



It's a Great Day to be a Crusader!!

Buhler High School

Student Handbook

2023-2024

TABLE OF CONTENTS

The DNA of a Buhler High School Student	4
Daily Schedule and Grading Scale	6
Attendance Policy	7
CRU Information	8
Discipline Policies	11-13
Drug Free Schools and Drug Testing Policy	13-19
Behavior Expectations and Dress Code	19-20
Technology Access and Expectations	21-23
Student Services	23-25
Student Activities	25-27
Emergency Preparedness	27-31
Buhler USD 313 Directory	32

BUHLER HIGH SCHOOL

2023-2024

611 N Main
Buhler, KS 67522
620-543-2255
620-665-8522
888-662-8802
Fax # 620-543-2853

Principal
Michael Ellegood

Assist. Principal
Sheldon Patton
620-543-2259

AD/AP/Activities
Justin Seuser

Violence Hotline 877-626-8203

The Crusader Student Handbook

**Published by Buhler High School,
Buhler USD 313, Buhler, Kansas
2023-2024 Academic Year**

ABOUT BUHLER USD 313

The community of Buhler USD 313 has a long-standing tradition of support for education. Discipline, dedication and diligence--these standards are reflected in the educational system. Buhler USD 313 was established in 1965 when seven individual districts in the area unified to provide better education opportunities. Elementary schools include Union Valley (K-5); Plum Creek Grade School (K-5) and Buhler Grade School (K-5). All students in grades six, seven and eight attend Prairie Hill Middle School, with grades nine through twelve attending Buhler High School. The Burkholder Administrative Center is located in Buhler.

The definition of a "quality" educational program continues to evolve in Buhler USD 313. Organizationally, we encourage continuous improvement of our educational mission--to provide for each of our students a quality, equitable educational opportunity and a comprehensive foundation for the life-long learning process. By placing greater emphasis on the intrinsic value of learning, redefining roles and responsibilities in relation to the organization and restructuring our use of time and resources, every facet of our school district's operation embraces standards based on current performance data.

Buhler USD 313 Board of Education Board Member Term Expires Telephone

Tim Lackey Jan. 2024 620-728-5834
Miranda Engelken Jan. 2024 620-728-4577
Matt McCabe Jan. 2024 620-543-2868
Laura Meyer-Dick Jan. 2026 620-474-6770
Greg Lackey Jan. 2026 620-669-0712
Monte Cross Jan. 2026 620-543-2176
Todd Carr Jan. 2024 620-615-1556

Buhler High School Crusaders

Vision - Our vision for Buhler Public Schools is Developing Generations of Positive World Changers!

Our Mission- An Exceptional Educational Experience!



THE DNA OF A BUHLER HIGH SCHOOL STUDENT



Collaboration		Communication
Works well in a group and contributes to success. Views success as a team effort		Communicates via email with an appropriate subject line, detailed body, and appropriate closing
Interacts with younger students, team leaders, and teachers on projects		Discerns the best method of communication with different individuals. (Social media, face to face, text message, etc)
Works with community members to build relationships		Communicates with teachers when absent and advocates for help when needed
Critical Thinking		Interpersonal and Social Skills
Use higher level thinking skills to plan a passion pursuit		Behavior and response are age appropriate
Creating a plan of study geared toward post secondary goals		Solves conflict with peers appropriately, seeking mediation if needed
Uses the scientific method appropriately		Maintains healthy relationships
Responsible		Respectful
Meets deadlines, takes ownership for actions		Remains calm and works to de-escalate social situations should the need arise
Maintains balance between school, activities, work, family, and friends		Maintains appropriate body language and behavior when staff, students, or guest speakers are presenting
Attends all classes and activities punctually		Chooses to be kind in all situations
Empathy		Integrity
Works well with students of all different backgrounds		Chooses to be truthful in words and actions
Participates in activities and fundraisers that benefit nonprofit and community organizations		Holds themselves and their friends accountable for their actions
Considers the needs of others through a Passion Pursuits project		Does the right thing even when no one is looking. Gives credit where credit is due
Perseverance		Teachable
Revises plans (IPS for example) after original plans fall through or an obstacle is faced		Flexible with different teaching styles and learning environments
Moves forward despite academic setbacks or injuries		Actively listens to content being presented
Reflects on steps taken to get where they are in order to foster further growth		Always willing to learn and avoids becoming too proud to be taught or coached

Buhler USD 313 Collective Commitments

1. We will hold high expectations for student achievement and character and will encourage students to take responsibility for their lives and the learning process.
 2. We will enthusiastically model the importance of becoming a life-long learner through our own personal and professional development.
 3. We will collaborate with one another to create a culture, along with appropriate structures, that will foster successful student learning and high achievement.
 4. We will recognize and celebrate the achievements of both colleagues and students.
 5. We will assist with each student's progress through high school by providing effective instruction, by monitoring progress and individual support for those students in need of it.
 6. We will take great pride in and will care for our building and property and expect the same from our students.
 7. We will communicate often with parents/guardians regarding the educational progress of their student(s).
 8. We will create and maintain a safe and inviting environment for all students and staff.
 9. We will act in a professional manner as we take a personal interest in each student and work collaboratively with families towards our shared goal.
 10. We will develop rigorous curriculum offerings and instructional strategies that encourage active participation and learning opportunities for all of our students.
- Philosophy of Buhler USD 313**

Our foremost responsibility is to provide a quality, equitable educational opportunity for the young people of this district. We recognize that learning is an enriching, life-long experience. The role of our school is to provide a comprehensive foundation for this life-long process.

Notice of Nondiscrimination

The Buhler School District, USD 313 does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies including requests for accommodations or access to a District facility to participate in a program, activity, or service:

Cindy Couchman
Buhler USD 313
406 West 7th, Buhler, KS, 67522
[\(620\) 543-2258](tel:6205432258)
[\(620\) 543-2510](tel:6205432510) (FAX)
ccouchman@usd313.org (EMAIL)

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at [\(816\) 268-0550](tel:8162680550) (voice), or [\(877\) 521-2172](tel:8775212172) (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Directory Information Designated for Buhler USD 313 Students

The following information has been designated as "directory information" under the Family Educational Rights and Privacy Act (FERPA). This information will become public information from your child's educational records unless parents/guardians advise the school district in writing that this information should be withheld. The directory information will include: Student's name, student's address, telephone listing, electronic mail address, photograph, date/place birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees/honors and awards received, most recent educational agency or institution attended.

Examples of the use of this information would include a program showing your students' role in a drama/music presentation, the annual yearbook, the honor roll or other recognition lists, graduation programs and sports activity information.

