- Intentional Listening
- Humility
- Team Mentality
- Safe Environment
- Self-Wellness
- Civic Engagement



The RailRodeR *3-R's":

- Be responsible – Be on time and ready to learn
- Be respectful – Do not interrupt the teaching and learning of others
- Be resilient—Keep trying until you master the material.

Students,

Welcome back to Railer Nation! We are excited to begin another school year filled with opportunities for growth, learning, and success. At Newton High School, our staff is committed to supporting, encouraging, and challenging every student to be their very best each day. We encourage you to take advantage of the many academic, athletic, fine arts, and extracurricular opportunities available and to make the most of your high school experience.

This year marks my 26th year in education and 7th year as an administrator, and I am honored to continue serving as your principal. Newton High School is a special place because of its students, staff, families, and community. I look forward to continuing to build strong relationships with our returning students and getting to know those who are new to Railer Nation.

Newton High School is a comprehensive high school and proud member of the Kansas State High School Activities Association and the Ark Valley Chisholm Trail League. Our mission is to create a positive environment where all students have the opportunity to succeed, regardless of their background or future goals. We believe every student can achieve excellence through hard work, involvement, and perseverance.

I am incredibly proud of the dedicated staff at NHS and the work they do each day to provide meaningful experiences for our students. Together, we will continue to build a culture of respect, pride, and excellence. Let's make this a great year at Newton High School!

Go Railers!

Mr. Chad Nulik, Principal



BOARD POLICY NOTICE

IN THE EVENT THE RULES AND REGULATIONS SET FORTH IN THIS HANDBOOK CONFLICT IN ANY WAY WITH THE POLICIES SET FORTH BY THE U.S.D. 373 BOARD OF EDUCATION, THEN THE BOARD POLICIES SHALL GOVERN.

Additionally, keep in mind that this handbook is not meant to be all-inclusive of all school policy. Interpretation of items in the handbook and those things that are not in the handbook shall be the responsibility of the building administrators.

NOTICE OF NON-DISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent, 308 E. 1st, Newton, KS 67114, 316-284-6206 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

CONTACT GUIDANCE

Newton High School Phone Number

316-284-6280

Call In Student Illness: Attendance Secretary- Pauline Salas- Ext. 2018- pauline.salas@usd373.org

Check Breakfast & Lunch Menus: usd373.nutrislice.com/

Principal: Chad Nulik - Ext. 2023 chad.nulik@usd373.org

Contact Student's Administrator

Last Name A-G - Mr. Bryan Kirk Ext. 2032 - bryan.kirk@usd373.org

Last Name H-O – Mr. Scott Stuhlsatz – Ext. 2025- scott.stuhlsatz@usd373.org

Last Name P-Z – Ms. Emily Snyder Ext. 2028- emily.snyder@usd373.org

Contact Student's Counselor

Last Name A-G – Mrs. Renee Ybarra - Ext. 2036 - renee.ybarra@usd373.org

Last Name H-O – Ms. Danna Gordon – Ext. 2055- danna.gordon@usd373.org

Last Name P-Z – Ms. Colby Patton– Ext. 2056 colby.patton@usd373.org

General Education Social Worker - TBD

Course Requests: Students should contact their counselor. See Above for Alpha Groups.

Transcript Requests: Contact the Registrar- Mrs. Lorisa Harder - Ext. 2037 lorisa.harder@usd.373.org

Parent Portal Access (Infinite Campus): Contact Ms. Michaela Watson - Ext. 2022 michaela.watson@usd373.org

Career & Tech Education: Contact Mrs. Diane Moser - Ext. 2907 diane.moser@usd373.org

College & Career Advocate: Carmen Jarrell - Ext. 2904 carmen.jarrell@usd373.org

Athletics: Mr. Brian Becker- Ext. 2066- brian.becker@usd373.org

Mr. Taylor Counts Ext. 2065 - taylor.counts@usd373.org

Mrs. Michelle Bergquist- Ext. 2062 - michelle.bergquist@usd373.org

Alma Mater & Fight Song

OUR ALMA MATER

Where trails meet and friendships grow

There's a school I know,

With a spirit proud and bold,

Fighting for the Black and Gold.

Upward, onward, ever forward,

Lift your banners high

Hail to thee, our alma Mater,

Hail, all hail, to Newton High!

THE RAILROADER SONG

The eyes of Newton are upon you on every pass and play.

The hopes of Newton ride beside you; it's the old Railroader way!

Start the mighty Railers rolling; start them with the Railer song.

Then watch those mighty Railers rolling: Railer, roll along!

Go, go, go, go, Railroaders!

Fight, fight, fight, fight, Railroaders!

Win! Win! Win! Win! Railroaders!

[CLICK HERE TO LISTEN TO EACH SONG](#)

Academics
Railers: Responsible, Respectful, and Resilient

Railer Honor Code

“On my honor, as a Railer, I have neither given nor received unauthorized aid on this academic work.”

This means: On my honor (we trust you and take your word) as a Railer (you are enrolled as a student at NHS) I have neither (you have NOT) given nor received (been a party to) unauthorized aid (whatever your instructor has stated in the syllabus or verbalized to you that he or she considers inappropriate, dishonest, or cheating) on this academic work (an original song or work of art, a chemistry lab report, a signature on an attendance sheet, a paper, a test or exam...anything you do for a grade) – adapted by permission from Kansas State University

Academic Integrity Policy

True learning requires integrity, responsibility, determination, and respect. USD 373 aims to promote clear expectations, support student learning, and develop lifelong integrity within our students. Plagiarism and/or cheating on tests or assignments will not be tolerated. Some examples of plagiarism and cheating include: using unauthorized materials and methods, including electronic devices, social media, or other means; having unauthorized prior knowledge of examinations, including sharing or receiving test information; submitting the same work to multiple teachers without prior approval; using another's written work without appropriate citation; using AI to pass as students own work; using another student's work; purchasing or using a pre-written work; borrowing or paraphrasing an idea or material without proper documentation; downloading materials from the internet and submitting them as one's own work; and sharing completed work with others.

Testing Opportunities and State Assessments

Newton High School offers a variety of assessments to support students in measuring academic progress, preparing for postsecondary opportunities, and meeting state accountability requirements. Information regarding registration deadlines, testing dates, and preparation resources will be communicated through student announcements, email, and school counseling services.

- **ACT WorkKeys**

ACT WorkKeys is a career-readiness assessment designed to measure essential workplace skills in applied math, graphic literacy, and workplace documents. Unlike the traditional ACT, which is primarily used for college admissions, WorkKeys focuses on career and workforce readiness and may help students earn the National Career Readiness Certificate (NCRC). Eligible students are current NHS juniors. Enrollment for the exam will occur in August, with testing taking place in October. There is no cost for eligible students to participate. A score of silver or higher can meet one of the two Post Secondary Asset graduation requirements.

- Pre-ACT

The Pre-ACT is designed to help students prepare for the ACT exam while providing early feedback on academic strengths and areas for growth. Any freshman student may register to take the exam. Enrollment information and deadlines will be shared with freshmen students and parents through school communication channels. The exam will be administered at NHS during the school day, and students participating will miss class time. Teachers and students will be provided advance notice to help prepare for testing and missed coursework.

- PSAT/NMSQT

The PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) is designed to help students prepare for the SAT while also providing opportunities for scholarship recognition through the National Merit Scholarship Program. The assessment measures skills in reading, writing, and mathematics and provides students with college readiness feedback. Any junior student may register for the exam, along with sophomore students who participate in the gifted program. Students are responsible for the \$18 testing fee, which must be paid prior to registration. Checks should be made payable to NHS.

- ACT

Newton High School offers the state-funded ACT exam free of charge to juniors who enroll through the Kansas state testing program. The ACT is a nationally recognized college admissions assessment that measures readiness in English, math, reading, and science and is commonly used for college admissions, scholarships, and placement opportunities. Testing will occur during the school day on the date designated by the State of Kansas, typically during the month of February. Juniors are strongly encouraged to take advantage of this free testing opportunity. A score of 21 or higher can meet one of the two Post Secondary Asset graduation requirements.

- Kansas State Assessments

Newton High School administers all required Kansas State Assessments during the state-designated testing window. Sophomore students will complete the Math and English Language Arts assessments, while juniors will complete the Science and Social Studies assessments. Exams will be administered within students' designated core classes at times determined by classroom teachers and the testing schedule. State assessments are designed to measure student learning, academic growth, and college and career readiness according to Kansas academic standards. School districts use assessment data to evaluate instructional effectiveness, identify areas of student need, guide curriculum decisions, and fulfill state and federal accountability requirements. A score of 3 or 4 for Math, ELA, or Science can meet one of the two Post Secondary Asset graduation requirements.

Graduation Requirements (Class of 2027)

Students must earn 26 credits total as well as specific credits by academic area in order to graduate. (see table below)

Each successfully completed course counts as .5 (one-half) credit per semester (Aug-Dec or Jan-May). Students enroll in a course each period each semester and may earn 8.25-credits in an academic year. Additional options include college courses.

Twenty-six (26) total credits are required for a standard NHS diploma with specific requirements listed below by subject area:

Subject	Minimum Credits
Mathematics	3
Science	3
English	4
Social Studies	3
Speech/Communication	.5
Physical Education	1
Fine Arts	1
Financial Management	.5
Electives	10
Minimum credits for graduation	26

Class of 2028 and beyond

Students must earn 26 credits total as well as specific credits by academic area in order to graduate. (see table below)

Each successfully completed course counts as .5 (one-half) credit per semester (Aug-Dec or Jan-May). Students enroll in a course each period each semester and may earn 8.25 credits in an academic year. Additional options include college courses.

Twenty-six (26) total credits are required for a standard NHS diploma with specific requirements listed below by subject area:

Subject	Minimum Credits
Mathematics	3
Science	3
English	3.5
Social Studies	3
Speech/Communication	.5
Physical Education	1
Fine Arts	1
Financial Management	.5
STEM	1.0
Completion of 2 Approved Postsecondary Assets	<i>required</i>
Electives	9.5
Minimum credits for graduation	26

Fine Arts Credit Requirement Options:

All Art Courses	All Instrumental music courses	All Vocal music courses
All World Language courses	Drama I	Drama II
Technical Theater	Speech	Novice Debate
Culinary Arts I	Forensics	Interior Design
Honors Debate	Woodworking I or II	Intro to Engineering Design
Fashion Studio I, II, or III	Principles of Engineering	Auto Restoration
Pre-Voc Welding	Welding Technology	Precision Machining
21st Century Journalism		

NHS Course Catalog

To find the NHS Course Catalog

[CLICK HERE TO ACCESS](#)

- Click on Students
- Click on Course Catalog
- Click on ~~2025-26~~ Course Catalog

AP Courses

Advanced Placement (AP) Courses – The College Board’s Advanced Placement (AP) Program allows high school students to pursue very rigorous college-level studies. Based on their performance on end-of-year AP examinations, students can earn up to 6 hours of college credit per subject, advanced placement in college courses, or both. Students are responsible for the cost of taking the optional AP exam (currently \$99), but fee reductions are available to those who qualify. AP courses require a substantial commitment of time, energy, and work. To view AP course options, view the most recent course guide found under the counseling portion of the NHS website.

College (Dual-Credit) Courses

Students may have the opportunity to enroll in dual-credit courses. If you are interested in taking dual-credit courses, please speak with your counselor to determine your eligibility. By signing up for a dual credit course, you acknowledge the following:

1. College class grades are NOT weighted at NHS
2. College grades are included on student transcripts and factor into the students’ cumulative GPA.
3. If a student withdraws from the course prior to the conclusion of the semester, the student will receive a withdrawal or withdrawal fail on their NHS transcript. A student will be required to notify NHS counselors of the withdrawal immediately.

