



**CENTRE USD 397  
STUDENT/PARENT HANDBOOK  
2024-2025**

## DISTRICT VISION STATEMENT

USD 397 promotes the success of every student providing a 21<sup>st</sup> century curriculum, focusing on individualized learning, critical thinking, social-emotional development, and employability skills in order to ensure students have the tools necessary for success in an ever-changing society.

**The mission of Centre USD 397 is to educate students for lifelong success.**

### We Believe:

- Every student can learn and achieve success when presented individualized learning opportunities and given access to relative resources.
- Student learning encompasses academic, social/emotional, and physical competencies.
- Students, parents, and community members share a commitment with the district to promote the educational process including:
  - high standards for academic performance,
  - responsible self-management skills, and
  - social/emotional/physical health.
- Every child belongs to every educator.
- Average is no longer acceptable. “Change is intentional, coherent, and dynamic (MTSS Core Beliefs)”
- A positive school environment begins with us; positive regard and belief in students begins with us; positive outcomes begin with us.

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## GRADUATION

### **Centre High School Graduation Requirements**

The minimum requirement for a Centre High School Diploma is 26 credits. These 26 credits must include:

- 4 units of Language Arts (1 unit can be College Composition)
- 3 units of Social Studies including one unit of World History, American History and one unit of Government
- 3 units of Science, including a laboratory science
- 3 units of Mathematics
- ½ unit of Health and ½ unit of Physical Education
- 1 unit of Fine Arts
- 1 CPR class (no certification required)
- 1 unit Financial Literacy
- ½ unit Computer Applications (Starting with Class of 2027)
- ½ unit Speech and Communication (Starting with Class of 2028)

Students must acquire a minimum of two postsecondary assets before graduating: (Starting with Class of 2028)

- Youth apprenticeships
- 40 or more community service hours
- Client-centered Projects
- Workplace learning experience directly related to a student's IPS
- Industry-recognized certifications
- Seal of Biliteracy
- ACT Composite (score of 21 or higher)
- WorkKeys Level (Silver or higher)
- 9+ college hours
- State assessment scores of 3 or 4 for math, ELA, science (demonstrating College Readiness)
- ASVAB per the requirements of the military branch selected
- SAT score (1200 or higher)
- Completing the Board of Regents Curriculum
- International Baccalaureate Exam (4+)
- Advanced Placement Exam (3+)
- CTE Scholar
- Eagle Scout or Gold Scout
- 4-H Kansas Key Award
- Two or more high school athletics/activities
- JROTC
- 95% attendance in high school
- Senior exit interview/senior projects
- CTSO officers - state level only

### **Kansas Scholar Curriculum**

Students who complete the following curriculum and meet the requirements for CHS graduation, while maintaining a 3.0 overall GPA will be noted as completing the Kansas Honors Curriculum.

- 4 units of Language Arts; one unit taken each year
- 3 units of Social Studies, 1 unit of US History, 1/2 unit of American Government, 1/2 unit of World History or World Geography, and a unit of another Social Studies elective such as Economics and a full unit of American Government.
- 3 units of Science - Biology, Chemistry AND Physics
- 4 units of Math - Algebra I, Algebra II, Geometry and a fourth unit of Advanced Mathematics
- 2 approved units of the SAME foreign language

### **USD 397 Grading Scale**

A	100% - 90%	Superior	4.0 grade points
B	89% - 80%	Above Average	3.0 grade points
C	79% - 70%	Average	2.0 grade points
D	69% - 60%	Below Average	1.0 grade points
F	59% - Below	Failing	0 grade points

Parents and students are encouraged to view their class progress on Skyward through the district's website [www.usd397.com](http://www.usd397.com).

### **Honors Medal**

The Honors Medal is awarded to seniors who graduate with a 3.75 GPA average (with no D's or F's) for all high school courses carrying credit.

### **Early Graduation**

Students may pursue early graduation if; they have completed all graduation requirements, have attended seven semesters and have a hardship or a unique cultural, academic and/or vocational opportunity. Parents/guardians, counselor and superintendent approval shall be required before a request will be considered. Students must submit a request to administration that includes an essay of why they want/need to graduate early, a letter from the parents/guardians, and a completed graduation plan. Early graduates are not eligible for extracurricular activities of any kind except as an approved guest. Early graduates may participate only in the USD 397 Honors banquet and graduation. Prior to final approval a conference will be conducted with the student, parents/guardians, counselor, principal and superintendent at which time all issues relative to this endeavor will be discussed.

## **ACADEMIC INFORMATION**

### **National Honor Society (NHS)**

National Honor Society membership is open to second semester sophomores with a 3.5 GPA with evidence of leadership and service in the school and community. See NHS guidelines or the NHS sponsor for more details.

#### **NHS Selection:**

- Initially, students with a cumulative GPA of 3.5 and higher are invited to apply.
- Letters of information are sent home to parents.
- Only applications submitted prior to the deadline are accepted.

A panel of five teachers, NHS sponsor is exempt, reviewing the applications and considering the membership selection criteria to choose the new members.

#### **Membership Selection Criteria:**

- Scholarship means a commitment to learning. A student is willing to spend hours in reading and study, knowing the lasting benefits of a cultivated mind.
- Service is the voluntary contribution made by a student to the school or community, done without compensation, and with a positive, courteous, and enthusiastic spirit.
- Leadership is exhibited by someone who is resourceful, dependable, a good problem solver, a promoter of school activities, an idea-contributor, and/or a person who exemplifies positive attitudes about life.
- Character is exhibited by someone who demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

## **Enrollment**

Each student must be enrolled in at least eight classes their freshman, sophomore, and junior years. During their senior year, students may apply for work study that is KSDE approved. In order to best prepare for post-secondary endeavors students should maintain full schedules.

## **Grade Bank**

Assignments will be graded in a timely manner and will be posted on Skyward. Grades will be “banked” every three weeks meaning that students must get assignments completed and handed in within each 3-week period. After grades are “banked”, students will not be allowed to make up missed assignments or make corrections on assignments. This policy is in place so that students will stay current on classroom assignments and will master the material during the time span needed to learn the content for future assignments and tests. Parents are encouraged to monitor their student’s grades. (If log-in information for Skyward is needed, please contact the school office.)

The following are the dates that grades will be banked:

September 6, September 27, October 18, November 8 November 26, December 19

January 24, February 14, March 13, April 11, May 2, May 20

Grades will be calculated on a semester basis with a running total from the beginning to the end of the semester.

## **Dual Credit Enrollment/Concurrent Classes**

When a student is enrolled in a concurrent course, the student will have their grade recorded at both the secondary and post-secondary institution. Please note that concurrent level courses may have a different grading scale and grading may not be as frequent.

Juniors and seniors will be allowed to enroll in classes at an accredited College or Community College if they meet the following criteria:

- The student must be in good standing with USD 397.
- The student must have an appropriate score on the Accuplacer Test or a qualifying ACT score.
- Students taking online classes for high school credit must take any exams for the course in the building they attend. Students need to make arrangements with school personnel for supervision.

## **Online Enrollment Information for Students Enrolled at Centre Schools**

Students can make a request to USD 397 administration to enroll in virtual classes through Edgenuity given the guidelines set forth below. Applications for the fall semester will be submitted at pre-enrollment the previous spring. A decision will be returned to the student and student’s parents by administration concerning the student’s eligibility to enroll in virtual classes. The following situations will be considered when determining if a student will be eligible to enroll in virtual classes.