Access to Directory Information Granted to Military Recruiters and Institutions of Higher Education

Under the general provisions of the Every Student Succeeds Act, USD 313 is required to provide upon a request by a military recruiter or an institution of higher education, access to the name, address, and telephone listing of each secondary student.

The parent/guardian of the student may submit a written request that this information not be released to military recruiters or an institution of higher education without prior written parent/guardian consent.

Teacher Qualifications Available

Parents can request information about the qualifications of their child's teacher.

Unsafe Schools Choice Options

Provisions under Every Student Succeeds Act (ESSA) allows any student to transfer to a different public school within the district under the following conditions: 1. The state board of education has identified the public school the student currently attends as a persistently dangerous public school, or 2. The student is the victim of a violent criminal offense while in or on the grounds of the public school the student attends.

The Daily Schedule:

Period Start End

CRU 8:00 8:30

1 8:35 9:23

2 9:28 10:16

3 10:21 11:09

4 11:14 12:26

5 12:31 1:19

6 1:24 2:12

7 2:17 3:05

Lunch 1st - Lunch 11:09-11:34

Lunch 2nd - 12:01-12:26

Graduation Requirements

Language Arts 4.0 Units

Social Sciences* 3.0 Units

Science 3.0 Units

Mathematics 3.0 Units

Personal Finance 0.5 Units

Interactive Media 0.5 Units

Physical Education 0.5 Units

Health 0.5 Units

Fine Arts* 1.0 Units

Electives 10 Units

TOTAL 26.0 Units

* Social Studies units must consist of one unit of American History, one-half unit of American Government, with the remaining units chosen from electives. * Fine Arts requirement shall consist of 1 unit Band, Choir, Art, Intro. to Music, Graphic Design, Adv. Graphic Design, Photojournalism, Debate or Forensics.

Students are required to enroll in 7 periods per day, as freshmen through the first semester of their senior year.

HONORS AND AP CLASSES

If an Honors/AP class is dropped at mid-term, then the grade will be figured using the non-weighted grade point.

Grading Scale

100-90 - A

89-80 - B

79-70 - C

69-60 - D

59- 0 - F

Honor Roll

The honor roll is published at the end of each semester. The qualifications are: High Honors: 4.0; Honors: 3.5 to 3.99; Honorable Mention 3.0 to 3.49.

Incompletes

Incomplete grades may be given at the end of each grading period at the discretion of the teacher. Incompletes must be converted to a grade by the end of the year to achieve credit in a class.

Library Media Center

Books may be checked out for three weeks. A fine of five cents a day will be charged for each overdue book.

Attendance Policy

Regular and punctual attendance is a vital component of our educational process. The most common cause of academic failure is absence. Students are expected to be in class and prepared for their assignment for that day. There is a positive correlation between regular attendance and academic achievement. Moreover, the development of dependability and consistency demonstrated by regular and punctual attendance are essential for success.

Students may be excused up to fifteen days per school year subject to parent approval. **Absences in excess of the described annual limits may be posted as "unexcused absences" unless the student provides a doctor or court note.** Absences not confirmed by the student's parents will be posted as unexcused. Excessive unexcused absences may lead to filing truancy charges as required by Kansas's law.

1. Parents/guardians are responsible for notifying the school office by 9:00 AM the day the student is absent. (1-888-662-8802 or 543-2255)
2. BHS will contact the parent/guardian by phone, at home or work, about their student's absence if the parent/guardian notification does not occur by 9:00 AM the day of the absence. The purpose of the call is two-fold: to notify parents/guardians of the truancy or to clarify the record. **Sleeping in or oversleeping are not considered an excused absence.**
3. If a student knows of an absence in advance, then their parent/guardian should notify the office by phone or note prior to the absence.
4. A student who enters class after the tardy bell has rung, but before 15 minutes of class time has elapsed, shall be considered tardy. After 15 minutes of class time, the student shall be considered absent.
5. Any student who leaves school early must check out at the front office. The student will be given a pink slip to show to the classroom teacher so that they may leave at the designated time.

ATTENDANCE

The state of Kansas requires mandatory school attendance. Students absent from school for a reason other than those outlined below shall be considered unexcused. Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year. A truant student under the age of thirteen (13) shall be reported to the Department for Children and Families. A truant student thirteen (13) years of age but less than eighteen (18) years of age shall be reported to the Reno County Attorney.

EXCUSED 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/guardians 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.

UNEXCUSED ABSENCES

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent. It is the student's responsibility to clear absences with the Office within twenty-four (24) hours to avoid an unexcused absence.

In all cases, unexcused absences will be dealt with in accordance with Kansas's attendance laws. Skipping classes and leaving the building without checking out through the office may result in disciplinary consequences.

Students arriving after 8:15, but before 9:00, will receive an unexcused absence that will result in a one-hour detention. Students "skipping" class, or failing to attend class, will be considered unexcused and will be assigned to ISS.

If a student is absent from school, a parent/guardian is to call the attendance office at 543-2255, 665-8522 or toll free at 1-888-662-8802 before 9:00 a.m. or as soon as possible on the day of the absence. **Appointment cards are to be turned into the office if an appointment is scheduled during the school day.** Doctor verification may be required for some absences.

Students need to be in attendance by 11:00 a.m., to be eligible to participate in the interscholastic or co-curricular activities for that date, unless they have prior administrative approval.

Every student is expected to attend class.

Doctor and dental appointments, job interviews, etc. should be scheduled outside the school day.

TARDY POLICY: Students should be in class when the tardy bell rings. The only reason a student might be late to a class is if they are detained by a staff member for educational purposes. If this occurs, then the student will receive a pass explaining why the student was detained and NO tardy will be assessed.

A student can be tardy for only the first 15 minutes of class. After 15 minutes the student is counted absent for attendance purposes. Students will be given 3 warnings per 9 weeks. Students who exceed the 3 warnings are subject to the following:

4th Tardy: 1-Lunch Detention

5th Tardy: 2-Lunch Detentions

6th Tardy: 60-minute detention served before or after school in the office.

7th Tardy and beyond will result in ISS and/or OSS

****Tardy consequences start over at the beginning of each 9-week grading period.**

Missed Assignments: Students are responsible for completing missed assignments from any absence. The teacher shall make a reasonable effort to assist their student in the completion of missed assignments. Students are given two days for every day they are absent to complete their work. Special exceptions can be made by the administration. Homework assignment requests can be made on the 2nd consecutive day of absence by calling the BHS office.

Homeroom CRU:

Purpose: To build positive relationships with all students while guiding them in choices that they make for their future.