4. Students are not required to be on site at Newton High School for online dual credit courses.
5. Dual credit courses taken in place of NHS graduation requirements must be completed and passed in order to qualify for graduation. *Ex: English Composition I and English Composition II in place of English IV A/B.*
6. Three college credit hours = .5 Newton High School credits.
7. NHS staff do not have access to dual credit progress or grades. It is the responsibility of the student to keep track of assignments, grades and passing the course.

Co-Curricular Activity Participation

Co-curricular activity participation requires meeting KSHSAA guidelines and being in good standing as a student. It is possible for students to graduate in 3.5 years. Students are encouraged to consult their families and consider the low cost opportunities offered at NHS before seeing their-counselor by **January of your junior year**. Students electing to graduate early **may not** participate in extracurricular activities once no longer enrolled in and regularly attending school in the district. Exceptions shall be made for participation in official graduation exercises unless participation is denied for appropriate reasons. Co-Curricular Activities are held to the same Code of Conduct as Athletics.

Credit Guidelines for Graduation

Credit Guidelines for on-time graduation (as of August 1):

Freshman	0 to 3.75 credits
Sophomore	4 to 11.75 credits
Junior	12 to 19.75 credits
Senior	20 or more credits

Finals

A semester final or cumulative activity may be given in every course. Finals cannot be given late without permission from the building principal.

Flexible Scheduling / Virtual Option

Virtual is available through an application process and is serviced out of ESSDACK. Students who have progressed beyond expectations in credits may apply for a partial schedule or early release. Approval is required by the counselor, principal and parents as well as availability. Students with life circumstances that necessitate a unique schedule may apply through their counselor.

Honors Courses

Honors Courses: Honors courses are rigorous courses designed to help the academically motivated student prepare for college and Advanced Placement courses. Students who choose to take Honors courses will be asked to perform at a rigorous level. To view the most up to date list of honors and advanced placement courses, see the course guide located under the counseling section of the NHS website.

Seminar/RailerTime

Seminar is a Pass/Fail course worth one-quarter (.25) credit per year. A 75% or better is needed to earn Seminar credit.

Seminar and RailerTime is structured time in the middle of the day that provides an opportunity for students to complete homework, make up missed schoolwork, participate in club activities, and seek assistance from teachers for more intensive individual or small group instruction. Seminar and RailerTime are the driving vehicle for our Individual

Plan of Study (IPS) initiative as well as adult-to-student mentoring. Students must be present and productive to earn credit in Seminar. Seniors who have completed all requirements at the end of 1st semester may opt out of 4th quarter seminar only.

RailerTime is a required 30 minutes of academic time that each student must acquire each day of the school week, except some Mondays and all Wednesdays. Students are expected to “badge in” to each location they go to. They will “badge out” when they leave. The other 30 minutes are for lunch. **The key is to accumulate 30 minutes of learning services in the hour. Students who do not accumulate 30 minutes will be given an hour of detention and could lose their RailerTime movement privileges.**

Student Activities

All students who are representing NHS through athletic/activity participation must meet all eligibility requirements as outlined in "The Railer Way" Code of Conduct. For Public School students this includes meeting all KSHSAA eligibility requirements such as being currently enrolled in a minimum of 5 courses at NHS, and having passed 5 courses in the previous semester. Non-public school students must show satisfactory progress towards achievement or promotion to the next grade level. Grade guidelines during the season will be determined by the coaches. Students in KSHSAA Activities, Clubs, and Sports must complete, and agree to, the “Railer Way” training to participate.

Transcript

A transcript is an official record of all semester grades earned by a student. This document also includes assessment and test scores, for example, the ACT and/or SAT. Only semester grades appear on a transcript. A semester course equals one-half (.5) credit. Unofficial transcripts are available to students on their Infinite Campus. Official transcripts can be sent to post-secondary institutions via Xello. Contact your counselor or the registrar for questions.

Transfer Students

Students transferring to NHS from an accredited school will receive credit based on their transcript.

Weighted Grades

Class of ‘26 & Beyond

Any additions to this list must have the approval of the Department Chair, Building Principal, Superintendent, and USD 373 Board of Education. Only classes in Math, Science, English, and Social Studies may be considered.

Weighted grades are utilized in order to determine class rank. The number of points earned divided by the number of courses equals the weighted GPA. Select courses could receive weighted credit

Only AP/Honors Courses will be weighted.

Grade	General Grade Pts	Honors Gr Pts	AP Grade Pts
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2

Academic Recognition

Academic Letter (Yearly): Academic letters may be earned through a GPA of 3.5 or better for an entire school year (full-time or approved partial schedule on-site NHS students only). GPAs are not rounded. Seniors are recognized using their 1st semester and 3rd quarter grades. (Levels: 3.5 = Bronze, 3.7 = Silver, 3.9 = Gold)

Gold Card : Sophomore through Senior students who earn a Gold Academic Letter, will receive a card that grants them free admission to some athletic events, dances (excluding Prom), and some concerts for the following semester.

NHS Cum Laude Academic Honors: Graduating seniors will be recognized for academic honors and recognition at graduation based on completion of challenging courses taken throughout their high school career. The “NHS Cum Laude system” requirements are listed below. Changes may only occur to this program with USD 373 BOE Approval.

REQUIREMENT	CUM LAUDE	MAGNA	SUMMA
GPA	3.7	3.8	3.9
Honors Classes	4	5	6
AP Classes	None	None	1

Kansas Honors Scholars Curriculum

Students may earn additional recognition as a Kansas honors scholar by completing the requirements listed at:
https://www.kansasregents.org/students/student_financial_aid/kansas_scholars_curriculum

English	4 Approved units (General, Honors, or AP)
Natural Science	Biology, Chemistry, and Physics (minimum)
Mathematics	4 units: Algebra I, Algebra II, Geometry, and one unit of advanced mathematics
Social Sciences	3 approved units
World Language	At least 2 units in one language

National Honor Society

This is a prestigious honor for students who fulfill the following (see the Railroader National Honor Society sponsor for details):

- Must be a junior or senior with a 3.5 GPA or better (application for membership occurs in the spring of sophomore or junior year).
- Complete the Leadership Survey showing membership in 3 organizations during high school years (in or outside of school).
- Demonstrated leadership in organizations, clubs, athletics, or in the classroom.
- Complete the service survey, showing a commitment to service and includes a variety service projects (recommended minimum of 3 separate service opportunities).
- Must enroll in appropriate classes to graduate *magna cum laude* or complete the Kansas Scholars Curriculum while maintaining the required GPA to achieve this honor.
- Submit 5 character references; 3 from Newton High School teachers.
- For more information or to see if there are service opportunities available to prepare for your application visit:
<https://sites.google.com/usd373.org/nationalhonorsociety-newtonhs/prospective-members>.

NCAA/NAIA Athletic Scholarships

NCAA/NAIA Athletic Scholarships for outstanding student-athletes: These organizations set specific and high standards for students to meet in order to receive financial aid. Prospective students should consult their counselor for additional information and register with each organization during their junior year. Students are strongly encouraged to communicate with the institution directly to determine eligibility. Go to playnaia.org or [NCAA Eligibility Resources](#)

Scholarship Applications

A variety of local, state, and national scholarships are open for student application throughout the school year. Seniors should check the NHS website, check their Xello portal, look at the senior bulletin board, and speak with their counselor or Registrar frequently. It is the student's responsibility to listen to announcements and ask questions.

Academic Resources

Academic Websites for Students and Parents:

usd373.org

Advanced Placement course information

<https://apcentral.collegeboard.org/courses>

NCAA, NAIA, and ACT information

<https://web3.ncaa.org/ecwr3/>

<http://www.njcaa.org/eligibility/Pros-SA-Guide>

playnaia.org

fastweb.com

act.org/profile

www.march2success.com

finaid.org



Xello Platform for NHS Students

Xello is an online program that helps you create your very own, unique roadmap for college, career, and future success. Discover your own personalized pathway through self-knowledge, exploration, and planning.

Students can access Xello through Clever.

Xello at a glance:

- Identify Strengths
- Set Goals
- Identify Compatible Careers
- Connect classes to career interests
- Build A Resume
- Search for Colleges
- Manage The College Application process
- Find and Apply for Scholarships
- Schedule College Visits
- Course Planning

Activities/Athletics

Every Railroader benefits from participation

Five types of activities are offered:

- Activities (Interscholastic: Music, Scholars' Bowl, Forensics, and Debate)
- Athletics (Interscholastic)
- Clubs
- Student Council
- Theater / Drama Productions

Activities are offered in the following areas:

Fall	Winter	Spring
Music	Music	Music
Debate	Debate / Forensics	Forensics
Scholars' Bowl	Scholars' Bowl	
Competition is also offered through BPA, DECA, FCCLA, FFA, HOSA, Journalism, RaileRobotics, and SkillsUSA		

Athletics: NHS offers all possible interscholastic athletics currently offered through the Kansas State High School Activities Association (KSHSAA):

Fall	Winter	Spring
Cross Country B/G	Basketball B/G	Baseball B
Football	Bowling B/G	Golf B
Golf G	Swimming B	Soccer G
	Wrestling B/G	Softball G
Soccer B		Swimming G
Tennis G	B = boys	Tennis B
Volleyball G	G = girls	Track B/G
Unified Bowling B/G		

Cheerleading and Railiners (dance team) are also offered. These squads support other teams and perform through the fall and winter athletic seasons.

At least five (5) subjects must be passed in the previous semester in order to be eligible to compete in interscholastic activities.

Theater

The NHS theater department produces two productions per year. Announcements will be made prior to tryouts. Students may gain experience in set design, lighting, sound, costumes, makeup, acting, and directing. Theater presents a wonderful opportunity for students to learn, build friendships, and have fun.

AVCTL Conference

NHS is a voluntary member of the KSHSAA and the Ark Valley Chisholm Trail League.

www.avctl.org

Division 1 Schools	Mascot	Colors	Division 2 Schools	Mascot	Colors
Campus	Colts	Black and White	Andover	Trojans	Blue and White
Derby	Panthers	Green and White	Andover Central	Jaguars	Gold and Black
Hutchinson	Salthawks	Blue and Gold	Arkansas City	Bulldogs	Purple and Gold
Maize	Eagles	Red and White	Goddard	Lions	Blue and White
Maize South	Mavericks	Black and Gold	Eisenhower	Tigers	Blue and White
Salina South	Cougars	Green and Gold	Newton	Railroaders	Black and Gold
Valley Center	Hornets	Purple and Gold	Salina Central	Mustangs	Maroon and White
Division 3 Schools	Mascot	Colors	Division 4 Schools	Mascot	Colors
Augusta	Orioles	Orange and Black	Andale	Indians	Black and Gold
Buhler	Crusaders	Maroon and White	Clearwater	Indians	Blue and White
Circle	Thunderbirds	Blue and Gold	Mulvane	Wildcats	Green and White
El Dorado	Wildcats	Black and Red	Rose Hill	Rockets	Red and White
McPherson	Bullpups	Red and White	Wichita Collegiate	Spartans	Blue and White
Winfield	Vikings	Blue and White	Wellington	Crusaders	Red, White, & Gray

KSHSAA

As a voluntary member of the KSHSAA, NHS pledges to support rules regarding positive sportsmanship and the promotion of character. KSHSAA guidelines can be found at www.kshsaa.org. KSHSAA activities and sportsmanship expectations provide an arena for participants to grow, excel, understand, and value the concepts of sportsmanship and teamwork. All actions are to be positive rather than negative or disrespectful.