- The student needs a course to become a CTE concentrator or completer that is not on the Centre High School schedule;
- The student needs to recover a credit because of a failed course;
- Extenuating family circumstances such as a death or debilitating injury in the family require the student to contribute to the family’s well-being at home;
- The student had significant excused absences for the student’s own serious health condition, temporary disability, or maternity leave; or
- The student has been expelled or suspended long term.

Note: Virtual course requests will generally not be approved as an alternative to any course that is offered by Centre High School except for course recovery or some unforeseen circumstance.

The following restrictions and guidelines will apply:

- The student must be entering the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade;
- The student shall have demonstrated through grades and standardized tests the ability to be successful in the independent virtual school environment (excepting course recovery);

- Continued enrollment in a virtual course is contingent upon satisfactory performance;
- Enrollment in a virtual course will be allowed only when an appropriately certified staff member is available to supervise the student's participation in the course;
- Only courses approved by the administration shall be posted on student high school transcripts unless transferred from an accredited junior high or high school at the time of enrollment in the district; and
- The administration shall approve of the course content, rigor, length, assessment methods, curricular alignment, and/or the qualifications of the instructor.

### **Centre District Students Enrolling in KOLP**

Centre district students may enroll full-time due to extenuating circumstances in the Kansas Online Learning Program if written applications are made to the building administration, Coordinator of KOLP, and BOE in advance of enrollment and before the beginning of the school year and are approved for enrollment in KOLP. Approval of enrollment will be determined by all parties and finalized by the Board of Education based on recommendations from the building administration and the KOLP coordinator. Enrollment in the Kansas Online Learning Program will not be allowed to replace a class already scheduled in the brick-and-mortar building. Enrollment for students wanting to take classes on both platforms will not be allowed. Students must be full-time in the brick-and-mortar building or the Kansas Online Learning Program.

### **Career and Technical Education Pathways (CTE)**

CTE Pathways are prescribed courses of study defined by the KSDE that are designed to prepare students to enter an area of vocational study. Those who complete the coursework for a CTE pathway may receive course exemptions from accredited Kansas colleges and vocational schools with whom agreements have been articulated. CTE pathways may be completed at two levels. Entrance into a CTE pathway will be discussed when enrolling for classes.

- Concentrator - A student earning at least \*2.0 credits of CTE courses in the same state-approved Pathway + \*\*70% proficiency on local, technical skill measures, or passing a third-party, technical skill assessment, or earning an industry-recognized certificate.
- Completer - A student earning at least \*3.0 credits of CTE courses in the same state-approved Pathway + \*\*earning an industry-recognized certification or passing a third-party, end-of-Pathway assessment.

### **Access to CTE Programs**

All students may be admitted to Centre High School CTE programs. Students will be educated on the pathway and the program of study that aligns with their post-secondary goals. This will be a process conducted by the school counselor during the IPS conference or pre-enrollment. The CTE teacher will also educate students on the program of study and how it can best align with their individual plan of study. Prerequisite courses will be identified depending on the pathway and students will be enrolled accordingly.

### **Work Study**

Work study is available for students based on state requirements. Arrangements must be made the semester before work study is to begin. The counselor has the forms.

### **Class Changes/Drops/Withdraws**

Schedule changes may be completed through the counselor's office. All schedule changes must be made within five school days of the beginning of the semester. Any dual credit or concurrent classes must be added or dropped through the process set forth by the college or vocational school the student is attending. The CHS counselor will be notified of these changes as soon as they occur. Classes cannot be dropped after the first week of class. If a student withdraws or drops a college course they must fill that time with a high school class, this includes making up any work or activities missed.

## **College Visits**

Juniors and Seniors may take college visits with the approval of parents, principal, and counselor. Seniors are allotted 4 college visits not counting CHS visits/field trips. Juniors are allotted 2 visits. Students are not allowed to leave school once the school day has started to attend a college visit unless they are with a parent/guardian. The Post-Secondary Visit Form must be completed 3 days prior to the proposed visit and submitted to the high school counselor. This form can be found at the end of the handbook. Proof of the visit must be presented to have the absence from school be excused. Photos, registration verification, admissions contact information card/packet, etc. are acceptable proof.

## **Honor Roll**

The requirements for Honor Rolls are as follows:

High Honor Roll	4.0 Grade Point Average
Honor Roll	3.5 – 3.99 Grade Point Average, with no D's or F's

## **STUDENT EXPECTATIONS**

### **Student in Good Standing**

Students must meet the following criteria in order to be considered in Good Standing and able to participate and attend any non-graded activities.

### **Absences:**

Attendance will count towards 10% of a student's grade for all classes, including Edgenuity and college classes. An attendance report will be run on Monday of each week. If the student's attendance percentage drops below 90%, they will lose 10% in all of their classes. The student has the ability to earn this part of their grade back by improving their attendance percentage. Absences not included are school activities and illnesses or medical appointments with a note from a medical professional to be submitted to the office upon the student's return to school.

If a student or parent/guardian feels there are circumstances relating to the absences that should be considered before counting toward 90%, they may present their case to the Restorative Action Committee. The Restorative Action Committee will be composed of JH/HS principal, counselor, JH teacher, HS teacher, and one teacher of the student.

**Outstanding Discipline Consequences:** In order to remain a Student in Good Standing, a student may not have any unserved disciplinary consequences. If a student is assigned a detention, they will have three (3) school days to make arrangements to get it served. If the student has detentions that have not been served, they will lose their status on good standing and thus be ineligible to participate in any activities.

**Academic Eligibility:** Students must meet the requirements of academic eligibility in order to remain a Student in Good Standing.

KSHSAA requires a student to pass 5 (five) or more academic courses in the preceding semester. (This requirement applies to KSHSAA activities only.)

Eligibility will be run weekly based on semester grades and reported to activity sponsors/athletic coaches. A student will become ineligible if:

- Students have 1 F in any class, with the exception that students shall be given one (1) probationary week to improve their grades. A student shall only have one (1) probationary week in a semester.
- Student has 2 F's. Ineligibility is automatic with no probationary period.

Eligibility Reports will run at 9:00 AM Monday morning. A parent notification will be sent out by noon on Monday. Coaches and teachers will also receive notification at that time.

- Students will remain ineligible until the next report is run the following Monday at 9:00 AM.
- Students in grades 6-8 will not practice until they have become eligible. They may return to practice later in the week when their grades become eligible, but cannot play until the following week.
- It is the responsibility of students in grades 9-12 to seek assistance from their teachers before or after school to remedy their ineligible grades.

A student deemed to be ineligible will not be allowed to play/perform/participate in school or KSHSAA sponsored activities during the week of ineligibility. This includes, but is not limited to: homecoming dance, coronation, candidacy, non-graded performances, games, club outings and contests, and other KSHSAA sponsored events.

Students must be in attendance from the beginning of the second hour until the end of the school day on a game/event day in order to participate in after school or evening events. Appointments such as doctor, dental, and other medical health are excusable with proper documentation of the visit on that day. Exceptions may be made with administration for extenuating circumstances on a case by case basis.

\*Games/events\* include, but are not limited to, practice, games, dances, clubs' events, pep band, etc.