- 1) All students meet in Homeroom CRU every Wednesday starting at 8:53.
- 2) Homeroom CRU will be used for the following:
 - Building relationships with students so that they can advocate for themselves.
 - Each student and teacher will work on their Individual Plan of Success during this time.
 - Weekly announcements will be viewed.
 - Other covered topics include: handbook, anti-bullying, technology safe usage, career cruising, character education pillars, college visitations, enrollment and other training as needed.
- 3) No passing during this time.
- 4) No releases during this time.
- 5) Students and teachers will council on grades. If a student has a D or an F from the weekly eligibility on Tuesday, then the CRU teacher will work out a schedule with the student so they know where they are required to be on Thursday, Friday, Monday, and Tuesday for CRU Connections.

CRU Connections:

Purpose: To be able to build positive relationships and serve students in need of directed practice and focused coaching through teacher assistance.

- 1) CRU Connections takes place every Monday, Tuesday, Thursday, and Friday from 8:00-8:30 for students who have earned a D or an F on the weekly eligibility report that ran on Tuesday. Parents/guardians will get an email from the school to inform them that their student is failing or has a D and must attend CRU Connections.

- 2) Students who are on the D and I list will be assigned to attend a class that they are struggling in for their days of CRU time and a schedule will be worked out with their CRU Homeroom teacher who will contact the teachers the student needs to see. Parents/guardians will get an email from the school to inform them that their student is failing or has a D and must attend CRU Connections.

-Students assigned must attend this session just like any other class. Failure to attend will be dealt with just like any other unexcused absence.

-**Attendance is required for this class.** Students passing the following week with a 70% or higher are no longer required to attend.

- 3) Students passing their classes with a C or better may come to CRU connections and choose from one of the following options:

-Breakfast

-Socialize in the lobby of Jim Baker Field House.

-Attend music practices that are scheduled and approved through the music department.

-Take a test that they missed or need to make up

-Students cannot go throughout the building and see teachers during CRU Connections time. **All teachers will be assigned a duty.** This will be to work with students who are on the D and I list or to help supervise one of the other options for students.

Students may choose to stay home and come for the first hour which starts at 8:35.

-Students not coming to CRU Connections will be asked to enter through the doors at Jim Baker Field House so that the students in CRU Connection will not be disturbed, if they come before the start of the first hour at 8:35.

Independent Living Requirements (must be 18 years old)

Eighteen (18) year old students who wish to live on their own must have their parents/guardians sign a disclaimer form that releases the parents/guardians of all responsibilities that relate to the school setting. The signed disclaimer form must be returned to the BHS office and gives the student full responsibility for all financial obligations and communication regarding absences from school and all other school issues. Students who live independently must notify the BHS office if they are going to be absent and for what reason. The administration reserves the right to determine whether the absence is excused or unexcused. Violation of the attendance policy by an independent living student may result in their being dropped from classes or withdrawn from attendance at Buhler High School.

Leaving School

No student may leave the school premises during school hours without receiving parent/guardian permission, administrator approval, and signing out. Sick students must see the health nurse who will contact the parents/guardians before the student is permitted to leave the building. Failure to follow proper procedures when leaving the building will result in an unexcused absence. The failure to sign out in the office may result in disciplinary consequences.

College Visitation

Students are encouraged to visit colleges and universities on days when BHS is not in session. Beginning with second semester of their junior year and throughout their senior year students will be allowed (3) days of school time to visit a college or university. Prior arrangements must be made through the guidance office. If a student is on the D/I list, then they cannot go on a college visit. Exceptions to this policy may be made by the administration.

BOARD OF EDUCATION POLICY ON STUDENT BEHAVIOR, RIGHTS AND RESPONSIBILITIES The Buhler USD No. 313 Board of Education reaffirms support for providing a safe and caring environment where all students have an equal opportunity to take advantage of educational opportunities. Such an environment requires that the interaction among students, parents/guardians, and educators be characterized by respect for all members of our school community and the recognition of the dignity and worth of all persons. USD 313 is accountable to a diverse community of varied expectations and interests; therefore, our schools must be an inviting place where students want to attend every day. Harassment that attacks the dignity and worth of others is contrary to the beliefs and the vision that supports the mission of USD 313 and any behavior by individuals or groups that results in harassment adversely affects our learning environment.

Any harassment based upon race, gender, religious belief, or socioeconomic status is considered to be a substantial interference with the operation of the school and infringes upon the rights of others at school.

Such harassment is unacceptable under any circumstances.

Protection of USD 313's mission to provide a safe and caring learning environment is found in Federal and State law, as well as approved District policy. The Board of Education continues to support the actions afforded by this protection which the faculty and administration find necessary to perform in the course of implementing the shared beliefs and vision supporting the mission and strategic priorities of the School District. 12/8/97

USD 313's discipline policy is based upon mutual respect among all parties. In order to ensure a safe and orderly environment that will maximize a positive educational environment the following procedures and policies have been adopted. In all instances, the involved parties should objectively determine the facts and listen attentively to each other. Disciplinary action will be taken after an appropriate due process hearing.

Discipline Point System

Buhler High School utilizes a 1-30 disciplinary point system in which a student is allowed 30 points per year. *While it is impossible to list every infraction, the points are based upon the severity of the action as determined by the administration. A student who accumulates 30 points may be subject to: behavior contract, long-term suspension or expulsion hearing. The parents/guardians will be notified when any points are assigned. *Students found in violation of the substance abuse policy or any other disciplinary actions are subject to being prohibited from attending extracurricular events, dances and other events outside of the school day. **Suspension and Expulsion**

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

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of misdemeanor; • Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and • Possession of a weapon at school, on school property or at a school-sponsored event.

All suspensions will initially be short term, (not to exceed 10 days), and be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Before a student is subject to a long-term suspension, (not to exceed 90 school days), or expulsion, (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has been authorized by the board pursuant to procedures outlined in Kansas law and subject to appeal to the board.

In compliance with KSDE guidelines, students shall receive credit for work completed during their suspension. **All makeup work is due the day the student comes back from a suspension.**

Threats of Violence Policy Procedures

In order to provide a safe and respectful environment for all students and staff, Buhler USD 313 takes seriously the need to take steps to deter incidents of violence or threats of violence in our schools. Students and parents/guardians must be aware that all threats (verbal, written, implied or physical) will be taken seriously by school personnel. We request that our parents/guardians and community support us in this effort to let our students know that no threat is "just joking", and no threat will be ignored. We must work together to teach our youth better ways to deal with conflict and frustration. We must also establish the understanding that our community is united in the belief that violence or threats of violence in our schools is intolerable.

Procedures to Respond to Threats of Violence:

1. All threats of violence, without regard for interpretation, will be reported to school staff immediately by anyone who sees or hears it.
2. If it is a threat of violence, report it.
3. Administration and staff will investigate in order to determine the seriousness and circumstances surrounding the threat of violence.
4. Any necessary disciplinary action will follow current board of education policy, including notification of parents/guardians and law enforcement officials. A statewide school safety hotline staffed by the Kansas Highway Patrol has been established to give students an opportunity to report "impending school violence." Student calls are received by a single statewide highway patrol central dispatcher and then transferred to local law enforcement who relays the information to local school administrators. The toll-free Kansas School Safety Hotline number is 1-877-626-8203.