Student Council (StuCo)

Up to seven members are elected by their peers to represent each grade.

Executive Officers

President: Caroline Rickard

Vice President: Naomi Koontz

Secretary/Treasurer: Martha Cardiel Duran

Class of 2027

President: Lily Smith

Vice President: Brookelyn Treaster

Secretary/Treasurer: Nic Bergman

Representatives:

- Taije Botterweck
- Christian Henderson
- Colbey Williams
- vacant

Class of 2028

President: Evan Antle

Vice President: Collin Gaeddert

Secretary/Treasurer: Delaney Fuller

Representatives:

- Kylie Fager
- Caden Herwig
- Aliyah McDonald
- Jewlius Shadden

Class of 2029

President: Brodi Roath

Vice President: Janice Jiang

Secretary/Treasurer: Brooklyn Sanchez

Representatives:

- Daisy Bradshaw
- Tanya Cortina
- Deja Giles
- Andrew Zhuang

Class of 2030

President: vacant

Vice President: vacant

Secretary/Treasurer: vacant

Representatives:

- vacant
- vacant
- vacant
- vacant

Clubs

Clubs provide an opportunity to explore interests, develop leadership skills, and have fun. Clubs normally meet during RailerTime, although some clubs require class membership and completion of activities during class or outside the school day. Club enrollment will happen at the beginning of each school year. Enrollment will be sent out as soon as the club sponsors have guaranteed their club. Students will need to listen for announcements regarding club sign up.

If a student would like to create a new club, they will need a faculty sponsor, and the club will need to be approved by the administration. New clubs will be considered at the start of each semester only.

Student Services

NHS offers a range of services that students may utilize to enhance their education.

Counseling Services

Last Name A-G – Mrs. Renee Ybarra – Ext. 2036- renee.ybarra@usd373.org

Last Name H-O – Ms. Danna Gordon – Ext. 2055- Danna.Gordon@usd373.org

Last Name P-Z – Ms. Colby Patton – Ext. 2056- colby.patton@usd373.org

Counselors assist students with academics, career exploration, and personal issues.

Course Changes

The master schedule and teaching assignments are made based on student selections; therefore, schedule changes are restricted to legitimate, educational reasons determined prior to the start of the semester. Once school starts, you are expected to stay in the class unless administrative approval is given for a change in schedule.

Grade Reporting Services

Credits based on semester grades are recorded on transcripts twice per year. Parents are encouraged to monitor their student's academic progress on-line, contact teachers, and attend Parent-Teacher conferences. Students are encouraged to contact their teachers often.

Grading Period	Start date	End date
1st quarter	8/12/26	10/8/26
2nd quarter/1st semester	10/12/26	12/17/26
3rd quarter	1/5/27	3/11/27
4th quarter/2nd semester	3/22/27	5/20/27

Computer/Technology Services

Students will be issued Chromebooks as instructional resources. Device handbook is [included in the student handbook](#). Computers are a tool and privilege designed to enhance and supplement the educational process. Use of the Internet by students requires a signed agreement completed during enrollment.

Office Communication/Telephone Services

NHS has a telephone system for student use as needed. Students may not disrupt academic time (teaching and/or learning) by coming to the office to make a phone call unless it is an emergency.

Early Arrival

Students will be allowed in the main building at 7:30 AM. Students may be in the commons area only from 7:30 -7:55 am. Students cannot go into the academic hallways until the 7:55 am bell, unless approved by a specific teacher.

Free Periods/No Blocks

Students who are scheduled for an HCC class and remain on campus must be assigned a designated location. To ensure student accountability and safety during drills or actual emergencies, these students are required to check in at the library and remain there under staff supervision until they are released or provided with further instructions.

Food Services

NHS offers breakfast (7:30 – 7:55) and lunch on school days. Student IDs are used to expedite the food services process. Students must stay at the POS until the scan is complete, and the purchase is done. This is to ensure the student has money on their account. Students have several options and may put money on their lunch account before school or pay cash in the line. Students eat lunch during a 30-minute period depending on the day. It will be offered within RailerTime or connected to their 5th/6th period class. Currently, clothing with pouches and backpacks are not allowed in the kitchen. Students may not use their lunch card to pay for another student's lunch and may not borrow another student's lunch card.

The district's meal charging requirements are as follows: A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than five meals to this account. Charging of a la carte or extra items to this account will not be permitted. Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a cheese sandwich and milk.

Health Services (School Nurse)

Students who are feeling ill and wish to contact their parent should come to the office/health room to contact their parent. Students should not call their parent from the bathroom, hallway, classroom or any other area regarding being ill and going home.

Students who are ill and are excused to leave school should check out through the main office, and leave as soon as possible. Students who have a fever of 100.4 or more should stay home. They should not return to school until they have been fever free for 24 hours without fever-reducing medication. All prescribed medications ~~should~~ must be brought to the school nurse's attention. These medications require a written prescription from the physician and permission from the parent. These medications will be stored and dispensed in the nurse's office unless the physician has ordered otherwise. Over-the-counter medications may be carried and self-administered by students without written parent or physician signature. All medication is to be in the original properly labeled container. At no time should a student give medication to another student.

Lockers

Lockers are the property of the district and are subject to search by school staff at any time. Students have no expectation of privacy in the contents thereof. Lockers assignments are based on grade level and must be requested. A

locker will not be assigned unless requested by the student. Students will request a locker from the front office secretary, and it will be approved by their administrator.

Media Center (Library) Services

The NHS Media Center maintains a balanced collection of fiction, non-fiction, and reference books as well as digital devices and other learning and research resources for students. Hours are from 7:30 a.m. to 3:30 p.m. Library questions can be directed to Cathlina Bergman (cathlina.bergman@usd373.org).

Parking/Transportation Services

Student use of the school parking lot is a privilege which may be revoked. Users of the parking lot are subject to the jurisdiction of USD 373 and the Newton Police Department (NPD). Parking violations are subject to fines, or loss of parking privileges.

- Loitering in the parking lot is prohibited during the school day.
- Students must have a school-issued parking tag visible to park on school grounds.
- The fire lane is one-way with a speed limit of 15 MPH.
- Students may not park in marked/reserved parking spaces.

Parking Lots:

Students are not to go to the parking lot at any time during the school day without permission from the office. Students must check out through the front office, and enter/exit through the front door.

Senior Painted Parking Spot Policy & Guidelines

The Senior Painted Parking Spot Program is designed to promote school spirit, creativity, and positive student engagement at Newton High School. Participation in this program is a privilege for seniors and is subject to all school parking and behavior expectations.

Students who choose to participate may reserve and personalize one parking space for the school year by following the guidelines below.

Eligibility Requirements

To participate in the Senior Painted Parking Spot Program, students must:

- Be classified as a senior at Newton High School. This does not include early graduates.
- Possess a valid NHS parking permit.
- At the time of purchasing the spot, be in good academic and disciplinary standing. This includes any students who have prior unpaid parking infractions will also not be eligible.
- Have all school fees and obligations paid.
- Submit payment and all required forms prior to painting.
- Students' plans must be approved by admin prior to painting.

Cost & Payment

- The cost to reserve and paint a senior parking spot is **\$75**.
- Checks should be made payable to **NHS**.
- Payment must be received prior to painting the parking space.
- The parking spot fee is non-refundable.

Painting Dates & Times

Senior parking spot painting will take place on:

- **August 3 (Weather permitting). An alternative date will be provided as needed.**
 - **7:00 AM – 8:00 PM**

Only approved students may paint during this designated time unless a prior written request, approved by administration, and painting takes place prior to August 3rd.

Painting Expectations

- Students are responsible for supplying all paint and painting materials.
- Only exterior latex paint is permitted.
- Spray paint, reflective paint, glow paint, oil-based paint, or any hazardous materials are prohibited.
- Students must keep all painted artwork within the boundaries of their assigned parking space.
- Parking spot numbers must remain clearly visible.
- Students are responsible for cleaning up all materials and trash after painting.

Design Approval & Content Guidelines

All designs must reflect appropriate school standards.

Designs MAY NOT include:

- Drugs, alcohol, tobacco, or weapons
- Profanity, vulgar language, or inappropriate symbols
- Sexual references or imagery
- Gang-related symbols
- Hate speech, discriminatory language, or offensive content
- Advertisements for businesses or political campaigns
- Anything that violates school policies or disrupts the educational environment

Newton High School administration reserves the right to reject or require changes to any design deemed inappropriate.

Any parking spot painted without approval or altered after approval may be painted over at the student's expense.

Assigned Spots & Usage

- Painted parking spots are reserved only for the student assigned to that space.
- Students may not trade or sell parking spots.
- Parking privileges may be revoked for disciplinary issues, attendance concerns, or violations of school parking policies.
- NHS is not responsible for damage, theft, or vandalism to vehicles or painted spaces.
- Parking spaces are only reserved during the school day from 7:00 am - 3:15 pm.

General Parking Rules

All NHS parking policies remain in effect, including but not limited to:

- Students must park only in their assigned space.
- Parking permits must be displayed appropriately.
- Reckless driving or unsafe behavior on school property is prohibited.
- Vehicles may be subject to disciplinary action for parking violations.
- Repeated parking violations may result in loss of parking privileges.

Agreement

Participation in the Senior Painted Parking Spot Program indicates that the student and parent/guardian understand and agree to comply with all Newton High School parking and painting guidelines. Students are required to notify admin (by giving them the parking tag number, or license plate number) if anyone is parked in their spot.

Failure to follow these expectations may result in:

- Loss of parking privileges
- Removal of painted artwork
- Additional fines or disciplinary consequences

Parking Fines:

Students are able to either attend Saturday school or pay the fine.

Not parking in the assigned area. <i>Example: Staff spots, visitor parking area, Brooks Trade lot, or other non-designated areas.</i>	\$10
Not properly showing parking pass	\$10
Not registering student vehicle	\$10
Not following other driving guidelines or clearly posted markers or signs.	\$10

Special Education Services

USD 373 / Harvey County SPED Cooperative provides services to students with disabilities, age 3 to 21. Their office can be reached at 316.284.6580 and is located at McKinley Administrative Center, 308 E First. A copy of “Procedural Safeguards and Parent’s Rights in Special Education” is available through the Principal or the special education office.

Parent-Teacher Conferences

Conferences are held with teachers on set dates/times. Conference times will be set at the beginning of August.

Student Communication

Students are strongly encouraged to speak directly with teachers, coaches, and other staff members as needed in order to learn how to advocate for themselves. Seminar and RailerTime provides an opportune time to work with teachers. The best form of communication is to email the teacher using the student issued email address, or to speak directly to them.

Personal Electronic Device (PED) Policy 2026–2027 School Year

In accordance with Kansas state law, Newton High School will implement a “bell-to-bell” Personal Electronic Device (PED) policy beginning with the 2026–2027 school year. This policy is designed to support student learning, increase engagement, improve school safety and communication, and reduce distractions during the instructional day.