### **Attendance**

According to federal government guidelines, students who miss 10 or more days of school, or 10% or greater of the school year, are considered to be **chronically absent**. It is very important that students, as much as possible, attend school every day so that they can receive consistent instruction and so teachers can track student progress and provide interventions and support if necessary.

When a student is absent, parents are expected to call the school at (983-4321) between the hours of 7:50 and 9:00 AM to report the absence. If parents haven't contacted the school by 9:00 AM, an automated phone call will contact the parent. If contact hasn't been made by 9:30 AM, another call will be made to the parent. Documentation of each medical and legal appointment should be presented as the absences occur. Blanket notes will not be accepted. **Any student's absence not excused by a phone call or a note from the parent/guardian will render the absence classification as unexcused.**

### **Late Arrivals/Tardies**

Students who arrive at school after the tardy bell must check in at the office to receive a pass before reporting to class. A student is tardy when he/she is not in the assigned room when the bell rings for the start of each class. Students will be assigned a 30-minute detention on the fourth and subsequent tardies that are accumulated from all classes. Students will be notified of their detention and have 3 days to serve their detention to remain in good standing.

### **Absences**

Students arriving to any class 15 minutes after the bell rings will be counted as absent for that class period. Any absences besides the acceptable ones listed below will be unexcused:

- Illness of the individual student
- Death or critical illness in the immediate family
- Medical or Legal appointments (must bring a note from said appointment)
- Working for parent(s), provided the school is notified **PRIOR TO** said absence.

USD 397 abides by the Kansas compulsory attendance law (KSA 72-1113). Students who miss a significant part of 3 consecutive school days, 5 days in a semester, or 7 days in a school year will be reported for truancy/educational neglect.

If a student has three excused medical absences in a row, a doctor's note is required. If a student has five excused medical absences in a semester, a doctor's note is required for each additional day of absence. If a student has seven or more medical absences during the year, a doctor's note is required for each additional day of absence.

### **Elementary Students in the Building**

Elementary students will be allowed to enter the building at 7:50 AM. Please do not drop your child off before this time. Students are to enter the building and report directly to their designated area in the new gym if they are not eating breakfast. If they are eating breakfast, they are to drop their backpacks off at their classes designated area before going to breakfast and return to their designated spot when they are finished eating. Classroom teachers will retrieve their students from the gym at 8:10 AM. At the end of the day, students are to exit the building within five minutes after dismissal at 3:40 PM unless they are remaining under the pre-arranged direction of a staff member. Those remaining after that time for any reason, should be under the direct supervision of the sponsoring teacher.

### **6-12 Students in the Building**

6-12 Students will enter the building at 7:50 AM and report directly to the main gym or a supervised classroom until dismissal to class at 8:10 AM. Students eating breakfast will report to the new gym for breakfast and return directly to the main gym after eating. At the end of the day, students are to exit the building within five minutes after the last bell of the day at 3:40 PM unless they are remaining under the pre-arranged direction of a staff member. Those remaining after that time for any reason, should be under the direct supervision of the sponsoring teacher.

### **Student Leaving School or Class**

Students are not to be released from class to walk the hallways without a written pass which includes the time the student left as well as their intended destination. A student who leaves a classroom or the building without a teacher or office permission will be subject to disciplinary action according to the discipline matrix. Students must bring written permission from their parent/guardian to leave the building.

### **Make Up Policy**

Students will be granted two school days for each excused absence to complete their homework assignments. However, it is impossible to make up daily participation points due to an unexcused absence.

### **Withdrawing from USD 397**

Students withdrawing from school in good standing must comply with the following:

- Complete checkout form.
- Return all school texts, materials, and devices.
- Locker must be returned to its original condition.
- All fees must be paid.
- If a records request from another school is not received in 3-5 days, truancy may be filed.

## **STUDENT BEHAVIOR**

### **Academic Dishonesty**

Academic dishonesty is any form of cheating or misrepresentation of one's work. It may include but is not limited to:

- Having another complete one's work
- Sharing or receiving answers
- Using a source not allowed
- Using technology or electronic devices unethically
- Plagiarism and Copyright misuse
- Artificial Intelligence

Communication of this policy through the handbook is considered a warning. Students found to have been academically dishonest will receive disciplinary consequences as listed in the matrix.

### **Bullying/Harassment**

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online. There are four key elements to this definition: hurtful, repetition, power imbalance, and intentional.

Bullying behavior can be:

- Physical – pushing, poking, kicking, hitting, biting, pinching etc.
- Verbal - name calling, sarcasm, spreading rumors, threats, teasing, belittling.
- Emotional – isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidating, excluding, manipulation and coercion.
- Sexual – unwanted physical contact, inappropriate touching, abusive comments, homophobic abuse, exposure to inappropriate films etc.
- Online /cyber – posting on social media, sharing photos, sending nasty text messages, social exclusion
- Indirect - Can include the exploitation of individuals.

USD 397 is committed to providing a productive learning and working environment. Bullying, harassment, sexual harassment, intimidation, and threats made by students, staff or third parties is strictly prohibited. Sexual harassment includes sexual advances, written/verbal/non-verbal language. Statements degrading a person because of racial or religious beliefs will not be tolerated. Students who feel they are being bullied/harassed should report the incident(s) to administration. Students whose behavior is found to be in violation of this policy will be subject to the consequences of the discipline matrix. Some may result in criminal prosecution. For more information, see board policy JD.

### **Dress Code**

We believe that the primary responsibility for proper dress rests with the student and his/her parents/legal guardians. Appropriate grooming and manners are expected in all dress. Students will be asked to change inappropriate clothing to appropriate clothing, which may be provided by the school. The intent of the dress code is to better our educational efforts through modesty, safety, and non-disruption of the learning environment and the goals of our school. Cooperation with the intent of our dress code will be expected and appreciated. School dress is expected at all school-sponsored activities/events.

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. Footwear must be worn by all students at all times (socks and slippers are not considered appropriate footwear).
3. Any clothing and/or jewelry with obscene, distasteful, suggestive, profane, illegal language, advertisement of tobacco, liquor, or illegal drugs, derogatory messages, profanity, sexual innuendos, or gang-related attire is not acceptable dress.
4. Any jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in a gang or advocates drug use, violence, or disruptive behavior is prohibited. This includes sagging and excessively baggy pants, jeans, or shorts by anyone.
5. Bare midriffs, revealing clothing of any type, inappropriate short skirts or shorts are not permitted. Any shirt/top that exposes an excessive amount of skin, such as halter tops, shirts with no sides, cut-off tanks, bare midriffs, tube tops, “spaghetti” strap style, bareback shirts, etc.
6. Hats and/or headgear (bandanas, hoods, etc.) are not to be worn inside the building during school hours. Hats should be placed in the student’s locker before 1st Hour and shall not be in the student’s possession in the building.

7. Sunglasses and dark glasses, unless prescription or for medical purposes, are considered inappropriate attire.
8. With the exception of special occasions such as approved by administration, bedroom attire is not appropriate attire for school. This includes pajamas, blankets, pillows, etc.

### **Consequences for Violation of Dress Code**

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

- 1<sup>st</sup> Offense: Students will receive a written warning and must change into appropriate attire within a given time. Students may expect to be asked to change or be sent home to accommodate the school's dress code.
- 2<sup>nd</sup> Offense: Follow step 1, and the student will receive a disciplinary referral. Could result in In-School Suspension.
- 3<sup>rd</sup> Offense/or Gang-Related: In-School suspension for up to 3 days.