Harassment

Racial and Disability Harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color,

or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored events. Racial or disability harassment against individuals associated with the school is prohibited.

Sexual Harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment of employees or students of the district by board members, administrators, licensed and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment against individuals associated with the school is prohibited. It shall be a violation of the USD 313 harassment policy for:

1. Any employee to harass a student,
2. A student to harass another student,
3. Any employee or student to discourage a student from filing a complaint.

Harassment may include, but is not limited to:

1. Verbal harassment or abuse,
2. Pressure for sexual activity,
3. Repeated remarks to a person, with sexual or demeaning implication, and racial or religious comments.
4. Unwelcome and unwanted physical contact

Bullying

USD 313 is committed to creating a safe, caring, respectful learning environment for all of its students, staff and parents/guardians. The bullying of students, staff and parents/guardians in our schools is strictly prohibited and will not be tolerated. For the purposes of this policy, "schools" includes school buildings, school grounds, and school-sponsored social events, trips, sporting events, buses, and bus stops. Reported incidents of bullying shall be investigated promptly and thoroughly by the school administration.

Definition of Bullying:

(1) **"Bullying"** means: (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of: (i) Harming a student or staff member, whether physically or mentally;

(ii) damaging a student's or staff member's property;

(iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or

(iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property;

(B) **cyberbullying**; or

(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 2018 Supp. [72-1138](#), and amendments thereto.

(2) **"Cyberbullying"** means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games and websites.

BUHLER HIGH SCHOOL DISCIPLINE PLAN

Buhler High School utilizes a point system to assist in determining the consequences for students who violate school policy. Students accumulate discipline points for each infraction of school policy. After a student has reached 30 points they may be subject to a behavior contract, long-term suspension or expulsion hearing depending on the nature of the infractions. Parents/guardians will be notified when any points are assigned. Students who are out-of-school suspended (OSS) for disciplinary violations are prohibited from participating in or attending any extracurricular events, dances, competitions, programs, performances, which Buhler High School hosts or to participate at other KSHSAA schools.

Threats against school or student body—Terroristic remarks, written comments, or social media posts that threaten the safety and well-being of BHS or USD 313. 1st Offense—10-day suspension, police notification, threat assessment conducted and expulsion hearing with 186-day recommendation. **30 Pts.**

Weapon—Possession, Use, Threat

1st Offense—10-day suspension, police notification, threat assessment conducted and expulsion hearing with 186-day recommendation. **30 Pts.**

Drug Distribution—Sale, distribution, or trafficking, this includes Dab pens.

1st Offense—10-day suspension, police notification, and expulsion hearing with 186-day recommendation. **30 Pts.**

Drugs—Possession, use, under influence, this includes Dab pens.

1st Offense—10-day suspension with police notification. Must get a drug assessment with a treatment recommendation. Must follow the treatment recommendation with verification to BHS administration from licensed counselor, therapist, or doctor. **15 Pts.**

2nd Offense—10-day suspension, police notification, and expulsion hearing with 186-day recommendation. **15 Pts.**

Fighting—Punches Thrown/Landed

1st Offense—3-day suspension and police notification. **10 Pts.**

2nd Offense—5-day suspension and police notification. **10 Pts.**

3rd Offense—10-day suspension, police notification, and expulsion hearing with 186-day recommendation. **10 Pts.**

Theft—Less than \$50 or More than \$50

1st Offense—3 days ISS or 3 days OSS, restitution, and police notification. **10 Pts.**

2nd Offense—5 days OSS or 10 days OSS, restitution, and police notification. **10 Pts.**

3rd Offense—10-day suspension, restitution, police notification, and expulsion hearing with 186-day recommendation. **10 Pts.**

Vandalism—Willful and malicious damage to school or private property, in excess of \$50.

1st Offense—5 days OSS, police notification, and restitution. **15 Pts.**

2nd Offense—10-day suspension, police notification, restitution, and expulsion hearing with 186-day recommendation. **15 Pts.**

Damage to School/Private Property—Damage that is accidental or negligent, but not willful or malicious.

1st Offense—1 to 3 days ISS (depends on severity) and restitution. **3 Pts.**

2nd Offense—3 days OSS and restitution. **7 Pts.**

3rd Offense—5 days OSS and restitution. **10 Pts.**

Threats of Violence against individual(s)—Verbal, written, implied, physical

1st Offense—3 days OSS and police notification. **5 Pts.**

2nd Offense—5 days OSS and police notification. **10 Pts.**

3rd Offense—10-day suspension, police notification, and expulsion hearing. **15 Pts.**

Recommendation of 186-day expulsion.

Tobacco/Vape Devices/E-Cigarettes—Possession, use, distribution

1st Offense—3 days of ISS and police notification if under age 18. **10 Pts.**

2nd Offense—3 days of OSS and police notification if under age 18. **10 Pts.**

3rd Offense—10-day suspension, police notification if under age 18, and expulsion hearing with 186-day recommendation. **10 Pts.**

Vape Detectors are used in the building at Random Sites: Any attempt to disarm them will be considered Vandalism.

Harassment/Bullying/Intimidation/Hazing/Menacing—Unwanted or unwelcome physical contact, verbal abuse of a sexual or personal nature, sexual innuendos, initiations, racial or gender slurs that create a hostile environment and interferes with student learning and student safety.

1st Offense—Depending on the circumstances, the student may receive a warning, make an apology, serve a detention, ISS or OSS. **3 Pts.**

2nd Offense—3 days of ISS **5 Pts.**

3rd Offense—3 days of OSS. **10 Pts.**

Cyber-bullying—Any electronic communication that is used to intimidate, embarrass, harass, or create a hostile environment that interferes with student learning and student safety. Consequences are the same as listed for:

Harassment/Bullying/Intimidation/Hazing/Menacing.

Disrupting Learning Environment—Interfering with the teacher’s ability to teach and the opportunity for other students to learn.
Consequence—Warning, apology, removal from class for that period, detention, ISS, or OSS, depending on severity of student behavior and number of student offenses.

Defiance/Disrespectful Behavior—Refusal to comply with a reasonable request of BHS staff or administration, or conduct that is discourteous and inappropriate towards a teacher, substitute, or administrator.

1st Offense—Removal from class **3 Pts.**

2nd Offense—3 days ISS **5 Pts.**

3rd Offense—3 days OSS **10 Pts.**

Unexcused Absence/Skipping—Oversleeping, missing bus, skipping class, not being excused by parent/guardian or the administration. Consequence—Detention, half day of ISS, or full day of ISS depending on length of unexcused absence.