Definition of Personal Electronic Devices (PEDs)

Personal Electronic Devices (PEDs) are student-owned devices capable of cellular, Wi-Fi, and/or Bluetooth connectivity, including but not limited to:

- Cell phones
- Smart watches
- Wireless headphones or earbuds
- Tablets
- Personal laptops
- Gaming devices
- Smart glasses
- Fitness trackers
- Any other text-messaging or internet-capable devices

Student PED Expectations

Students may bring PEDs to school; however, all devices must be:

- Powered off or placed in airplane mode
- Not visible during the school day
- Securely stored away from the student’s person from the first bell until dismissal

Acceptable storage locations include:

- Student lockers (Due to limited number of lockers students may check a locker first come first server bias)
- Vehicles parked on school property

PEDs may not be carried in a student's hand, pocket, hoodie pouch, waistband, or otherwise kept on the student's person during the school day.

This policy applies during:

- Class time
- Passing periods
- Lunch
- Study halls
- Assemblies
- School related field trips
- Restroom breaks
- Any other time between the first bell (8:00 AM) and dismissal (3:15 PM).

Students are prohibited from using PEDs to secretly record audio, video, or photographs at school or during school-sponsored activities. PED use is strictly prohibited in locker rooms and restrooms at all times.

Newton High School is not responsible for lost, stolen, or damaged PEDs brought to school.

Communication During the School Day

If students need to contact a parent or guardian during the school day, they may:

- Use a school office phone
- Request permission to use a classroom phone
- Email parents through their school account when appropriate

If a parent or guardian needs to contact a student during the school day, they should contact the main office.

Exceptions

Exceptions to this policy may be made for:

- Students with accommodations outlined in an IEP or 504 Plan

Administration reserves the right to determine appropriate PED use during:

- Extracurricular activities
- Athletic events
- School-sponsored trips

- Before-school and after-school activities

Consequences for PED Policy Violations

Because Kansas law now requires a “bell-to-bell” prohibition on personal electronic devices during the school day, violations of this policy will be treated as defiance of school rules and failure to comply with state law and board policy.

Failure to surrender a device immediately when requested by a staff member will be considered insubordination and will result in additional disciplinary consequences.

1st Offense

- Device confiscated and turned into the office
- Parent/guardian notified
- Student assigned 1 hour detention after school
- Student may pick up device after school

2nd Offense

- Device confiscated and turned into the office
- Parent/guardian notified
- Parent/guardian required to pick up the device
- Student assigned 2 hours detention after school
- Loss of open lunch and/or hallway privileges for 5 school days

3rd Offense

- Device confiscated and turned into the office
- Parent/guardian conference required
- Student assigned 1 day In-School Suspension (ISS)
- Student placed on a behavioral contract regarding PED compliance
- Student may lose eligibility for dances, parking privileges, extracurricular participation, and other school activities for 10 school days.

4th Offense

- Device confiscated and held in the office until a parent/guardian retrieves it
- Student assigned 2 days ISS or alternative placement as determined by administration
- Loss of extracurricular attendance privileges for a minimum of 10 school days
- Student may lose eligibility for dances, parking privileges, extracurricular participation, and other school activities for a minimum of 10 school days.

Continued or Severe Violations

Repeated refusal to comply with the PED policy, repeated insubordination, recording or distributing unauthorized photos/videos, or attempts to circumvent the policy may result in:

- Out-of-School Suspension (OSS)
- Extended loss of privileges
- Alternative school placement
- Referral for additional disciplinary action in accordance with district policy and Kansas law

Additional Enforcement Expectations

- Students must surrender devices immediately upon request from any staff member.
 - Refusal to surrender a device, arguing with staff, hiding a device, or providing a different device will be treated as insubordination and/or dishonesty.
 - Smart watches, earbuds, and wireless headphones fall under the same expectations and consequences as cell phones.
 - Students are responsible for ensuring devices remain powered off and out of sight throughout the school day.
 - Students may not use PEDs in restrooms, locker rooms, or private areas at any time.
-

Eligibility Impact

Students with repeated PED violations may be considered “not in good standing” and may become ineligible for:

- School dances
- Parking privileges
- Pep assemblies
- Incentive activities
- Senior privileges
- Field trips
- Participation in extracurricular or co-curricular events as determined by administration

Newton High School believes maintaining a focused academic environment is essential to student success, safety, and school culture. Compliance with this policy is an expectation for all students.

Newton High School Philosophy

Newton High School believes students learn best when they are fully engaged in their classrooms, connected to their peers, and focused on instruction. This policy is intended to create a more positive, productive, and distraction-free learning environment while still allowing families to communicate through appropriate school channels when necessary.

This policy aligns with Kansas state law and Newton USD policies regarding student conduct and electronic device usage.

Parent Communication

Parents are encouraged to contact staff by email or phone. If staff are not available parents are encouraged to leave a voice message, and we will encourage staff to return those messages within 24 hours of receiving the message. Most teachers have a plan period during the day for meeting or returning messages. The NHS telephone number is 316.284.6280.

NHS Office Staff

Administrative Secretary	Michaela Watson	Michaela.Watson@usd373.org	Ext. 2022
Accounting Secretary	Verlene Keazer	Verlene.Keazer@usd373.org	Ext. 2027
Athletic Secretary	Michelle Bergquist	Michelle.Bergquist@usd373.org	Ext. 2062
Attendance Secretary	Pauline Salas	Pauline.Salas@usd373.org	Ext. 2018
Receptionist	Marisela Ramirez	Marisela.Ramirez@usd373.org	Ext. 2020
Registrar	Lorisa Harder	Lorisa.harder@usd373.org	Ext. 2037
CTE Secretary	Charity Potter	Charity.potter@usd373.org	Ext. 2914

USD 373 District Contact Information

Board of Education

Ian Long, President
Robert (Bob) Diepenbrock, Vice President
Melissa Schreiber
Mallory Morton
Ericia Stevens
Heidi Hoskinson
Rachel McDaniel

District Administration – 316-284-6200

Fred Van Ranken – Superintendent
Joe Sample - Assistant Superintendent of Instructional Services
Reagan Seidl- Harvey County Special Education Director
Brandon Simmelink - Director of Human Resources
Matt Morford - Director of Business Services
Brenda Lampman- Technology Director
Carly Stavola- Communications Director

BELL SCHEDULE

NHS will be on a block schedule for the 2026-2027 school year. Students must enroll in 8 courses and a Seminar to be enrolled full-time. Exceptions must be approved through the Student Assistance Team and the Principal.



Black/Gold Schedule

Zero Hour (Optional)
7:10am - 7:55am

1st/2nd Block
8:00am - 9:25am

3rd/4th Block
9:30am - 10:55am

Seminar
(Lunch Based on Seminar Teacher Dept.)
11:00am - 11:10am

A Lunch
Business, Journalism, PE, World Languages, JAG, Machining, Welding, Math, Social Studies, FACS
Lunch: 11:10am - 11:40am
Seminar/Railertime: 11:45am - 12:15pm

B Lunch
ELA, Science, Special Education, Railer Academy, Ag, Fine Arts, Auto, Woods
Seminar/Railertime: 11:00am - 11:40am
Lunch: 11:45am - 12:15pm

5th/6th Block
12:20pm - 1:45pm

7th/8th Block
1:50pm - 3:15pm



All Block Schedule

Zero Hour (Optional)
7:10am - 7:55am

1st Block
8:00am - 8:45am

2nd Block
8:50am - 9:35am

3rd Block
9:40am - 10:25 am

4th Block
10:30am - 11:15am

Block 5/Lunch
11:20am - 12:45pm
A Lunch: 11:15-11:45am, Class 11:50-12:45 pm
B Lunch: 12:15-12:45pm, Class 11:20-12:15 pm

6th Block
12:50pm - 1:35pm

7th Block
1:40pm - 2:25pm

8th Block
2:30pm - 3:15pm



Early Release/Assembly Schedule

Zero Hour (Optional)
7:10am - 7:55am

1st/2nd Block
8:00am - 9:25am

3rd/4th Block
9:30am - 10:55am

5th/6th/Lunch
A Lunch
Business, Journalism, PE, World Languages, JAG, Machining, Welding, Math, Social Studies, FACS
Lunch: 11:00am - 11:30am
Class: 11:35am - 1:00pm

B Lunch
ELA, Science, Special Education, Railer Academy, Ag, Fine Arts, Auto, Woods
Class: 11:00am - 12:25pm
Lunch: 12:30pm - 1:00pm

7th/8th Block
1:05pm - 2:30pm

Wednesday (Release At 2:30pm)

If Pep Assembly Schedule (Release at 3:15pm)
2:35pm - 3:15pm



1:10 Early Release Schedule (Dist. PD Day)

Zero Hour (Optional)
7:10am - 7:55am

1st/2nd Block
8:00am - 9:05am

3rd/4th Block
9:10am - 10:15am

5th/6th/Lunch
A Lunch
Business, Journalism, PE, World Languages, JAG, Machining, Welding, Math, Social Studies, FACS
Class: 10:20am - 10:55am
Lunch: 10:55am - 11:25am
Class: 11:30am - 12:00pm

B Lunch
ELA, Science, Special Education, Railer Academy, Ag, Fine Arts, Auto, Woods
Class: 10:20am - 11:25am
Lunch: 11:30am - 12:00pm

7th/8th Block
12:05pm - 1:10pm

Professional Development 1:15pm -3:15 pm

Consistent attendance is important for academic success and career readiness.

Parent / Student Attendance Reminders:

Newton High School will follow all board policies regarding attendance. Attendance policy can be found [here](#).

- Parent excused absences.....10 school days/year
- Unexcused absence.....15 minutes or more of a class period
- Activity participation.....Absent LESS THAN 45 minutes
- School start time.....8:00 a.m. DAILY (7:10 am zero hour)
- Leaving campus during the day.....Students must check out through the front office

Truancy: KSA 72-3121 is the law that requires schools to report truancy to the county attorney or their designee when a student misses a significant portion of three consecutive days, or any five days in a semester, or any seven days in a school year.

Activity attendance: If an unexcused absence has not been cleared by 3:00 PM, the student may not attend the activities that day. Individual exceptions can be approved by the building principal.

Excused absences: Parents may excuse their student a significant portion of 10 days per year for student illness, professional appointments, serious illness or death of a family member, religious observances, or absences pre-arranged by parents and approved by the principal. A significant portion of a school day is defined as more than one class period. Parents should contact the attendance secretary at 284.6280, ext. 2018, when their student is going to be absent.

Medical absences: There is no limit for specific absences excused by licensed medical personnel (physicians, dentists, optometrists, chiropractors). A detailed note, signed by the physician, must be provided within 3 days of a health-related absence. Other absences--for example, court appearances--will be managed on an as needed basis.

Leaving school during the day: When students leave school during the academic day, they must check out through the attendance secretary and receive administrative permission. Calls to excuse an absence after the student’s departure from school will not be accepted.

Planned extended absence: If a student must be absent for an extended time, the parent or student should contact the attendance secretary prior to the absence and complete an extended absence form.

Tardies: Parents may not excuse a tardy to school but may contact their student’s Assistant Principal if there are extenuating circumstances. Consequences will be given to students with excessive tardiness.

1st/2nd Hour Tardies: Students arriving tardy to 1st or 2nd hour must report directly to the main office upon arrival and will be assigned to the ISS room until escorted to class by an administrator or designated staff member. Classroom teachers are expected to lock classroom doors at the bell and begin instruction immediately; students are not to be admitted by classroom teachers once the tardy bell has rung and must wait for administrative entry. This procedure is a non-negotiable expectation designed to support school safety, accountability, and minimizing classroom disruptions. Students arriving more than 15 minutes late to class will be marked unexcused absent for the class period. While Newton trains are a known part of the community, train delays will not be considered an excused reason for tardiness and students are expected to plan accordingly. Students arriving late with outside food or drinks may be required to leave those items in the office until lunch or after school, as bringing outside breakfast or coffee after the start of the school day creates the appearance that the tardiness resulted from a stop made after school began.