### **Electronic Devices**

Students are encouraged not to bring personal electronic devices to school. The school does not assume responsibility for lost, stolen, or damaged items.

#### **Cell Phones and Electronic Devices:**

Cellular devices and internet electronic devices shall not disrupt the educational process. The school is not responsible for the loss of this equipment at any time.

Students will be required to either keep their phones in their lockers or put them in the cell phone pouch in the classroom. Students will not be allowed to have their phones on their persons except before school, during passing periods, and during lunch. Students caught in possession of their phones during class will be subjected to the following consequences:

- 1st offense: Turned into the office for the remainder of the day and serve a 30 minute detention.
- 2nd Offense: Turned into the office for the remainder of the day and must turn it into the office for the next week and serve two thirty minute detentions.
- 3rd offense: Turned into the office for the remainder of the day and must turn their devices into the office for the remainder of the school year.

### **Earbuds**

Earbuds/headphones may be used in the classroom for instructional purposes only and during non-instructional time. A discipline referral may be issued if a student is listening to something other than what the classroom teacher has allowed or if the student is using earbuds outside of the classroom.

### **Backpacks**

Students will be allowed to carry their backpacks from class to class and will be allowed to have them in the classroom. Laptop cases will be allowed in the classroom.

### **Lockers**

Each student will be issued a locker; students should keep their lockers locked at all times. The school does not assume responsibility for lost or stolen items. With reasonable cause, the administration has the right to search student lockers. Lockers should be kept clean, without items spilling into the hallway. Food and drink should not be stored in lockers.

### **Language**

Students will refrain from the use of profane or inappropriate language.

### **Public Display of Affection (PDA)**

Public display of affection is limited to holding hands. Violations will be subject to consequences listed on the behavior matrix.

**Passing Period**

Hallway behavior should be considerate of other classes that are going on. To stay safe, running and horseplay are prohibited.

**Detentions:**

Detentions can be assigned by teachers (Including substitute teachers) and administration for minor behavior infractions. Students will have three (3) school days to make arrangements to serve their detention. If it is not served within three school days, the student will lose their status of Good Standing, as well as the number of detentions assigned will double. Detentions will be served after school from 3:40-4:10 PM.

**Out of School Suspension:**

When a student is assigned an out of school suspension, the work that is missed will not be allowed to be made up for credit.

**Lunch**

Students are required to remain in the building since Centre has a closed lunch. All students must report to the new gym or a supervised classroom and be seated for at least the first 10 minutes of the lunch period.

**Water Bottles**

Refillable water bottles may be carried from class to class. Other beverages may be allowed on special occasions with teacher permission. Each teacher has discretion of beverage use and containers in their classroom.

**Substitute Teachers**

Substitute teachers have the same class expectations as USD 397 staff. Disrespect and dishonesty will not be tolerated.

**Vandalism**

The board will seek restitution according to law for loss and damage sustained by the district because of malicious mischief, vandalism, burglary and other wrongful acts by adults or juveniles. Adults who are apprehended will be held responsible for payment for any loss or damage. Parents/guardians of juveniles under the age of 18 who are living with said parents/guardians are responsible for vandalism loss and damage caused by their children. Legal procedures may be instituted at the recommendation of the superintendent.

**Alcohol**

The alcohol policy is addressed under the Drug Free Schools section.

**Theft**

Theft is a serious offense at Centre USD 397, and may result in suspension or expulsion. Law enforcement may be contacted at administrative discretion. Restitution may be required.

**Tobacco/Vape (Electronic Nicotine Delivery Systems/Accessories)**

The possession, use, sale or distribution of tobacco or vaping materials by students on school premises or as a part of any school activity is prohibited. Possession or trafficking of tobacco and/or vaping materials to others may result in law enforcement notification. USD 397 Administrative Staff reserves the right to require a student to attend a tobacco/electronic nicotine education program, refer to a cessation program, and/or community service program in response to disciplinary consequences. The district will allow drug dogs to be used on Centre USD 397 property.

**Drug Free Schools (JDDA) Board Policy numbers GAOB, JGFGB, JGFGBA, and LDD**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1028.

A student who is found to be in possession of or selling drugs or drug paraphernalia, any prohibited substance on school property or at school events will be detained immediately with the evidence. School administration will contact the Police Department and the student's parents/guardians. A short-term suspension (up to 10 school days) will be imposed, a formal hearing may be scheduled and the student may be subject to expulsion. In the event an expulsion is imposed the student may be referred to alternative programs provided by USD 397.

The provisions of this policy shall also apply to all USD 397 sponsored activities off the school grounds. In addition to the above policy, students who sell, use or are under the influence of or possess (including the vehicles) illegal drugs, drug paraphernalia or alcohol at a school dance or on school premises before, during or after a dance will not be allowed to attend future dances for the remainder of that semester; or not less than 18 weeks.

### **Drug Free School Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy:

Students shall not unlawfully manufacture, distribute, dispense, possess or use illegal drugs, controlled substances or alcoholic beverages on school district property or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to the following sanctions:

- **First Offense: (first time violator)**

- A punishment up to and including long-term suspension;
- Suspension from all student activities for a period of not less 2 weeks;
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Acceptable programs are on file with the administration).

- **Second and Subsequent Offenses: (second time violator)**

- A punishment up to and including expulsion from school for the remainder of the school year;
- Suspension from participation and attendance at all school activities for four weeks;
- A student who is expelled from school under the terms of this policy may be re-admitted during the term of expulsion only if the student has completed a drug and alcohol education and rehabilitation program. (Acceptable programs are on file with the administration).

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If the student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Board policies relating to a Drug Free School (JDDA) will apply and students may be subject to suspension or expulsion from school in accordance with board policy, state and federal law.

### **Weapons**

A student shall not possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being

used as a weapon or destructive device or any facsimile of a weapon, except with prior administrative approval (see BOE policy or specific definitions).

Possession of a firearm, pocket or side knife, or other weapon or facsimile of a weapon may result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency/agencies and, if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Any student who uses an article that is not commonly used or designed to inflict bodily harm for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm shall be subject to immediate suspension and possible expulsion.

Board policies relating to a Weapon Free School will apply and students may be subject to suspension or expulsion from school in accordance with board policy, state and federal law.

## **STUDENT CONSEQUENCES**

### **MINOR BEHAVIOR INFRACTIONS**

Minor infractions are behaviors such as, but not limited to, hallway disruptions, misbehavior in the cafeteria, dress code violation, and public display of affection. The principal may assign similar consequences for different types of minor infractions. Consequences for these violations normally progress as a warning, detention, ISS, OSS. However, the principal reserves the right to skip any or all of the steps in this progression depending upon the seriousness of the violation and the past history of the student's behavior.

### **SERIOUS BEHAVIOR INFRACTIONS**

The following violations will result with an in-school suspension or an out-of-school suspension. A parental conference may be required for readmission. Conditions for reinstatement may be established and are not limited to, probationary status, time limits for restitution, or counseling. This list of violations is not all-inclusive. The principal may assign similar consequences for different types of serious infractions. Items that are prohibited at school will be confiscated and may be returned at the end of the school year.