Profanity/Obscenity—Words or language that are offensive and socially unacceptable in a school setting.
Consequences—Ranging from detention to OSS depending on severity and number of violations.

Tardy Policy—Students are expected to be in class when the bell rings. The first three tardies of each nine weeks’ will be considered warnings. For each tardy thereafter the student will have the following consequences:

4th Tardy: lunch detention

5th Tardy: 2 lunch detentions

6th Tardy: 60 min. detention served before or after school in the office

7th Tardy and beyond: ISS and/or OSS.

Tardy consequences start over at the beginning of each 9-week grading period.

Technology Misuse—Violations of the computer use policy may result in the following consequences.

1st Offense: Warning

2nd Offense: Detention

3rd Offense: ISS

4th Offense: OSS

Students are also subject to restrictions to internet access, building use only, or loss of all computer privileges due to violations of school policy. **Administration reserves the right to alter all consequences based on the severity of the offense.**

Drug-Free Schools

Maintaining drug-free schools is important in establishing an appropriate learning environment for our students. The possession, use, sale, distribution, or being under the influence of illicit drugs, controlled substances, or alcohol by students at school, on or in school property, or at school sponsored events is prohibited. The possession or use of any tobacco product or nicotine delivery device by students in any district facility, in school vehicles, at school sponsored events, and on school owned or operated property is prohibited. A “nicotine delivery device” means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device and includes, without limitation: an electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

1. Any student who is selling or trafficking drugs, drug paraphernalia or other controlled substances at school, on school property, or at a school supervised activity shall be subject to an expulsion hearing with a recommendation for a 186-day suspension.

2. Any student who is in possession of or uses alcoholic beverages, drugs (except as medically prescribed), drug paraphernalia or other controlled substances at school, on school property, or at a school supervised activity shall be subject to one of the following disciplinary actions:

Use or Possession:

-First Offense:

-Law enforcement and parents/guardians will be contacted immediately upon verification of the violation.

-The student will receive, at a minimum, a short-term suspension of 10 school days.

-At the time of the informal hearing, administration will inform the student and the parents/ guardians that the student must attend a drug/Substance assessment screening before the student will be allowed back at school. They must also sign a waiver for the assessment so that the school can communicate with the agency regarding their recommendations.

- The administration will determine whether a long-term suspension or expulsion shall be recommended and notify the student and the parents/guardians of a due process hearing if the parties refuse to do the Drug Assessment Screening.

-Upon receipt of written documentation that the student is complying with the recommendation of a licensed substance abuse treatment provider’s recommended action, the student will be allowed back in school after the ten-day suspension has been served.

-Students will have 60 days to make progress on the recommendations. (which may include mental health agency counseling program, an alcohol and drug service agency, or a physician, at the parent's/guardian's expense)

-Students will also be required to submit to five Random Drug testing opportunities, assigned by the administration, for this first offense.

Second Offense:

-Subsequent Offenses During the Student's High School Career, 9-12.

-Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be recommended for expulsion from school for NO LESS THAN 186 SCHOOL DAYS.

3. Prescription medication or over the counter medication can and will be given by the health nurse or designated person after the Request to Administer Medication at School form has been completed. Prescription medication and over the counter medication not following medication policy will be subject to the same restrictions as illegal drugs.

4. Any teacher, staff member, or employee who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages or a controlled substance as defined by law, shall immediately notify the administration. When a pupil exhibits behaviors that may indicate the use of any illegal drug, alcohol or other controlled substance, the school will document such behaviors, and will conduct an assessment to determine if the student is impaired and conduct a search of their belongings to determine if they have a substance in their possession.

5. Neither the Board, the District nor any employee of the District shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program. Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. 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.





Illegal and Controlled Substance Random Testing procedures and Policy

OVERVIEW

The USD 313 Board of Education, in an effort to protect the health and safety of its students involved in KSHSAA sponsored competitive and non-competitive extracurricular athletics and activities from illegal drug, alcohol, and tobacco use and abuse or injuries resulting from the use of illegal drugs and or alcohol adopted this policy for the drug testing of students who participate in KSHSAA sponsored extracurricular activities.

In addition, a student or their parents/guardians may agree to “Opt – In” to the random testing pool, any student who does not participate in KSHSAA activities..

The procedure for the random drug testing of middle school and high school students who participate in KSHSAA sponsored extracurricular activities as defined in this policy is accomplished in conjunction with an independent drug-testing Vendor selected by the USD 313 Board of Education. To facilitate random testing, the Designated Official will provide the Vendor with a list of eligible students and in turn the Vendor will randomly select up to ten percent (10%) of the eligible high school and up to five percent (5%) of the eligible middle school students for random drug testing at each testing period. The number of students selected for each test will be determined by the

Designated Official. The Vendor will send qualified collectors to the school to oversee the collection of all specimens as outlined in this policy and procedure. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principal or Designated Official by the MRO. Specimens are collected as split specimens.

1. A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of tobacco, alcohol and illicit drugs by USD 313 students (Grades 7 Through 12) is a serious concern; a program of deterrence will be instituted as a proactive approach to promote a drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to the safety of other students. The purpose of this program is fourfold:

- To provide for the safety of all Students
- To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs • To encourage Students who use drugs to participate in drug treatment programs
- To promote achievement of Students' full academic potential by preventing the impact drug and alcohol use has on the learning centers of the brain.

The random drug testing program is academically non-punitive. This policy is designed to create a safe, drug free, environment for students and assist them in getting help when needed. However, to the extent a violation of this policy would also constitute a violation of the District's policy for Illegal and Controlled Substances, the sanctions of the Policy will also apply, as will the policies concerning

substance abuse in the Prairie Hills Middle and Buhler High School handbooks.

Participation in KSHSAA sponsored school extracurricular activities is a privilege. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents/guardians, and their school to set the highest possible examples of conduct. This includes the avoidance of the use or possession of illegal drugs and alcohol.

2. SUPPORTING DATA

Random urine drug testing in a public school is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Wayne and Judy Acton** and **Pottawatomie v. Earls**.

3. DEFINITIONS

Vendor – The medical office or company selected by the Board of Education to carry out the policy and procedure.

Designated Official – The individual hired by the school or district to oversee the drug testing program of the school or district.