General Education Intervention (GEI)

NHS students that are struggling academically and behaviorally may be referred to the General Education Intervention (GEI) Team.

The GEI team is a school-based, solution-finding group that provides a forum for dialogue on the specific needs of students, presented by parents, teachers, or other professionals. This early intervention leads to a better understanding of the support children need in order to be successful in the general education curriculum and school setting.

The primary purpose of the General Education Intervention (GEI) team is to ensure all students are given the opportunity to be successful in the general education classroom by providing a structured support system for teachers and parents when students are experiencing insufficient success in learning.

Student Conduct Plan

The student conduct plan and consequences apply to all USD 373 property / facilities and all school events, even activities that occur in other school districts or communities. When students exhibit inappropriate or unacceptable behavior, the following interventions will be utilized as deemed appropriate; however, the main focus of the administrative team will be working collaboratively with parents, teachers, counselors, and the student to address the skills needed to limit future behavior issues. Consequences should be carried out with equity and consistency.

- Apologies and/or Restitution
- Conferences and/or Mediation
- Restorative Justice
- Refocus time to address inappropriate behavior and future conduct
- Loss of privileges: including but not limited to open lunch, hallway passing, social interaction opportunities, and/or attendance at extra-curricular activities
- Detention: time designated before school or after school
- In-school suspension – utilized during school hours
- Out-of-school suspension – removal from school for a partial day but no more than 10 days. Students may not be on school grounds or at school events for the duration of a suspension.
- Saturday School
- Parent Meeting/Behavioral contract
- Expulsion hearing
- Other consequences as needed

Saturday School

Saturday school will be assigned to students who do not serve their ISS, detentions or for other behavior infractions. Saturday school is also an option in lieu of paying a parking fine.

It will be from 8:30-11:30 on select Saturdays as needed.

Long-Term Suspensions/Expulsions

In Kansas, a school district is vested with the authority to suspend or expel a student by statute. The law (K.S.A. 72-6114) authorizes suspension or expulsion for one or more of the following reasons:

- 1) Willful violation of any published, adopted student conduct regulation;
- 2) Conduct which substantially disrupts, impedes or interferes with school operation;
- 3) Conduct which endangers the safety of others at school, on school property or at a school- supervised activity;

- 4) Conduct which constitutes the commission of a felony;
- 5) Conduct which constitutes the commission of a misdemeanor by an adult under state law, but only if school conduct occurs at school, on school property or at a school supervised activity;
- 6) Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school; and
- 7) Possession of a weapon at school, on school property or at a school-sponsored event.

A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 days. An expulsion may be for a term not exceeding 186 days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

Examples of major misconduct during the school day, on school grounds or at school activities, include but are not limited to:

- Possession, consumption, or under the influence of alcoholic beverages.
- Possession or use of fireworks.
- Possession, consumption, or under the influence of illegal drugs.
- Possession of drug paraphernalia.
- Stealing, defacing or destroying property.
- Direct disobedience of school employees/failure to comply.
- Continued unacceptable behavior, rudeness toward any staff member.
- Harassment.
- Bullying.
- Use or possession of nicotine products or any electronic smoking devices, such as electronic cigarettes, vaporizers, juuls, NJOYs, and/or paraphernalia, etc.
- Unacceptable public displays of affection.
- Leaving school grounds without permission during the school day.
- Not in the assigned area during the school day.
- Threats against the school environment (including, but not limited to: bomb threats, false emergency alarm, etc.).
- Physical assault/battery: school employee or threats toward.
- Physical assault/battery: student/battery or threats toward.
- Fighting.
- Endangerment.

- Forgery.
- Extortion.
- Cheating, including electronically, plagiarism or academic dishonesty.
- The sale, purchase, transfer or trade of drugs.
- Probation violation.
- Behaviors that promote gang affiliation.
- Profanity.
- Acceptable Use Policy Violations, including PED excessive violations.
- Possession of a weapon and/or facsimile of a weapon.
- Possession and/or transfer of images, video or content deemed obscene or sexually explicit.
- Video or audio recording without prior authorization by administration.
- Gambling.
- Other behaviors as determined by administration.
- Engaging in gang activity.

Examples of additional major misconduct includes theft or abuse of school files (computer and electronic equipment) including but not limited to:

- Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and/or password.
- Use of computing facilities or other communication devices to interfere with the work of another student, faculty member or school office staff.
- Use of computing facilities or other communications equipment to send obscene or
- Use of computing facilities to interfere with normal operation of the school computing system.

Long Term Suspension/Expulsion Hearing Procedures

A student and their parent(s)/Guardian(s) will receive written notice of the hearing either through personal service or the US Mail at the address on file. The written notice will contain:

- The date, time, and location of the hearing
- The charges on which the notice is based
- School Board policies the student is alleged to have violated
- Statutes contained in the Kansas Pupil Suspension and Expulsion Act
- School Board policies authorizing the hearing

Failure of the student and the student's parent or guardian to attend the hearing will result in a waiver of the student's opportunity for the hearing. The hearing shall be held no later than 10 days after the date of the notice. State law requires that all extended term suspension or expulsion hearings must be recorded.

Students, or parents of students may appeal the suspension or expulsion to the board of education by filing a written notice of appeal with the clerk of the board no later than 10 days after receiving the written notice.

Behavioral Contract

When students are placed on a behavioral contract, they will be expected to follow a formal agreement designed to address ongoing behavioral issues and set clear expectations for improvement. Behavioral contracts will be created with the administration, student, parent, and counselor.

STUDENT-ADMINISTRATION ASSIGNMENTS

Student	Administrator	Email	Phone Extension
Last name A-G	Mr. Bryan Kirk	bryan.kirk@usd373.org	2032
Last name H-O	Mr. Scott Stuhlsatz	Scott.Stuhlsatz@usd373.org	2025
Last name P-Z	Ms. Emily Snyder	Emily.Snyder@usd373.org	2028

Student Eligibility / Good Standing for Extracurricular Participation

Participation in school-sponsored activities included but not limited to: dances, incentive events, field trips, academic activities, and other special events is considered a privilege. Students must remain in "good standing" academically, behaviorally, and attendance-wise in order to participate. Students will be given a field trip approval form that will need to be signed off on by each teacher impacted by the students absence. It is the teachers responsibility to check for that "student of good standing". If it is determined that the student is not in good standing, they will report to ISS instead of that class on the day of a field trip, for example.

A student may be considered **not in good standing** and therefore ineligible for participation if any of the following apply:

Academic Expectations

- The student is failing more than two classes at the current grade check or grading period.
- The student is not making satisfactory academic progress as determined by school administration.
- The student has excessive missing assignments or academic dishonesty violations.

Attendance Expectations

- The student misses more than 45 minutes of any class period during the school day without administrative approval or proper documentation and will be ineligible to participate in activities occurring that day or weekend.
- The student has excessive tardies, unexcused absences, or is considered truant.
- The student is absent from school on the day of an activity without administrative approval or the school day prior to a weekend event.

Behavioral Expectations

- The student is currently assigned to ISS, OSS, or an alternative placement.
- The student owes detention time or has failed to complete assigned disciplinary consequences.
- The student has repeated office referrals, ongoing behavioral concerns, or demonstrates conduct deemed disruptive, unsafe, disrespectful, or detrimental to the school environment.
- The student is under investigation for a major violation of school policy until the investigation is resolved.
- The student receives a major disciplinary referral within a timeframe determined by administration prior to the event or activity.

Administrative Discretion

School administration reserves the right to determine eligibility and participation in extracurricular activities and special events on a case-by-case basis. Participation may be denied when a student's attendance, behavior, academic performance, or overall conduct does not reflect the expectations of representing the school positively.

General Behavior Expectations

- Arrival/Departure: Students will not be allowed in the building prior to 7:30 AM (unless they have zero hour). Students must depart by 3:20 PM unless involved in supervised extra-curricular activities. On early release Wednesday, students are expected to leave campus by 2:45. If students are waiting beyond 2:45, they will be required to wait by the front or back exit door only. Those students who are still present due to athletic practices or activities, the expectation is that they are waiting in the area designated and supervised by the specific coach or sponsor.
- Students may not be in areas specifically designated to be teacher/staff areas, such as the teacher work room, faculty lounge, and staff restrooms. Students may be in the office areas only if they are waiting to meet with their administrator, their counselor, or the social worker.
- Zero Tolerance for Bullying. See Bullying Policy.
- Students' personal electronic devices and/or accessories (such as wireless earbuds), may not be used in the classroom. Recording or videotaping other students or staff members, fights, crisis situations, or medical emergencies is not permitted.
- Food/Drinks are permitted outside of the classroom. Students should be respectful of the facilities and clean up after themselves. Teachers will set their own policy for food and drinks in the classroom setting. Students are not allowed to go to the vending machines during class.
- While on school property or during school-sponsored activities, the possession or use of alcohol, drugs, or other controlled substance by a student, or a student who admits the same, shall be in violation of school policy.
- Investigations: When situations require investigation, questioning of students, or student discipline, the first priority will be given to the safety of students followed by an investigation to determine the material facts. The administration will contact parents as merited once an understanding of the issue has been determined.
Students who contact parents or anyone else by email, text message, or phone without permission during this time will be subject to corrective action.
- Law enforcement involvement: Newton High School will have access to a School Resource Officer. The administration may contact the Newton Police Department or other appropriate legal authorities in order to investigate or make arrests as needed. Individuals who are unsure as to whether they may be on the NHS campus are urged to call 284.6280 to obtain permission prior to visiting.
- Parking lot: Students may not loiter in the parking lot during normal school hours (8:00 am - 3:15 pm).

- PDA (Public Display of Affection): Students should be respectful of the school and learning environment. Any additional or extra affection should be kept to a minimum.
- Safe School Hotline: The Kansas Highway Patrol provides a toll-free number for students and parents who wish to anonymously report safety issues: 877.626.8203.
- Search(es) – All property or storage areas on school grounds are subject to human and canine search. Guardians do not have to be notified beforehand, but will be after.
- Sexual harassment is unwelcome advances, requests for sexual favors, or other inappropriate oral, written or physical conduct of a sexual nature.

See complete board policy at this link: [BOE policy JGEC](#)

(Policy revisions once board approved)

JGEC Sex-Based Discrimination (See GAAC, GAAD, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates.

Discrimination on the basis of sex, including sexual harassment of employees or students of the district in any district education program or activity will not be tolerated in the school district and is strictly prohibited.

- Weapon/Dangerous Device is defined as any object that can reasonably be considered a potential weapon or destructive device or any facsimile of a weapon on school grounds. While a weapon can take the form of an item not meant to be a weapon, certain items are specifically designated as weapons by statute and cannot be brought onto school grounds or to school events. These include, but are not limited to, firearms, stun guns, pepper spray, metal knuckles, chains, and/or knives. Students may be suspended up to 10 school days pending an expulsion hearing for (a) bringing a weapon onto school grounds or to an event or (b) using an item as a weapon to inflict harm on another person. Some specified weapons require a mandatory expulsion. Other examples include, but are not limited to, belts, pencils, files, compasses, chains, laser pointers, and/or scissors.
- Rules, consequences, and/or decisions necessary to regulate or address any condition not specifically mentioned in the student handbook will be made by the NHS administration as needed.
- Students are not allowed to have outside food delivered to the high school during the traditional school day, from the hours of 8:00 am - 3:15 pm. Any food delivered can be picked up at the office after the end of the school day.