1. Disorderly conduct by word or action which is likely to, or does, disrupt normal school activities or damage or destroy school property and/or student property.
2. Any act of vandalism.
3. Bullying behavior.
4. Discriminatory insults, intimidation, or harassment. Students will be reprimanded and counseled to refrain from such conduct. If deemed necessary, additional disciplinary action may be taken.
5. Open defiance involving refusal to conform to school policies.
6. Willful disobedience.
7. Forging names on notes from parents or school personnel.
8. Theft.
9. Possession or use of tobacco products in any form.
10. Possession or use of Electronic Cigarettes/Vaporizers
11. Failure to obey a teacher's request.
12. Profanity.
13. Academic dishonesty.

Students who choose not to correct their inappropriate behavior and continue to demonstrate conduct that disrupts the proper educational atmosphere at school may receive a long-term suspension or expulsion.

### **MAJOR BEHAVIOR INFRACTIONS**

The following violations will result in automatic three to ten day out-of-school suspension with the possibility of a hearing to recommend long-term suspension or expulsion. This list of infractions is not all-inclusive. The principal may assign similar consequences for different types of major infractions.

1. Repeated breaking of school rules.
2. Physical attacks on or threats (by word or deed) of physical attack or physical violence to students, teachers, or other school personnel.
3. Extortion and intimidation.
4. Manufacture, sell, distribute, possess, or use illicit drugs, controlled substances, or alcoholic beverages on school district property or at any school activity.
5. Possession of a weapon or facsimile of a weapon.

## ATHLETICS

### **Kansas State High School Activities Association (KSHSAA) Guidelines**

- Must be a bona-fide student in good standing with your school.
- Students must have passed 5 credit bearing classes in the previous semester.
- Must currently be enrolled in 5 credit bearing classes, with one being on site.
- If a student attended Centre for the full previous year and lived with their parents, they can participate.
- If a student lives with their parents and they have made a bona-fide move to the district they can participate.

Non-public school students seeking eligibility must complete all KSHSAA and local public-school requirements including, but not limited to:

- Completed Pre-Participation Physical exam prior to the first practice with such exam completed annually after May 1 (KSHSAA Handbook Rule 7-1-(1-7)).
- Concussion Education.
- Heat acclimatization (fall activities only).
- Parent/Guardian participation in parent/guardian team meetings.
- Submission of immunization records consistent with KSA 72-6262.
- Participation fees (if charged for all students by the public school).
- Other requirements as determined by the local public school Board of Education (if required for all students – i.e., required enrollment in a class to participate).

### **Practice Policy**

A routine time schedule shall be established for athletic sports practices that will be held at CHS. From time to time it may be necessary to deviate from the established schedule to compensate for conflicts in the school calendar, facility use, and extreme weather. Specialty team extended practices are permissible. Practices will be conducted by Centre coaching staff and/or designated USD 397 employees only. The standard practice schedule for all team sports, fall, winter, and spring are:

- High School
  - 3:40-3:45 PM Pre Practice Readiness
  - 3:45-5:55 PM Practice Time
  - 5:55-6:15 PM Clean Up and Vacate Facilities
- Junior High sports teams will usually practice from 1:30-3:15 PM Coaches will have students prepared to exit the building at the last bell to ensure students will be able to ride regularly scheduled buses. Junior high practice times are subject to change dependent upon coach and facility availability. For the 2024-25 school year, Junior High Football and Cross Country practice will be held after school.

### **Physicals**

All students planning to participate in any form of competitive athletics must have the health certificate of the KSHSAA and a concussion form properly filled out and on file in the office before the first day of practice. These forms must be signed by the student, parent/guardian and by a physician. Per KSHSAA guidelines athletic physicals shall not be taken earlier than May 1 preceding the school year in which it is applicable.

## **Weight Room Use**

Weight room facilities may be used by currently enrolled Centre students who must be supervised by a USD 397 coach or school athletic director at all times. Centre graduates who are currently participating in college sports may use the facilities with prior administrative approval, along with the appropriate paperwork.

## **Eligibility**

- Junior High students must be academically eligible to practice and play in inter-school contests.
- High School students must be academically eligible to play. Students may practice and play at the conclusion of their ISS.
- Students who have been assigned a detention must serve the detention before attending practice.
- Students who are in OSS cannot participate in practice or play. At the coach's discretion students who have been in OSS may participate in inter-school contests, if they have returned to school on the day of the contest.
- See *Eligibility* under *Academics* for more info.

## **Athletic and Activities Drug/Alcohol Policy**

### Alcohol/Tobacco/E-Cigarettes/Vape Liquids/ Illegal Drugs/Unauthorized Drugs

Any Student who participates in ungraded extracurricular activities must abide by the following policy: To be considered a student in good standing in regards to ungraded extra-curricular activities, there will be no possession or use of alcohol, tobacco, e-cigarettes, vape liquids, illegal or unauthorized drugs at any time while participating in a school extra-curricular activity. If any student is in violation of this policy during their competitive season the following disciplinary action will be taken.

First Violation: A student will be ineligible to compete/perform for two calendar weeks of active school time. The two calendar week suspension would start with the first competition/performance date the student would have been eligible to participate in. Students can practice during their time of extra-curricular suspension.

Second Violation: A student will be ineligible to compete/perform for four weeks of active school time. The four calendar week suspension would start with the first competition/performance date the student would have been eligible to participate in. Students can practice during their time of extra-curricular suspension.

Third Violation: A student will be ineligible to compete/perform in all extra-curricular activities for the remainder of the school year.

### Activities Covered Under this Policy

Fall: Cheerleading, Cross Country, Golf, Football, Volleyball

Winter: Basketball, Cheerleading, Powerlifting

Spring: Golf, Swimming, Track

Non-Athletic Extra-curricular: Debate, Forensics, Scholars Bowl, Student Council, FFA, FBLA, Homecoming Queen and King, Prom.

### Additional Points of Clarification:

Students can practice during their time of extra-curricular suspension. If a student is suspended from school as a result of illegal drug/unauthorized drug use or possession, the suspension for extra-curricular activity would be served once the out of school suspension ends.

If a student's academic status is jeopardized by not being able to participate due to an extra-curricular suspension, the student will be given the opportunity for an alternate/task assignment to be completed that is equal in value to the missed competition/performance. This alternate assignment/task will be provided by the director/sponsor who supervises the missed extra-curricular activity.

## ACTIVITIES

### **Clubs and Organizations**

Clubs and organizations sanctioned by Centre shall have a board approved constitution. Elections will be conducted by each organization according to the processes described in their constitutions. Students are limited to one organizational office in addition to holding a Student Council (STUCO) position.

- Meetings - will be conducted during a designated time once a month.
- School Finances - All club and organizational finances will be handled directly through the activity fund accounting system and the organization's treasurer. Each treasurer will keep an accurate record of all receipts and expenditures of the organization and balance with the office secretary monthly. All monies raised for a class or organization is the property of USD 397.
- Fundraising opportunities should have approval of both the sponsor and principal.
- Purchases made by clubs and organizations require a purchase order in advance of the event.
- Any leftover funds from the senior class on June 1st following graduation will be transferred to STUCO.

STUCO will consist of 15 members; one elected boy and one elected girl from the upcoming classes, one elected member from FFA, FBLA, NHS, and the music department, and three at-large positions elected by the student body. Elections will be held according to the STUCO constitution.