KSHSAA – Kansas State High School Activities Association **KSHSAA Sponsored Extracurricular Activities** – School-sponsored activities including:

a. Grades 7-12 competitive athletic teams and noncompetitive extracurricular activities including, but not limited to: band, boys/girls cross country, football, boys/girls soccer, boys/girls tennis, boys/girls basketball, boys/girls golf, boys/girls wrestling, baseball, volleyball, softball, Swimming, boys/girls track & field, boys/girls bowling, cheerleading, dance squads, debate, forensics, vocal music, National Honor Society, Student Council, scholar's bowl, FFA, FCCLA and other activities as specified by the Board of Education.

An information list of KSHSAA sponsored extracurricular activities will be prepared by the building principal and may be modified as determined by the building principal.

Medical Review Officer (MRO) – A licensed physician trained and certified in the process and interpretation of drug testing results.

Illicit Substance – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Banned Substance – A substance defined by School policy as being banned from use by students.

Student Participant – A USD 313 student participating on a KSHSAA sanctioned athletic team, or any other KSHSAA sponsored extra curricular activity as defined by this policy.

SAMSHA – The Substance Abuse and Mental Health Services Administration is a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

GC/MS – Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Quantitative Levels – The measurement levels of specific chemicals in the urine reported usually in nanograms per milliliter (ng/ml).

Chain-of-Custody Form – A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Adulterant/Adulteration – Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully overhydrating one self in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

4. PROCEDURES FOR STUDENTS

a. Informed Consent for Testing

At the beginning of each school year, students and parent/guardian/custodian will complete and sign the Informed Consent Agreement (Exhibit A) and Release of Information Form for the Medical Review Officer (Exhibit C). No student may participate in any

extra-curricular activity, as defined by this policy, until this form is properly executed and on file with the school. If a student wishes to participate at any point during the school year, these forms must be filed prior to beginning of participation in the KSHSAA sponsored activity. Transfer students who want to participate must complete the forms upon arrival if they want to participate in KSHSAA activities that school year.

b. Urine Drug Testing Frequency

All students who wish to participate in KSHSAA sponsored extracurricular activities as defined by this policy may be subject to urine testing for illegal or banned substances as specified in Paragraph 9 below. Up to ten percent (10%) of eligible students in grades 9-12, and up to five percent (5%) of eligible students in grades 7-8 may be randomly tested on up to a bi-weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to participate in extracurricular activities as defined by this policy. The refusal to submit to a urine drug test will be considered the same as a positive drug test result.

c. Sample Collection

Samples will be collected as outlined under *Vendor Requirements*, Paragraph 6 below.

Any eligible student randomly selected for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate in KSHSAA sponsored extracurricular activities and the failure will be considered the same as a positive drug test result. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official.

d. Tests for Alcohol

Students attending extracurricular activities may be randomly required to submit to an alcohol breathalyzer test to determine the presence of alcohol.

5. CONFIDENTIALITY RESULTS

All drug test results are considered confidential information and will be handled accordingly.

6. VENDOR REQUIREMENTS

At a minimum, the Vendor must be able to provide the following services:

a. Random Selection of Eligible Students

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to biweekly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.

b. Collection of Urine Specimens

The Vendor will oversee the collection of urine specimens as outlined in the **Procedure for Random Urine Drug Testing of Buhler USD 313 Students Involved in KSHSAA Sponsored Activities Grades 7-12**. Chain of Custody forms will be provided by the Vendor that meets the criteria of this policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

Any altered specimen by the student will result in a positive assumption of guilt.

c. Testing of Urine Specimens

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration (SAMSHA)** following the guidelines of the **Department of Health and Human Services (HHS)**. The testing laboratory should have greater than 10 years' experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Gas Chromatography/Mass Spectroscopy (GC/MS)** confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The building principal may specify specific classes or substances to be tested and advise the Vendor prior to random testing.

Alcohol Barbiturates LSD MDMA (Ecstasy) Phencyclidine (PCP)

Amphetamines/Methamphetamine Benzodiazepines Marijuana (THC) Metabolites Nicotine (Cotinine)

Propoxyphene Anabolic Steroids Cocaine Metabolites Methadone Opiates

d. Medical Review Officer (MRO) Services

The Vendor will provide MRO services by a licensed physician who is certified by the **Medical Review Officer Certification Council (MROCC)** or the **American Association of Medical Review Officers** as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by the **Procedure for Random Urine Drug Testing of Buhler USD 313 Students Involved in KSHSAA Sponsored Activities Grades 7-12** as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner.

e. Reporting of Random Urine Test Results by Vendor

The MRO will certify all urine drug screens as negative or positive and report positive findings in a confidential manner to the parents/guardians and then the building principal by a secure email system.

f. Statistical Reporting and Confidentiality of Urine Drug Test Results

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without the expressed written consent of the Buhler USD 313 Superintendent of Schools. However, the Vendor will provide the building principal with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

7. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

a. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after the MRO notifies the parent:

(1) The building principal, within 24 hours, will notify the parents/guardians/custodians first, of any non-negative results, then the student and Designated Official of any positive results within 7 days of lab testing. A written notification from the building principal, by form letter, will be sent to the parents/guardians/custodians by mail. The building principal may keep all test results for a period up to two years or 30 days after the student graduates, whichever is shorter.

(2) The student will be notified and be required to submit to five random urine tests throughout the next 12-month period at their own expense to retain activity participation eligibility.

(3) If the parents/guardians/custodians or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at the parents/guardians/custodians or student expense. The request must be made to the building principal in writing within two working days from the first notification of positive test results.

(4) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

b. First Positive Result

A positive result from the MRO or an altered sample will constitute a first positive. The student participant will be ineligible for the next 10% of scheduled competitions/performances, or the remainder of season (whichever is shorter), in each KSHSAA activity that they are currently involved in, or in the next activity in which they plan to participate. Students are still allowed to practice during this time. The specific coach or sponsors individual team/group policy may supersede the requirements of this policy based on prior behavior and Administrative approval, but cannot be less than the provisions of this paragraph. Additionally, student participants who have a first positive result will be required to submit to five follow-up drug tests during the next twelve (12) month period and will be required to

participate in a drug assessment program to determine the extent of their drug/substance usage. The student will be required to follow the recommendations of the drug assessment.

The cost of the follow up drug tests, substance assessment and follow-up plan will be the responsibility of the student or student's parents or guardians if under age 18.

This will affect a student's eligibility for their middle school career,7-8, and then start over for their high school career, 9-12th grade. This is not a cumulative policy 7-12. We restart eligibility after middle school. Any positive test will move a student to the next level of this policy.