Discipline Guidance Chart (For Reference Only)

This chart is for guidance only. Every situation is different and admins reserve the right to deviate. (2026-2027)		
Infraction	Consequence	Reasoning
Academic misconduct- Forgery Cheating Plagiarism	1st Offense: Reported to admin, teacher discretion for consequence	School is where students learn. Cheating or conducting academic misconduct is not learning.
	Subsequent Offenses: Zero/ISS/OSS	
Alcohol Possession	1st Offense: 5 Days OSS +Teen Intervene + Probation	Alcohol consumption for students less than 21 is illegal and not allowed on school grounds. The safety of our students will not be compromised.

Use Sale	Subsequent Offenses: 10 Days OSS with Possible Hearing	
Arson	ISS/OSS/Hearing	Arson impacts the safety of our students, staff, and our building.
Behavior (General) Disruptive Behavior Disrespect Obscene Behavior Profanity Insubordination Dress Code Failure to Serve Dangerous Device PDA Inappropriate Behavior	1st offense- conference with parent and student 2nd offense - 1 hour lunch detention 3rd offense- 1 hour detention 4th offense- 1 day ISS 5th offense- 1 day OSS and parent meeting to return with a possible behavior plan	Appropriate behavior is expected at all times. Any more than 5 behavioral referrals can lead to a behavioral plan.
Harassment/Bullying /Threat Intimidation Instigating a Fight Harassment Physical Verbal Cyber Relational Gang Related Activity	1st offense- 1 day ISS 2nd offense- 2 days ISS 3rd offense- 2 days OSS 1 day ISS 4th offense- extended suspension with potential expulsion hearing	All students need to feel safe at school and not fearful of any one person or group.
Bus Referral	1st Offense: Warning and Parents Notified 2nd Offense: 3 Day Bus Suspension 3rd Offense: 10 Day Bus Suspension 4th Offense: Semester Bus Suspension 5th Offense: Year Bus Suspension	Safety for everyone on the bus is paramount. Conduct that impacts safety will not be tolerated.

Personal Electronics Violation Inappropriate cell phone use Inappropriate PED use	1st Violation: Personal Electronic Device (PED) held by office rest of the day, parent notified, 1 hour detention 2nd Violation: PED held by office until parent retrieves, parent notified, 2 hours detention, loss of open lunch/hallway privileges for 5 school days 3rd Violation: PED held by office until parent conference, 1 day ISS, PED compliance contract, loss of eligibility for dances, parking privileges, extracurricular participation, and other school activities for 10 school days 4th Violation: PED held by office until parent retrieves, 2 days ISS or alternative placement, PED compliance contract, loss of eligibility for dances, parking privileges, extracurricular participation, and other school activities for a minimum of 10 school days Continued or Severe Violations: Repeated refusal to comply with the PED policy, repeated insubordination, recording or distributing unauthorized photos/videos, or attempts to circumvent the policy may result in: ISS/OSS/Expulsion Hearing	Personal Electronic Devices are not allowed to be used at school between the start and end of the school day.
Drug Related (Distribution) Marijuana Solicitation and Sale: Illicit Drug Solicitation and Sale:	10 Days OSS with Formal Hearing	The impact of distribution impacts more than one person. The safety of our students will not be compromised.

Drug Related (Possession or Consumption) Marijuana Possession Marijuana Use Illicit Drug Possession Illicit Drug Use Drug Paraphernalia	1st Offense: 5 Days ISS/OSS +Teen Intervene + Probation	Drug possession and consumption is illegal on and off campus. The safety of our students will not be compromised.
	2nd Offense: Formal Hearing	
Fighting/Physical Aggression Physical Assault With a Weapon Sexual Assault Fighting Fighting with a Weapon Kidnapping Robbery Rape Murder/Homicide	1-10 Days OSS/ISS With Possible Hearing	The safety of our students will not be compromised. There are better ways to handle conflict.
Acceptable Use Violations Inappropriate Computer Use	1st offense- conference with parent and student, loss of device for remainder of school day 2nd offense- 1 Day ISS monitored use 3rd offense- check in Chromebook with admin for a week 4th offense- loss of device, ISS/OSS	Usage of a school device is a privilege. Using it for non-school activity goes beyond its purpose and could compromise our system.
Leaving School Without Permission Non-Guardian Call Out	1st offense- conference with student and parent 2nd offense- 1 hour Detention 3rd offense- 2 hour detention 4th offense- Lunch detention for a week 5th offense- ISS/OSS/Saturday School with parent meeting	Leaving school without permission potentially puts student safety at risk. The school and guardian need to know where the student is at all times.
Out of assigned area Railertime Lunch Hall Pass Unexcused Class Period	1st offense- conference with student and parent 2nd offense- 1 hour Detention 3rd offense- 2 hour detention 4th offense- Lunch detention for a week	Our students need to learn how to balance structure with limited flexibility. Getting 30 minutes of Learning Services during RailerTime is required to keep Newton High in compliance with state requirements.

In other areas not designated for students	5th offense- ISS/OSS/Saturday School with parent meeting	
Absent From Seminar Missing RailerTime Minutes	1st offense- conference with student and parent 2nd offense- 1 hour Lunch Detention 3rd offense- 2 hours Lunch Detention 4th offense- Lunch detention for a week or Saturday School 5th offense- RailerTime Attendance Contract	Students are required to get 30 minutes of RailerTime each day it is available.
Parking Lot Violation	Subject to a fine schedule, Saturday school or loss of parking privileges.	Parking in the school lot is a privilege. A potential impact to safety will not be tolerated.
Sexual Offense Non-violent Violent	<i>Non-Violent: Conference/ISS/OSS</i> <i>Violent: OSS/Formal Hearing</i>	Sexual offenses of any kind will not be tolerated in our school.
Tardies	5th Tardy: Detention + Parent Contact 10th Tardy: Detention + Tardy Plan of Improvement / Parent Contact 15th Tardy: 2 Detentions or Saturday School + Tardy Plan of Improvement Revisit / Parent Contact 20th Tardy: 3 Detentions or Saturday School + Parent Meeting <i>Failure to attend Detention within the given time frame will result in further disciplinary action (ISS).</i>	Being to school on-time has a positive impact on student learning. It can be negatively impacted with excessive tardiness. Tardies will reset each semester.
Theft	1-10 Days ISS/OSS and potential for expulsion hearing	Theft potentially impacts the safety of our school, students, and staff.

Threat (Other) Harassment/Hate Related Harassment Sexual Verbal Conflict School Threat Threat Other	ISS/OSS/Hearing	Everyone needs to feel safe and secure at school.
Tobacco/Nicotine Tobacco/Nicotine Possession Tobacco/Nicotine Use Solicitation/Sell Vape	1st Offense: 2 Day ISS + Teen Intervene Subsequent Offenses:ISS/OSS/Hearing	<i>Any nicotine related product</i> can have a negative health impact, especially in developing bodies.
Trespassing	ISS/OSS/Hearing	The safety of everyone at school is paramount. Having a person who should not be on campus here could impact the safety of everyone in the building.
Truancy Truancy - 1st Letter Truancy - 2nd Letter Truancy - 3rd Letter	Warning Letter: 3 consecutive days, 5 for semester, 7 for the year Continued Truancy: Reported to County Attorney	Regular attendance at school is imperative to success in school.
Vandalism School Property Personal Property	ISS/OSS/Hearing/Restitution	Vandalism to school property is a waste of money and time to repair.
Videotaping/ Recording/ Sharing computer phone	1-10 ISS/OSS with parent meeting and possible expulsion hearing	Videoing or recording others at school, or any location considered an extension of school (bus, events, etc) could impact safety or that may impact the educational environment. These videos or recordings potentially could be posted on social media, which could cause more issues for students in the video or recording.
Weapons Possession Use	10 Days OSS with Hearing	The safety of everyone on campus is paramount. Zero tolerance for weapons or the facsimile of a weapon.

Dress Code

BOE JCDB

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student dress code applies to all KSHSAA sponsored activities. Regardless of the location on or off campus.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Newton High School does not allow at anytime the following items during the traditional school day:

- Blankets
- Sunglasses
- Hoods or head coverings (ears and faces should be visible)
- Costume makeup

Bullying/Harrassment

NHS strives to maintain a safe and civil environment for students to learn and attain high academic standards and to promote healthy human relationships. Students should report immediately to the office when an issue includes a direct personal threat. Students may report issues using the [Conflict Report](#). Bullying can also be reported by calling the Kansas Bullying Prevention Hotline at 1-800-332-6378.

The staff at Newton High School takes every bullying report seriously. Students/Staff who have bullied others in violation of school policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibitions shall be reported to local law enforcement. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

Graduation

In order to participate in Commencement exercises, seniors must complete all credit, course, and graduation requirements.

Unpaid Fees

Payment for all student materials and resource curriculum fees are due at the time of enrollment, and payment for all other student fees are due at the time of purchase. USD 373 uses the Kansas Setoff Program to handle collections on unpaid accounts over \$25 and RECHECK Inc. of Wichita for all unpaid fees under \$25. Unpaid fees may include balances owed for fees including but not limited to school meals, textbook fees and materials, pay-for-participation fees, lost or damaged books, and other miscellaneous fees. Additional charges will apply to accounts submitted for collection. Parents contacted by RECHECK Inc. regarding past due accounts should correspond with RECHECK Inc. at 888-794-7325 to resolve account balances. For general information and/or questions regarding the collection of past due accounts, contact Andi Saenz at 316-284-6217.

Emergency Drills

Fire, tornado, and crisis drills are held throughout the school year as required. Students are expected to follow all staff directions immediately and remain with their assigned teacher and group for the entire duration of the drill. Leaving the assigned group, going to the restroom, seeking out friends, or wandering during a drill is not permitted, as all safety drills are treated as serious procedures designed to protect students and staff in an actual emergency.

ALICE: Providing a safe, secure learning environment for students is one of our highest priorities. This is why USD 373 has implemented the use of ALICE (i.e. alert, lockdown, inform, counter and evacuate). ALICE training has become a requirement of staff who are employed by USD 373. Our NHS staff have been trained to understand that ALICE is not a step-by-step response, but rather a set of options to utilize in the event of a violent intruder. Students will be trained periodically throughout the school year on ALICE protocols.

Dances

Newton High School hosts several optional dances throughout the school year as a privilege for students. All students, including virtual students, must present a current school-year NHS student ID and be considered a student in good standing in order to attend school dances. Only in-person NHS students will be allowed to bring outside guests. Guest forms must be completed, as well as a parent contact identified prior to the outside guest being approved. All outside guests forms will need to be received the week prior to the event. Students must also be in attendance for the full school day on the day of the dance if the event is held on a Friday, or the full school day prior if the dance is held on a Saturday, unless excused by administration. Guidelines and expectations for each event will be communicated prior to the dance through school announcements and administration. Students who engage in disruptive behavior, violate school rules, appear under the influence, refuse to follow staff directions, or otherwise create concerns while entering or attending the dance may be denied entry, removed from the event, and/or have parents or guardians contacted for immediate pickup. Participation in future school events may also be restricted as a result of misconduct.

Student Recommendations

Service – Many scholarships and some universities require or give preference to students who have performed service for others. In addition, service to others generally helps us gain a positive perspective. There are many opportunities to serve at parent-teacher conferences, concessions, clubs, or other events throughout the year.