### **Homecoming**

Homecoming nominations will take place on Friday two weeks before homecoming. Seniors elected as Fall King and Queen are not eligible for the Winter Homecoming. Other candidates can be re-nominated. There will be a maximum of three boys and three girls nominated. The boy and girl with the most votes will become king and queen. Students 9-12 and faculty are able to vote.

### **Junior Senior Banquet and Prom**

Each year the junior class sponsors a banquet and prom in honor of the Senior Class. The annual event is held in the spring. Attendance at the banquet is limited to those who receive a special invitation from the Junior Class. Attendance at the prom is limited to Junior and Senior students and their guests. Guests who do not attend Centre High School must be approved by administration prior to the event. Guest application forms can be picked up in the office and must be submitted to the principal prior to the event for approval. Junior High students may be used as servers for the banquet meal, but will be asked to leave when the dance starts.

Prom is considered a formal event and will be treated as such. Proper attire is required for the entire evening.

### **School Dances**

Students currently enrolled in USD 397 will be admitted. One guest per student will be admitted provided the guest is registered and approved by administration in advance and accompanied by the enrolled student. Guest application forms can be picked up in the office and must be submitted to the principal 5-days prior to the event for approval. Any person having violated USD 397 drug/alcohol policy during a school-sponsored dance will not be allowed to attend future dances for the remainder of the academic year. Parents will be contacted before a student or date is allowed to leave a dance. All school rules and regulations apply. Eligibility requirements must be met to attend.

## TECHNOLOGY

9-12 technology fees will apply to the ownership of student issued Chromebooks. Upon graduation, students will be given their Chromebook.

Students and or parents will be responsible for the cost of a lost or damaged laptop.

Students shall have no expectation of privacy when using district email or computer systems. Students must use appropriate language in all messages. The school retains the right to duplicate any information created by students while in school or on a school issued device.

USD 397 Internet connection is provided for the purpose of classroom assignments and educational purposes. These resources are a privilege. Users must sign an acceptable use policy and follow the guidelines below:

Students using district devices will not:

- Violate another user's workspace or use another user's log in;
- Attempt to "hack" or in any manner access the network in order to gain sensitive or private information;
- Destroy or abuse computer equipment or software;
- Use the system for commercial purposes. This means users may not offer, provide or purchase products or services through the system;
- Give personal contact information about yourself or other people on the internet;
- Use of social media, chat groups, email, online messaging are restricted on the school devices unless granted for a specific class under the direction of a teacher or administrator;
- Provide their password to another person or use another individual's account. Users will be held accountable for the content of their workspace at all times. Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to access their account;
- Use the internet to access material that is profane or obscene (pornography), that advocates illegal acts or that advocates violence or discrimination toward other people;
- Attempt to gain unauthorized access to any computer or system;
- Modify machine setup without the knowledge of the supervising teacher or system's administrator;
- Download or install software to the user's workspace or local drives without the permission of a system's administrator;
- Make deliberate attempts to disrupt the computer system or destroy data by introducing viruses or through any other means;
- Laptops must be transported in the case provided by the school.

These activities are illegal and will be dealt with accordingly. All consequences will be at the discretion of the building principal.

Student disciplinary actions for policy violations will be dealt with according to the disciplinary matrix. In addition to matrix consequences, students may also be subject to restriction of internet use. Additional violations will result in further restrictions and or in the loss of computer privileges.

**Level 1:** Could include but is not limited to: restriction of computer use for one week, additional restriction of internet use, notification of parents, ISS, OSS and/or legal prosecution.

**Level 2:** Could include but is not limited to: restriction of computer use for one month or the remainder of the semester, additional restriction of internet use, meeting with parents, ISS, OSS and/or legal prosecution.

**Level 3:** Could include but is not limited to: permanent loss of computer use for the remainder of the semester or year, permanent loss of internet use, meeting with parents, ISS, OSS and/or legal prosecution.

## TRANSPORTATION

### **Bus Rules**

- Student safety is always a major concern whenever transporting students. The driver must have the cooperation of all the students on the bus. Students are expected to follow the rules or they may lose privileges. Continued misconduct will lead to the loss of transportation privileges.

### **Waiting at the bus stop the students will:**

- Be on time (should not be more than 5 minutes early). The bus shall make every effort to pick-up students; however, students shall be expected to be waiting at the bus stop at the designated pick-up time;
- Show respect for the property of others.
- Conduct themselves in an orderly and safe manner.
- Stay at least 3 feet back from the roadway when the bus arrives.
- Line up single file and prepare to board the bus.

### **Boarding the bus, the student will:**

- Sit only in your assigned seat.
- Keep items out of the aisle (band instruments, bags, etc.).
- Get settled in a seat as quickly as possible and remain seated.

### **Riding the bus, the student will:**

- Remain seated at all times.
- Face forward in his or her seat.
- Keep feet on the floor. Do not place feet or knees on seats or against seatbacks.
- Keep hands, feet and objects to yourself. No pushing, shoving, fighting, spitting on the floor, etc.
- Keep all parts of your body and all objects inside the bus.
- Not use any type of tobacco product (smoking or chewing).
- Not eat on the route bus.
- Talk in a normal conversation tone. Do not yell or stick your head out of the bus when the windows are down.
- Not swear or talk loudly, make rude gestures, tease anyone or make threats on the bus.
- Be quiet at all railroad crossings.

### **Leaving the bus, the student will:**

- Leave the seat only when instructed by the driver.
- Exit from front to back in an orderly manner.
- Keep feet and hands out of the aisle while others are exiting.
- Keep hands to self when exiting the bus.
- Follow the driver's directions when crossing the street.
- ONLY exit the back door during an actual emergency.

**Other:**

- Only properly mounted science projects will be allowed.
- No live animals will be transported.
- Students will not bring harmful objects (glass, dangerous toys, firearms/weapons, electronic games, knives, balls, bats and skateboards) onto the bus.
- If seating arrangements do not allow room for large items to be safely stored without blocking the aisle or exit, the students will be asked to make other arrangements for transporting these items.
- Students should not litter, write on or damage the bus in any way. Before leaving the bus, pick up trash, close the window and clean your area.
- Classroom behavior is expected on the bus.
- If more than one student is riding home with you on the bus (ex: students riding home with another student for a birthday party) the parent/guardian MUST call the Transportation Director at 785-983-4356 to make arrangements. There is very limited bus space with only four (4) bus routes.

**Disciplinary action will be taken for the following:**

- Deliberate defiance; refusal to cooperate with the driver.
- Deliberate delay in loading or unloading.
- Obscene and unacceptable language, remarks or signs.
- Throwing items of any kind in the bus or out of the windows.
- Smoking, use of any type of tobacco products, possession of drugs or weapons.
- Excessive talking and unnecessary noise; lack of courtesy and respect.
- Extending hands, arms or head out of windows.
- Refusal to stay seated; turning around in seat.
- Fighting or scuffling on the bus or at the bus stop.
- Tampering with equipment; deliberate vandalism.
  - 1<sup>st</sup> Offense – Warning; sent home;
  - 2<sup>nd</sup> Offense – Possible 3 days off bus;
  - 3<sup>rd</sup> Offense – Possible long-term suspension from riding the bus.

**Student Transportation to and from Activities**

All students participating in an extracurricular activity shall be required to go and return from that activity by school authorized transportation.

**Exceptions:**

- When a parent or guardian personally contacts the sponsor at the event and signs the appropriate form to take their child with them.
- When a parent or guardian provides a handwritten, signed note before the activity departure time.
- In emergencies and “last minute” situations a handwritten note electronically submitted is acceptable.