Local Substance Assessment Programs:

- | | |
|-----------------------------|---------------------------|
| 1) Crossover Recovery | 2) SACK: Assessment |
| 400 W. 2 nd Ave. | 620-669-9024 |
| Hutchinson, Ks. 67501 | 3) Horizons SUD's Program |
| 620-669-9024 Ask for Kay | 620-663-7595 |

c. Second Positive Result

A second positive result by MRO ruling or adulteration will result in the student participant being declared ineligible from all KSHSAA sponsored extracurricular activities as defined in this policy in which they are currently participating and denied participation in future KSHSAA sponsored extracurricular activities for a period of 90 days, when school is in session (days during breaks or during summer would not apply, so these 90 days can carry over into the next school year). In addition, the student must complete a comprehensive drug/substance abuse program recommended by a certified substance abuse professional. The student will continue or repeat the five necessary follow-up drug screens. The cost of the drug/substance abuse program and follow up drug tests will be the responsibility of the student or student's parents or guardians if under age 18.

d. Third Positive Result

A third positive result will result in the student participant being barred from participation in any KSHSAA sponsored extracurricular activities as defined in this policy for a minimum of one calendar year. In addition, the student must participate in a chemical assessment program and successfully complete a substance abuse program recommended by a certified substance abuse professional at the expense of the student or student's parents or guardian. (The substance abuse program cannot be the same program for the Second Positive Result). At the end of the one calendar year and successful completion of the substance abuse program, the student must complete another drug screen at the student's expense, with negative results. Upon return to participation in KSHSAA sponsored extracurricular activities, the student will continue or repeat the five necessary follow-up drug screens at their own expense. The period of exclusion from extracurricular activities may continue into the following school year.

e. Additional Positive Results

If a student participant would have additional positive results by MRO ruling or adulteration, that student would be barred from participation in KSHSSA sponsored extracurricular activities for an additional one calendar year for each positive result.

8. NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to law enforcement or juvenile authorities, unless required to do so by a court order, by a valid and binding subpoena or other legal process. In the event of service of any such court order, subpoena or legal process, the student and the student's custodial parents, legal guardians, or custodians will be notified at least 72 hours before response is made by the Buhler USD 313 Board of Education, if such notice is allowed by law. However, to the extent a violation of this policy would also constitute a violation of the District's policy for Illegal and Controlled Substances.

9. ILLICIT OR BANNED SUBSTANCES

For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Buhler Unified School District 313 Students:

Alcohol Barbiturates LSD MDMA (Ecstasy) Phencyclidine (PCP)

Amphetamines/Methamphetamine Benzodiazepines Marijuana (THC) Metabolites Nicotine (Cotinine)
Propoxyphene

Anabolic Steroids, Cocaine, Metabolites, Methadone, Opiates, Tobacco, Vape devices, and products.

10. REMOVAL OF TEST RECORDS

- a. The school district shall remove all records of urine testing and the results thereof from its records within 30 days after the graduation of any student from the USD 313 high school.
- b. The school district shall remove from its records all records of any testing and results thereof within 36 months after the withdrawal of any student from the USD 313 school system.

Plagiarism, Cheating and Academic Dishonesty

Plagiarism, cheating and any form of academic dishonesty are not permitted and are subject to disciplinary action, including, but not limited to rewriting of the assignment, loss of credit for the work in question, loss of course credit or removal from class for repeated offenses. Plagiarism is knowingly taking ideas or writings from another person and presenting them as one's own work or failing to give credit to the sources used in writing an essay or research assignment. Materials taken from electronic sources are covered by this policy.

Students will have the opportunity to learn the meaning of plagiarism and how it can be avoided. Giving proper credit to the author and to sources will be taught at appropriate grade levels,

Hall Conduct

Each student shall be respectful of others when passing between classes. Running is not permitted. The elevator is to be used only by handicapped individuals or for transporting heavy or large pieces of school equipment. Receive permission in the office prior to using.

Public Display of Affection

The showing of affection in public to the extent that it is embarrassing for others is inappropriate and unacceptable; therefore, public displays of affection are not allowed.

Dress Code

Each student shall be responsible for maintaining appropriate school dress. The development of personal grooming standards will result in a neat, clean personal appearance that does not interfere with the health and safety of the student or others and also not interfere with the educational process of the school. Dress and personal grooming that is inappropriate/disruptive will not be allowed.

1. Clothing and other wearing apparel that promotes or advertises alcohol, tobacco, drugs, or other injurious substances or contain double meanings, Profanity, or sexual content are prohibited.
2. **No hats**, bandanas, hoodies up, or headgear may be worn in the school building prior to 3:30 p.m. Hats may not advertise alcohol, drugs, tobacco, other injurious substances, contain double meanings, sexual content, or promote violence.
3. Tube tops, bare midriffs, spaghetti straps, racer-back tank tops, mesh or net shirts, necklines that are too low and halter-tops are not considered appropriate dress for school.
4. No sunglasses.
5. Suggestive or double-meaning shirts are prohibited.
6. For health and safety reasons footwear is required of all students.
7. Pants, shorts, or skirts that permit the display of undergarments, whether worn low or have a low rise are not permitted.

Exceptions to the dress code may be granted on designated days by the principal at the request of the Student Council.

The items listed above serve only as a guideline. There may be other dress code issues that are not included in this section and are determined at the discretion of the administration.

Gangs

A group of students who initiate, advocate, or promote activities that threaten the safety or well-being of persons or school property, or which disrupt school activities, will not be tolerated.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed or written communications, reflected or participated in by the student shall not disrupt or interfere with the school environment or activity or educational objectives.

Lockers

A locker and its contents may be inspected by the administration at any time. Students may request a locker by contacting the office.

Lost and Found

Each student must assume responsibility for taking care of their own possessions. **Buhler High School and USD 313 assumes no responsibility for the loss or damage of personal items.** Lost and found is maintained in the office.

Students should not bring valuables, electronic devices or money to school. All belongings should have affixed the student's name. Each student is expected to take reasonable care of books and computers and return them in satisfactory condition. Lost books or computers damaged beyond normal wear shall be paid for by the student. Checked out media center materials are the responsibility of the student.

Parking Regulations

1. All motor vehicles driven to school by students shall be registered in the office.
2. During regular school hours, students cannot park in the designated faculty, visitor or handicapped parking zones unless permission has been obtained from the office.
3. Vehicles parking out of designated areas, or unsafely operated on school property may be subject to discipline.

Cell Phones and Technology Devices

Cell phones and technology devices are not to disrupt instruction, the learning of others, or distract the owner during class time. Each teacher will set up a policy regarding cell phone and technology usage in their classroom. Failure to comply may result in disciplinary action and or loss of the personal device. No laser pointers are permitted. No cell phone APP's that promotes violence will be allowed.

Visitor Permits

Visitor permits will be restricted and granted by the administration only to members of approved groups and to those with official business with the counselors or the administrative office. Persons requesting to relay messages to students, teachers or other employees must stop by the office to make the proper arrangements and sign in. Immediate family members who want to eat lunch with BHS students must have administrative approval prior to the visit. Visitors and guests are not allowed to eat with BHS students in the cafeteria.