References – Students need objective adults (teachers) to serve as positive character references for scholarships, jobs, or college applications. Since staff members are obligated to be honest, students are encouraged to work with all teachers, coaches, and staff in a polite, courteous manner. If you are going to be difficult to work with, your lack of positive references may make it difficult for you to achieve your goals.

Leadership – Leadership experience will distinguish you in an interview or on an application. Students are encouraged to participate in clubs, activities, athletics, and other extra- or co-curricular activities that will be fun and provide tangible items that can be entered on a resume.

Resume – A resume is a summary of your educational, work, and other experiences. A strong resume can help you to stand out in seeking a job or scholarship. All students will create one or more resumes while at NHS. You are advised to list a minimum of 3 strong character references from adults (staff members), at least 20 hours of service, at least 1 leadership position, and a high school diploma. If you don't graduate from high school, your options may be severely limited.

Parent Recommendations

- Support consistent attendance by their student
- Provide a time and place for homework completion

- Check regularly on their student's academic progress
- Encourage their student to advocate with teachers

Disabilities

Please contact the USD 373 compliance officer at 284.6200 if you have questions regarding district compliance with Section 504 of the Americans with Disabilities Act.

Hotlines:

Crisistextline.org

Al Anon/Alateen – 888-4AL-ANON

Drug & Alcohol – 800-729-6686

Narcotics Anon - 818-773-9999

Safe School Hotline

A toll-free number is available for students and parents to anonymously report safety issues. The KHPD safe schools number is 1.877.626.8203. Another option is to call the local School Resource Officers number and leave a message: 316.284.6280

Student Handbook

This handbook provides NHS students with basic information regarding school expectations and opportunities. Successful students will learn the expectations, see their administrator to clarify questions prior to a problem, and utilize the information to be as successful as possible.

Student ID

Student identification badges are used for a variety of school functions including lunch services, attendance tracking, entry into school events, Railertime check-in/check-out procedures, and campus privileges. Students are required to carry their current school-year ID during school hours and at school-sponsored activities and must present it upon request by any staff member. During Railertime, students must use their ID to badge in and out in order to receive credit for their required 30 minutes. Students who are academically eligible for open movement during Railertime will be issued an eligibility sticker that must remain visible on their ID at all times. Juniors and seniors approved for off-campus lunch privileges must present their ID when leaving campus. Physical student IDs are also required for admission to athletics and school activities. Replacement IDs may be purchased through the bookkeeper for \$5.

Student AI (Artificial Intelligence) Use

Artificial Intelligence (AI) tools such as ChatGPT, Gemini, Grammarly, and other generative AI platforms may be used only when permitted by the classroom teacher and in accordance with assignment expectations. AI should be used as a learning support tool for brainstorming, studying, research assistance, or revision, and not as a substitute for original student thinking or work. Submitting AI-generated content as original student work, using AI to cheat, plagiarize, complete assignments without permission, or bypass the learning process will be considered a violation of academic integrity and will result in disciplinary and academic consequences. Students are responsible for the accuracy, originality, and appropriateness of all submitted work, regardless of whether AI tools were used. Teachers and administration reserve the right to determine acceptable AI use on assignments and in classrooms.

NHS Device Policy (Chromebook)

The purpose of the Newton High School Device Handbook is to describe the policy, procedures, and information regarding the 1:1 devices used at Newton High School.

Devices: Each student will be issued a Chromebook with a charging cord.

Receiving and Returning Devices

Devices, chargers, and cords will be distributed to students at the beginning of the year after the parents/guardians have signed off on the appropriate forms and paid the Technology Fee. When the device is assigned to the student and checked out, the condition of the device and accessories will be documented. This will help in the return process at the end of the year. The following school year, students will be receiving the same device from the previous school year.

During the orientation session, students will learn how the devices are used for instruction/learning and will review the handbook.

Individual devices and accessories will be turned in during the final week of school so they can be serviced over the summer.

Students who withdraw, are suspended/expelled, or leave the district for any reason must return their device, charger, and cords on or before the date of withdrawal.

If a student fails to return the device and accessories at the end of the school year or upon withdrawal from the Newton USD 373 School District, the student's family will be responsible for the full cost of replacement of the device, charger, and cords. If this amount isn't paid then, as with all unpaid charges, it would be turned over to collections.

General

- The device is the property of Newton USD 373 School District, and users will follow the Acceptable Use Policy found on the district's website.
- Only use a clean, soft cloth to clean the screen, and do not use cleansers of any type.
- Students will only use the cords and cables provided with the device. Cords and cables must be inserted and removed carefully to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels of any kind other than the Property of the District labels.
- Students must not remove any Newton USD 373 school labels.
- Devices are never to be left in an unlocked locker, unlocked car, or any other unsupervised area.
- Students are responsible for keeping their device's battery charged for use in school each day.

Using the Device at School

Devices are intended for use at school each day. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher. It is expected that each student will charge their device each night and bring it to school fully charged.

Home Use

Students will be bringing the devices home for learning purposes (if they have paid the technology fee). Some tips for home use:

- The device should never be left unattended in a car.
- Parents should spend time setting up home guidelines for the use of the device. Students are allowed to set up wireless networks on the device. This will assist them using the device while at home.
- Technology support is not available outside of the school day.
- Internet filtering is NOT provided outside of the Newton USD 373 network. Newton USD 373 is not responsible for information and subject matter accessed outside the USD 373 network.
- Devices should not be exposed to extreme heat or cold, moisture, rain, or snow.
- The device should not be used by anyone except the student assigned the device and is for educational purposes only.

Acceptable Use Policy Responsibilities

Students are to follow all expectations as outlined in the Newton USD 373 School District Acceptable Use Policy both at school and home. These include, but are not limited to, the following:

- Illegally installing or transmitting copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using chat rooms or sites selling term papers, book reports, or other forms of student work.
- Spamming: sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Using the school's Internet/email accounts for financial or commercial gain or illegal activity.
- Using anonymous and/or false communications through such sites as iChat or Gmail web-texting sites.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Vandalism: any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment, will not be allowed.
- Transmitting or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the school district's web filter through a web proxy or any other means.
- Any violation of the Student Handbook.
- Breaking the terms of use on any website, app, or program.

School responsibilities are to:

- Provide Internet and email access to students at school.
- Provide Internet filtering while using the Newton USD 373 network.
- Review, monitor, and restrict information stored on or transmitted via Newton USD 373 School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance to the Acceptable Use Policy.

Parents/guardians Responsibilities:

Talk to your children about expectations and the standards that your children should follow on the use of the technology in your home, just as you do on the use of all media information sources, such as television, telephones, movies, and radio.

Students are Responsible for:

- Using devices in a responsible and ethical manner.
- Ensuring that the assigned device is only used by them. (Other students, parents, siblings, friends etc. should NOT use the device.)
- Obeying general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Using all technology resources in an appropriate manner so as to not damage district equipment.
- Monitoring all activity on their account(s).
- Turning off and securing their device after they are done working to protect their work and information.
- Report inappropriate behavior or use to an adult.
- Returning their device to the school at the end of the school year. Students who withdraw or are suspended/expelled must return their device.
- Bringing their device to school each day, charged and ready for use.

Technology Usage Fee

The purpose of the technology fee is to protect and maintain the investment the district has made in the devices for student use at school and home. Normal wear and tear happens each year, which requires repair and maintenance. Sending devices home increases the wear/tear and possibility of damage. The fee helps ensure the district can maintain, repair, and replace these devices for current and future student use.

The technology usage fee is \$50 per student per year. Students who qualify for reduced fees will pay \$30. Students who qualify for free/no fees will pay \$20.

Students must return the device, charger, and cords in the condition it was issued to the student.

Replacement/Repair	Fee
Cracked Screen or Other Damage	Incident amount will be determined based on damage. (Minimum damage fee of \$50.)
Lost or Stolen Device	Responsibility of the Student - Technology Fee does not cover replacement and cost of the Chromebook.
Lost or Damaged Charger	Technology Fee Does Not Cover: Chromebook charger - \$50

Repair/Damage/Lost Devices

If you are encountering technical problems, report them to the Chromebook coordinator. If it cannot be fixed at that time, a loaner may be distributed based upon the problem and availability of a loaner device. All device policy agreements remain in effect for the loaner.

Damage and or Lost Devices

- Users will report any damaged or lost devices (IMMEDIATELY) to the library.
- Students will fill out a Damaged Device Report that will be signed by the parent before repair is made to the device.
- The cost for repairs will be the responsibility of the student/parent.
- Lost or damaged cords are the responsibility of the student and are not covered in the Technology Usage Fee.
- Lost/Stolen devices are not covered in the Technology Usage Fee and will be the responsibility of the student/parent.

Chromebook Insurance

Families can purchase insurance for device damage \$25 covering that will cover some of the damages to the chromebook.

Behaviors and Discipline Related to Student Technology Use:

<u>Technology-Related Behavior Violations</u>	<u>Equivalent "Traditional" Classroom Violations</u>
Failure to bring device to school	Coming to class unprepared
Email, texting, skyping, Internet surfing, playing games, etc.	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. on device	Vandalism of property
Using account belonging to another student or staff member	Breaking into someone else's locker/classroom
Accessing inappropriate material	Bringing inappropriate content to school in print version
Cyber-Bullying	Bullying/Harassment
Using profanity, obscenity, or racist terms on your device	Inappropriate language, harassment

Sending/Forwarding assignment to another student to use as their own and/or copying	Cheating, copying assignment, plagiarism
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Violations unique to a 1:1 Environment:

Not having device fully charged when brought to school
Attempts to defeat or bypass the district's filter and/or security settings
Unauthorized downloading/installation of apps inappropriate for educational setting

Acceptable Use

The use of the Newton USD 373 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Newton USD School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Newton School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the procedures and guidelines named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Newton High School Student/Parent Technology Equipment Use Agreement

This agreement is for the understanding of what will be expected of students in their use of district issued technology devices. This will also explain the responsibility of both parents and students. These policies are set forth for the protection and expected use of the district's investment in technology for educational purposes.

Expectations for Technology Use:

1. Charge the device's battery daily or adequately to make sure it is always ready for classroom use.
2. Keep food and beverages away from devices since they may cause damage.
3. Do not disassemble any part of the device or attempt any type of repairs.
4. The student's device is subject to inspection at any time without notice and remains the property of the USD 373 School District.
5. The student is responsible for all damage or loss caused by neglect or abuse.
6. The student must return the device, power cord, charger or any other equipment in good and working condition.
7. The student must comply with teacher requests regarding student use of the device.
8. Do not send inappropriate emails or messages that would be deemed threatening or harassing at school, away from school, or at a school sponsored event.
9. Do not leave the device unattended or leave the lid of Chromebook open while not in use.
10. The student is the only person that should use the device. Do not loan student issued devices to another student or allow any other person to use.
11. The student shall not download programs or materials without permission of the teacher/administration.

12. There should be no inappropriate pictures or material on the device.
13. The student shall not access inappropriate websites at school, away from school or at a school sponsored event.
14. No music or programs shall disrupt the learning environment.

I agree to the stipulations set forth in the above documentation and will follow any other use policies in place by USD 373. Any misuse or incidents of the above not being followed, the students and parents will be accountable. USD 373 reserves the right to modify any of the above at any time.