**Student Driving and Parking**

**\*\*Driving to school is a privilege\*\***

All student drivers are required to have a copy of their driver’s license on file in the school office to be allowed to drive on school property. No exceptions.

- The speed limit on school grounds is 10 MPH.
- Students are required to exit the parking lot out of the east entrance.
- Students are allowed to depart the parking lot through the east entrance immediately following the conclusion of the school day prior to the buses departing. Once buses begin to depart, students must yield/wait until all buses are out of the parking lot.
- The road is a county road and not school property. State traffic laws apply.

Violations of driving and parking regulations may result in school disciplinary action under the category of direct willful disobedience and open defiance. In addition to the consequences of the discipline matrix students may be subject to suspension and forfeiture of driving privileges.

If it becomes necessary for students to go to their cars during the school day, they need to secure permission from the office first and will be escorted by a staff member. Failure to secure permission will result in disciplinary action.

If students are caught driving recklessly or trying to pass each other and/or the buses, parents will be notified.

In the event students are observed violating driving policies on or near school property, students will be given a disciplinary referral and local law enforcement may be notified.

## HEALTH

### **Medications**

All medication to be taken by a student must be taken to the PK-12 school secretary who will dispense it when required, this includes all over-the-counter medication. A physician and parent must complete the **Permission for Medication Form** in order for the medication to be dispensed; this includes over-the-counter medication. All medicine must be in its original container.

### **Lice/Bed Bugs**

School personnel may contact parents concerning infestation of lice or bed bugs. If called, parents will be asked to pick up their child in a timely manner or arrange for transportation.

Parents are encouraged to counsel children about sharing clothing and articles such as hats, combs, brushes and other personal items.

### **Sickness While at School**

Students who have a temperature of 100.4 or greater, or displaying symptoms of any illness will be sent home. When a parent is informed of a sick child, they are expected to pick their child up or arrange for transportation in a timely manner. Sick children will not be sent home on the bus.

### **Returning to School**

Students must follow the Centre USD 397 Exposure Plan when returning to school. Students must be fever free for 24 hours without medication help.

### **Injuries While at School**

Students should report any injury incurred at school or a school sponsored activity to their sponsor and/or teacher. Administration shall be notified as soon as possible. Whenever appropriate, a parent/guardian shall be notified of a student injury as soon as possible to determine the appropriate action. If the student needs medical attention and the parents/guardians cannot be reached, the Superintendent or his/her designee will seek emergency medical treatment.

## GENERAL INFORMATION

### **Address and Phone Number Changes**

Please notify the school office (785-983-4321) immediately when a change of address or phone number occurs. Or you may go to [www.usd397.com](http://www.usd397.com), to More/Links/Skyward Family and Students Access and update any address or phone number changes. **Students MUST have an emergency contact on file.**

## **Animals and Plants in School**

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and principal. Animals and insects are not to be transported on the bus. Additional explanations will be available in the office.

## **Building Security**

### **Video and audio surveillance is utilized by USD 397 for security purposes.**

For the safety of the students and staff the doors to the school building will be locked during the school day. Anyone wishing to enter the building must ring the bell located at the front entrance of the school. Office staff will then open the door. Students are not to open the door for visitors even if the office doesn't respond to the doorbell. Upon entering the school ALL visitors are required to report to the school office where they will be required to sign in and out upon leaving. A visitor badge will be issued and **MUST** be worn at all times while in the school. The doors between the main school building and shop building will be locked during school hours to prevent entry from unannounced visitors to the school. A keyless entry system will be used by staff. This system is in place to protect students and staff.

## **Class Parties**

Elementary class parties, birthday parties, may be held with permission from the classroom teacher.

Parties are not to be held in Junior High and High School classrooms unless special permission is obtained.

## **Counseling/Social Work Services**

Centre USD 397 School Counseling staff are aware of the needs that arise. School Counseling/Social Work services are available to all students. Students may visit the school's support staff when needed or request an appointment. Referrals can be initiated by school support staff, teachers, administration, and parents. The School Counseling/Social Work offices are safe environments that uphold student confidentiality. School Counselors and Social Workers may breach confidentiality for student safety and/or legal obligation. It is the ethical duty of the school's support staff to ensure the safety of all the students we serve.

The 6-12 School Counselor provides services that address the individual academic, career and social/emotional needs of all students. This is accomplished through both direct and indirect service efforts. Services include, but are not limited to, individual/small group counseling, school counseling, core curriculum lessons, academic advice/strategy implementation, and career/post-secondary planning, (financial aid, scholarships, applications, etc.). These services help ensure that students are provided equal access to a safe learning environment that fosters individual and educational growth.

The social worker will provide assistance in school adjustment, dealing with personal problems, a referral source to outside agencies which offer various services, family resources, character education, etc.

## **Distribution of Materials**

Materials unrelated to school curriculum may not be distributed or posted without prior consent from administration.

## **Financial Fees**

### **Fees must be paid at enrollment for your child to be officially enrolled.**

- A non-refundable \$50.00 mobile device fee (grades 5-12) and \$25.00 mobile device fee (K-4) will be charged at enrollment. Repairs or replacement due to negligence are the responsibility of the parent.
- Shop fee of \$10.00 will be charged for students enrolled in shop classes for grades 9-12.

- Required safety glasses for shop classes can be purchased for \$3.00 or the student can provide their own. Required welding gloves for welding classes can be purchased for \$15 or the student can provide their own.
- There is an instrumental rental fee of \$30.00; and an additional \$15 fee for instrumental supplies and materials. Repairs due to negligence are the responsibility of the student.
- Locks for athletic lockers may be obtained for a \$1.00 non-refundable fee.
- Drivers' education fee is \$102.00 for students enrolled in school by September 20th. The fee for out-of-district students or those enrolled after September 20th is \$300.00.
- Lab/project fees will be assessed as needed.
- Students will pay for any book which is lost or damaged at the replacement cost.
- Season tickets for home activities will be sold in the following packages:
  - Student: \$60 (\$88)
  - Adult: \$100 (\$132)
  - Family: \$250 (\$320)
- All family members must enter together on a family pass. Individual tickets may be purchased at the gate.
- High School Games: Adults \$6.00 / Students \$4.00
- Junior High Games: Adults \$6.00 / Students \$4.00
- Centre High school students will be admitted at no charge to home high school athletic events.
- Centre Junior High students will be admitted at no charge to home junior high athletic events.
- Children who have not yet started 1st grade will be admitted free to all activities
- Season passes are available for USD 397 patrons over 65 years of age, for free admission to all CHS/CJH activities, with the exception of KSHSAA events.

### **Inclement Weather Procedures**

Announcements pertaining to school closings, late starts or early dismissals, because of hazardous weather conditions will be sent out via Apptegy by 6:30 AM. Announcements will also be sent out to the following designated radio and television stations by 6:30 AM.

WIBW	Topeka - Channel 13
KSNW	Wichita - Channel 3
KAKE	Wichita - Channel 10
KWCH	Wichita - Channel 12
KSAL	1150 AM - Salina
KFDI	101.3 FM - Wichita

If the administrator decides to dismiss school early due to inclement weather, an Apptegy notification will be sent out. Parents are urged to have an alternative plan for the younger students in case no one is at home at the time of dismissal.