Senior Seminar Schedule and Senior Partial Schedule Release

Senior Seminar Release

Seniors are encouraged to take advantage of the many educational opportunities available to Newton High students. Students who believe that their educational needs and career goals can be better served through release from seminar for their 4th nine weeks are required to **SUBMIT** a seminar release application form from their school counselor or administrator **by March 1** of their Senior year. The following stipulations will apply:

- Students involved in KSHSAA Activities or any other extra curricular or co curricular activities for Spring that are competing are not eligible.
(Some examples are athletics, band, orchestra, vocal music, student council, debate, forensics, FFA, BPA, RaileRobotics)
- Students involved in programs such as Machining and Welding are not eligible.
- Seminar release will only be granted for the 4th quarter.
- Students will not be allowed on the NHS campus during seminar time.
- If one or more grades drop below C's they will be **REQUIRED** to **RETURN** to seminar attendance.

The following must be checked complete by your seminar teacher:

- ☐ Students requesting seminar release must be on track to graduate.
- ☐ Students Portfolio must be completed with a 70% or higher.
- ☐ Students must have a 70% or higher in seminar.
- ☐ Students must have an unweighted cumulative GPA of 2.75 or better.
- ☐ Seminar release form must be turned in to administrator or counselor **by March 1st**.

NHS Senior Application for Partial Schedule

School policy states second semester seniors are required to take only those courses needed to fulfill the graduation requirements. However, it is recommended that seniors challenge themselves beyond the 26 credits required. Second semester seniors are encouraged to take advantage of the many educational opportunities available to Newton high students. **Seniors participating in second semester athletics or activities must be enrolled in 6 of the 8 second session blocks AND seminar** in order to be eligible under KSHSAA & local guidelines. Their credits **MUST** equal 3.0 for the second semester. If they are not enrolling in two courses, they must be on opposite days. Students cannot have both open spots in their schedule on the same day. **Students in 0 hour strength and conditioning will have 3 classes each day in addition to 0 hour.**

Students who believe that their educational needs and career goals can be better served through a partial schedule are required to request a partial schedule application form from their school counselor during the first term of their Senior year. The following stipulations will apply:

1. The **Application for Partial Schedule** must be turned in before the end of Term 1. **(December 1st) LATE applications will NOT be accepted.**
2. Partial Schedules will only be granted for **2nd semester.**
3. Students requesting Partial Schedules must be on track to graduate.
4. **Students will not be allowed on the NHS campus during the time not enrolled in NHS classes.**
5. College coursework taken during partial schedules cannot be applied toward graduation from Newton High School, unless it is a course that has been given prior approval by the school as an acceptable concurrent credit class.
6. The cost of all post-secondary classes will be at the expense of the student.
7. College grades are included on student transcripts and factor into the students' cumulative GPA and are **NOT** weighted at NHS.

USD 373 Board Policies

The most updated Board policies, which are followed by Newton High, are at this link:

<https://go.boarddocs.com/ks/usd373/Board.nsf/Public#>

Family Education Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

The following questions and answers are intended to help you understand your rights as a parent under FERPA. If you have further questions, please contact the U.S. Department of Education's Family Policy Compliance Office using the contact information provided below.

Does the school have to provide me with a copy of the records if I request them? Schools must honor your request to review your child's education records within 45 days of receiving the request. Some states have laws similar to FERPA that require schools to provide access within a shorter period of time. FERPA requires that schools provide parents with an opportunity to inspect and review education records, but not to receive copies, except in limited circumstances.

Parents whose children receive services under the Individuals with Disabilities Education Act (IDEA) may have additional rights and remedies with regard to their children's education records. The school district, local special education director, or state special education director can answer questions about IDEA.

Who else gets to see my child's education records? To protect your child's privacy, schools are generally prohibited from disclosing personally identifiable information about your child without your written consent. Exceptions to this rule include:

- disclosures made to school officials with legitimate educational interests;
- disclosures made to another school at which the student intends to enroll;

- disclosures made to state or local education authorities for auditing or evaluating federal-or state-supported education programs, or enforcing federal laws that relate to those programs;
- disclosures including information the school has designated as “directory information.”

What is directory information? FERPA defines “directory information” as information contained in a student’s education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include:

- name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- degrees, honors, and awards received; and
- the most recent school attended.

Does FERPA give me a right to see the records of my son or daughter who is in college? When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student (“eligible student”). However, FERPA provides ways in which a school may—but is not required to—share information from an eligible student’s education records with parents, without the student’s consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student, if he or she is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official’s personal knowledge or observation of the student.

GAAF Emergency Safety Interventions (See GAO, JRB, JQ & KN)

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 behavioral intervention strategies. Please refer to the complete policy listed on the USD 373 website at

<https://go.boarddocs.com/ks/usd373/Board.nsf/goto?open&id=CT6QBF650F02>

Revised date 7/24/23

IHA- Grading System

The district shall have board-approved methods for assessing and reporting the quality of student academic progress. Information shall be published in appropriate handbooks. NHS utilizes a 90 (A), 80 (B), 70 (C), 60 (D), 0-59 (F) grading scale.

Revised: 8/10/2015

IHEA Make-Up Opportunities – (See JBD, JDD) IHEA

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

NHS - Teachers will provide an opportunity to make-up work assignments for excused absences when requested. Time limits for student work will be decided by each teacher.

Revised: 8/10/2015

JBD Absences & Excuses—(See AEB,IHEA, JB, JBE, JBH & JDD)
(These revisions reflect new revisions to JBD presented to the board on 7/13/26)

When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences pre arranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence and would be subject to appropriate disciplinary action. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of a School Day

An absence of more than 120 minutes or more (2 hours) in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. Revised: 9/28/15, 9/13/21

When a student is absent from school an attempt will be made to contact the parent or guardian to determine the reason for the absence. This is normally done through an automatic phone call. The principal shall determine the acceptability and validity of excuses presented by the parent(s) or the students.

JGG Transportation (See ED & EDDA) JGG)

School-provided transportation shall be available to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook. Revised: 9/28/2015, 2/24/2016, 9/2022

Pupil Conduct - Transportation

To achieve the goal of providing a safe ride for everyone, we need the cooperation of everyone involved. There are times when some students do things that require a reprimand. We hope there are minimal reprimands, but there have to be rules and consequences for breaking the rules. The following instructions apply anytime the pupil is riding a school bus either on regular routes or on an activity or field trip.

- A. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cordially.
- B. Passengers must be on time! The bus cannot wait for those who are tardy. Please call 284-6505 or 6506 if not riding.
- C. Passengers must conduct themselves in a safe manner while waiting for the bus.
 - a. Never stand in the roadway.
 - b. Stand single file in an orderly manner and board in like manner.
Please do not move toward the bus until the service door is opened. The bus will stop at least 6 ft. from the nearest student. If a student must cross the road, the student should check traffic, then make eye contact with the driver or watch for the driver's signal to cross.
 - c. Do not board a bus unless the driver is present.
- D. The driver must assign a seat to each student. If the driver gives permission, the student may change seats only when the bus has come to a stop. F. Any damage to the bus is to be reported immediately to the driver, this includes seats that have been cut. Students will be charged for any damage to school property.
- E. When disembarking, remember the "Danger Zones" and cross ten feet in front of the bus. Observe the directions of the driver; look to be sure no traffic is approaching from either direction. If not crossing the road, move clear of the bus immediately and stay clear. NEVER CROSS BEHIND THE BUS.
- F. When loading at Chisholm, stay behind the yellow line for your safety.
- G. Students are advised to listen to their home radio station for storm warnings and should not attempt to reach school when so forewarned. (Unsafe conditions include heavy snows, floods, extreme windchill.)
- H. No rider shall be allowed to disembark at any designated bus stop other than their assigned stop without prior notification. Notification must be made by a phone call or by email.
- I. Non-qualified riders must obtain prior approval to ride any route.
- J. Glass containers, live animals, pets, balls, bats, balloons, skate boards, or weapons are NOT allowed. If seating arrangements do not allow room for large items, other arrangements need to be made for transporting. (i.e. pillows, sleeping bags, instruments and fundraiser items.)

Passengers shall:

- o Remain seated while the bus is in motion.
- o Remain quiet when approaching a railroad crossing in order for the bus driver to listen for a train.
- o Use low conversational volume while the bus is in motion. Unnecessary conversation with the driver is prohibited.
- o Not throw anything out of the bus windows.

- o Keep the bus clean and sanitary at all times.
- o Keep their hands, arms, head and feet inside the bus at all times.
- o Keep the aisle free of feet, backpacks, musical instruments, etc.
- o Not open, eat, and/or drink anything while on the bus.
- o Never tamper with the controls or the equipment on the bus.
- o Not fight or scuffle on the bus or at the bus stop.
- o Not smoke, vape, possess liquor or illegal drugs while on the bus.
- o Not endanger the safety of others, or commit acts of vandalism, swear, or use obscene language, unacceptable signs, or commit moral offenses while waiting for or riding on the bus.

Passengers who fail to follow the above expectations of the USD 373 Transportation Guidelines may receive a bus referral. Consequences are as follows:

First Violation – Warning with a report sent to parents.

Second Violation – 3-day suspension from riding any bus.

Third Violation – 10-day suspension from riding any bus.

Fourth Violation – Suspension from riding any bus for the semester.

Fifth Violation – Expulsion from riding any bus for the remainder of the school year.

Students who receive a referral will be off both route and activity buses for the specified time of the referral.

MISCELLANEOUS SCHOOL POLICIES/RULES

72-6114. Grounds for suspension or expulsion; who may suspend or expel. Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

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

Suspended Students – Students who are suspended from school are not to attend any school activity or to be on school or U.S.D. 373 property.

K.S.A. 72-6115. Duration of suspension or expulsion; notice; hearings, opportunity afforded, waiver, time, who may conduct. (a) A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

(b) (1) Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil an opportunity for a hearing thereon. The notice may be oral or written and the hearing may be held immediately after the notice is given. The hearing may be conducted informally but shall include the following procedural due process requirements: (A) The right of the pupil to be present at the hearing; (B) the right of the pupil to be informed of the charges; (C) the right of the pupil to be informed of the basis for the accusation; and (D) the right of the pupil to make statements in defense or mitigation of the charges or accusations. Refusal of a pupil to be present at the hearing will constitute a waiver of the pupil's opportunity for a hearing.

(2) A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

(c) A written notice of any short-term suspension and the reason therefor shall be given to the pupil involved and to the pupil's parent or guardian within 24 hours after the suspension has been imposed and, in the event the pupil has not been afforded a hearing prior to any short-term suspension, an opportunity for an informal hearing shall be afforded the pupil as soon thereafter as practicable but in no event later than 72 hours after such short-term suspension has been imposed. Any notice of the imposition of a short-term suspension that provides an opportunity for an informal hearing after such suspension has been imposed shall state that failure of the pupil to attend the hearing will result in a waiver of the pupil's opportunity for the hearing.

(d) No suspension for an extended term and no expulsion shall be imposed upon a pupil until an opportunity for a formal hearing thereon is afforded the pupil. A written notice of any proposal to suspend for an extended term or to expel from school, and the charges upon which the proposal is based shall be given to the pupil proposed to be suspended or expelled from school, and to the pupil's parent or guardian. Any notice of a proposal to suspend for an extended term or to expel from school shall state the time, date and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later than 10 days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. 72-6116, and amendments thereto.

(e) Whenever any written notice is required under this act to be given to a pupil or to a pupil's parent or guardian, it shall be sufficient if the notice is mailed to the address on file in the school records of the pupil. In lieu of mailing the written notice, the notice may be personally delivered.

(f) A formal hearing on a suspension or expulsion may be conducted by any person or committee of persons authorized by the board of education to conduct the hearing.