### **Kansas School Safety Reporting**

**(REPORTING BULLYING, THREATS, THEFTS, VANDALISM OR OTHER DISRUPTIVE & DANGEROUS OR VIOLENT ACTS)**

A hotline has been established to give students the opportunity to anonymously report any potential violence. When students have a concern about safety at school, or knowledge of an unsafe situation/theft, vandalism or other disruptive, dangerous or violent act, they must report it at once to the principal, a teacher, or to another staff member. Failure to report may have serious consequences up to, and including, expulsion. Anonymous tips concerning acts mentioned above can be made to the district office. It is a toll-free number available 24 hours per day, 365 days per year to give students, parents/guardians and community members the opportunity to report any impending school violence.

Tips may also be made to the:

Kansas School Safety Hotline Number: 1-877-626-8203 or Crime Stoppers: 1-800-222-8477

## **KELPA**

KELPA is a yearly, summative assessment. KELPA assessments are broken into four parts corresponding with the four domains reflected in the English Language Proficiency Standards: reading, listening, speaking, and writing.

KELPA assessments are entirely computer-based for students in grade 2 and beyond. K–1 students take a mostly computer-based exam but also complete a small number of writing items by paper and pencil. KELPA assessments are delivered through Kite Client every spring along with regular KAP summative assessments.

## **Law Enforcement**

Law enforcement may be contacted or consulted concerning criminal behavior.

## **Lost and Found**

The school is not responsible for lost or stolen items. Lost books and personal items should be turned into and claimed in the designated lost and found area. If unclaimed they will be disposed of or donated to charity at the end of each semester.

## **Out of District Students**

Kansas House Bill 2567 states that all public-school districts must allow non-resident students who reside in Kansas to enroll in and attend any school if the district has the capacity, and this takes effect in the 2024-25 school year.

## **Office**

The school office is a place of business. Please be considerate of the office space and personnel by adhering to the following:

- Conduct office matters promptly and return to class.
- Conduct yourself with politeness and respect while in the office area.
- Do not interrupt or crowd into the administrative assistant's space.
- Students are not to "hang out" in the office area.
- The office phone will be available for urgent or necessary calls. Permission must be granted.
- When parents contact the office a message will be taken unless it is deemed an emergency.

## **Release of Directory Information**

For the purposes of FERPA, USD 397 has designated certain information contained in educational records as directory information which may be disclosed without your consent. Directory information categories will include the following:

- |                           |                                  |
|---------------------------|----------------------------------|
| * Student name            | * Major field of study           |
| * Address                 | * Weight & height                |
| * Telephone number        | * Most recent educational agency |
| * Picture                 | * Recognized activities          |
| * Parents/Guardians       | * Dates of attendance            |
| * Date and place of birth | * Honors and awards              |

You have the right to refuse to disclose any or all of the above information as directory information. If you refuse you must file a written notification indicating this with USD 397 at your school office on or before September 1. If the refusal is not filed USD 397 assumes there is no objection to the release of the information.

## **Release of Student Information**

The No Child Left Behind Act requires schools to release student information to military recruiters and colleges. With prior written consent you may opt out of this.

## **Sexual Harassment**

USD 397 promotes the safety and well-being of all students. The District Board policy on sexual harassment ensures the procedural review of all concerns/reports.

## **Student Records**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- The right to file a complaint with the Family Policy and Regulations Office at the United States Department of Education (USDE) if you believe that USD 397 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave SW, MES, Room 4074, Washington, D.C., 20202.
- The right to obtain a copy of USD 397 policies for complying with FERPA and PPPA. A copy may be obtained from the district office, 2382 310<sup>th</sup> Street, Lost Springs, KS 66859.

## **Visitors**

All visitors must sign in and out upon entering and leaving the school building. Please check in at the office to receive your name badge. Anyone in the building without a name badge will be asked to check in at the office or leave the building promptly. Violation of this rule may lead to removal from the building or grounds and denial of further access.

### **Wednesday Observation**

Wednesdays are observed as a night reserved for church-sponsored activities. School activities will not be scheduled on Wednesdays without administrative approval.

## **OTHER SAFETY ISSUES**

### **Emergency Safety Interventions**

USD 397 is committed to limiting the use of Emergency Safety Interventions (ESI) such as seclusion and restraint with all students. Details are available on the school website: <http://www.usd397.com/boe-policies> under District/BOE Policies/Emergency Safety Interventions Policy OR Enrollment/Read-Me Documents/Emergency Safety Interventions Board Policy.

### **Emergency Preparedness**

State regulations require periodic drills to be held for fire and emergency preparedness. All classes, students and teachers are expected to participate in these exercises and treat them as real occurrences. Advance notice of these drills will not be given out. Specific instructions are given to staff members in the faculty handbook.

### **Kansas School Safety**

Hotline Number: 1-877-626-8203

### **Asbestos**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) the “Asbestos Report” and “Management Plan” are available for public examination. Presently our schools are assessed to be asbestos safe and no known danger exists to the students or employees. Patrons are directed to refer all questions related to asbestos management to the Superintendent.

### **Civil Rights/Title IX Notification**

Unified School District 397, Marion County, State of Kansas does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to designated youth groups.

The following person has been designated to handle inquiries regarding non-discrimination policies:

The Superintendent of USD 397  
District Office  
2382 310<sup>th</sup> Street  
Lost Springs, KS 66859  
785-983-4304

The following persons have been designated Title IX Officers:

Title IX Coordinator: Dr. Larry Geist (lgeist@usd397.com)  
Title IX Investigator: Maranda McMichael (mmcmichael@usd397.com)  
Title IX Decision-Maker: Trevor Siebert (tsiebert@usd397.com)

They may all be contacted at the following:

Centre K-12 School  
2374 310<sup>th</sup> Street  
Lost Springs, KS 66859  
785-983-4321

### **Title IX/Section 504 Non-Discrimination**

Title IX prohibits discrimination on the basis of sex in programs or activities that receive federal financial assistance. Section 504 prohibits discrimination on the basis of disability in any program or activity that receives federal financial assistance.

If there are complaints regarding discrimination, the contact persons are:

Title IX: Coordinator: Hillary Kickhaefer ([hkickhaefer@usd397.com](mailto:hkickhaefer@usd397.com))

Section 504: Coordinator: Dr. Larry Geist ([lgeist@usd397.com](mailto:lgeist@usd397.com))

#### Grievance Procedure:

- Step 1 Referral of concern
- Step 2 Referral for evaluation
- Step 3 Conduct evaluation
- Step 4 Eligibility determination
- Step 5 Accommodation plan development
- Step 6 Implementation of the plan
- Step 7 Review

For more detailed information on this procedure, see the Section 504 Handbook on the Centre website, [www.usd397.com](http://www.usd397.com).



### Post-Secondary Visit Form

- Juniors and Seniors may take college visits with the approval of parents, principal, and counselor. Seniors are allotted 4 college visits not counting CHS visits/field trips. Juniors are allotted 2 visits.
- This form must be completed **3 days** prior to the proposed visit.
- Not all visits are guaranteed to be approved.
- Proof of the visit must be presented to have the absence excused
  - Photos, registration verification, admissions contact info, etc.

#### Student Information

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of visit: \_\_\_\_\_ Location of visit: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Parent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### School Counselor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Principal

Signature: \_\_\_\_\_ Date: \_\_\_\_\_