COMPUTER/INTERNET ACCESS

Using Your Laptop at School

Laptops are intended for use at school each day. In addition to classroom learning expectations, other important daily functions such as announcements, calendar/task management, etc. will be channeled through the laptop. Students must bring a fully charged laptop to all classes, unless specifically instructed not to do so by their teacher. The laptop is the property of USD 313 Buhler Schools. School administration and staff have the right to inspect any material stored on a student's laptop at any time.

• Laptops Left at Home

Students are responsible for completing all assigned course work, even if they leave their laptop at home.

If a student repeatedly leaves their laptop at home, then they will be required to check the laptop in at the media center at the end of the school day for a period of time to be determined by administration.

• Laptop Undergoing Repair

Loaner laptops may be issued to a student when a laptop is being repaired at the district's discretion.

• Sound, Music, Games and Applications

Applications and other media items will be installed from Self Service for educational purposes only on the laptops.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Earbuds may be used to listen to music, podcasts or video materials. Each teacher will have their own classroom rules governing laptops and earbuds and their use.

• Internet Access Away from School

Students are allowed to connect to other wireless networks, such as a home network, on their laptops. School IT staff will not be responsible for diagnosing or troubleshooting wireless network connectivity issues.

• Saving Your Work

The laptop is not backed up. It is the student's responsibility to ensure academic work is properly saved. Laptop malfunctions are not an acceptable excuse for not submitting work. Students must leave at least 15GB of unused data storage on their device at all times to allow for district pushed applications, additional applications added by staff and to ensure that the device is ready for classroom

use without having storage issues. Various methods exist for storing files in the cloud, transferring files to teachers, etc. At this time, the best option for turning in work and saving/backing up files is via Google Drive.

• Installed Applications

The applications originally installed by USD 313 Buhler Schools must remain on the laptop. The school may add software applications for use in general and for particular courses. Students may not remove the district installed profiles or applications at any time. The school will periodically update the laptops remotely to keep them current. The school will not be responsible for lost files, applications or data when synchronizing student devices. Students are responsible for backing up their own personal data and files.

USD 313 Buhler Schools strictly follow licensure requirements for installed software. Periodic checks of laptops will be made to ensure that students have not altered or removed required applications.

Laptop Security

- Single sign on will be used on your laptop. Do not share your password with anyone.
- Never leave your laptop unattended in an unsupervised area.
- Do not loan your laptop to anyone.
- Each laptop has a unique number. Do not attempt to remove the label on your laptop or charger. Labels must be legible at the end of the school year check in. Students will be responsible for replacement costs if labels are not legible. Labels can be updated at any time in the Library Media Center.
- Do not use laptops in the restrooms or locker rooms.

The laptop assigned to you is YOUR responsibility.

Laptop Camera

- The laptop is equipped with a front-facing camera which is capable of taking photos and video. Teachers will be assigning projects that incorporate the camera and microphone. Use of these tools during instructional time is at the discretion of the teacher.

All electronic recordings created with the laptop must comply with State and Federal laws.

Please refer to the Student Handbook for district policies under the headings of Hazing-Harassment-Intimidation-Bullying-Menacing and Cyberbullying.

Payment for Damages

Laptops and accessories must be returned to USD 313 at the end of each school year. Failure to return items in good condition will require payment in full to replace or repair the items, whichever is applicable. Repair costs will not exceed replacement costs. Students who withdraw, transfer or are expelled from school must return their laptop on the date of attendance termination. If a student fails to return the laptop, the student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the laptop replacement.

Students should immediately report laptop damages to the office. Examples of damages include, but are not limited to: broken screens, lost or broken keys, damaged cables, etc.,

Parents/guardians and students are responsible for the costs of repair or replacement when:

- Damage is negligent (heat, water damage, etc.)
- Damage is intentional
- The device is lost or stolen. A report must be filed immediately with the local authorities

Parents and students are not responsible for:

- Factory defects
- Malfunctions

Anything covered by the factory warranty

Laptop

The laptops are school property. Inspection may occur at random or may occur as a result of suspected or known abuse of school policy. An inspection of the laptop may include review of all material saved on the device.

The district reserves the right to delete anything it deems inappropriate or that is in violation of any part of the USD 313 Acceptable Use Policy, the Student Handbook, or the Laptop Guidelines.

The student is not to clear their Internet Browser history unless directed by a staff member. This includes, but is not limited to: Safari, Firefox, Chrome, or other Browsers.

Student Activities Strictly Prohibited:

- Violation of existing USD 313 Board of Education policy or public law.
- Student use of wireless hotspots is absolutely forbidden in Buhler USD 313 buildings.
- Send, access, or distribute profane, offensive, threatening, pornographic, obscene or sexually explicit materials.
- Use chat rooms or sites selling term papers, book reports and other forms of student academic work.
- Gain access to another person's account, files or data.
- Use the school's internet/email accounts for financial or commercial gain or for illegal activity, such as credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalize school equipment, servers, etc. Vandalism includes, but is not limited to, uploading or creating computer viruses and programs that can infiltrate computer systems and/or damage software components. Any malicious attempt to harm, destroy or restrict access to school technology equipment or services is prohibited.

- Any attempt to bypass the USD 313 Buhler Schools web filter through a web proxy or other means.

Legal Information

- Students are responsible for complying with all legal and Buhler USD 313 Policies.
- Students must comply with trademark, copyright and license laws and agreements. Ignorance of the law is not immunity. Ask assistance from a staff member if unsure about a situation.
- Plagiarism and cheating are viewed as violations of the Buhler USD 313 student code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media, such as graphics, video, audio, music and text.

Discipline

If a student violates any part of the above policy or related district approved policies for technology use, they will be subject to the consequences listed in the Acceptable Use Policy and the student handbook.

STUDENT SERVICES

Withdrawal of Students

The intention to withdraw from school must be reported to the guidance counselor's office. The student will be required to complete the withdrawal form and return it to the guidance counselor's office. Students must obtain parental or guardian permission to withdraw from school.

Out of District Students

Current students who move out of the district must file an "Out of District" application form with the office. Other students may apply for admission to Buhler High School. The application needs to be done only once. **Enrollment will be evaluated at each nine-weeks and will be based on: Attendance, Grades, graduation progress, and Behavior.**

Permanent Records

All student records are available for inspection by parents/guardians upon request.

Class Drops

Up until the end of the first week of any semester, students may drop or transfer to another class upon student, parent, teacher, and counselor initiative. Dropping a class, without administrative endorsement, will result in a transcript designation of "F" for the course.

Guidance Services

Guidance counselors assist students and parents/guardians with a variety of needs. Information dealing with many topics is available for student use in the guidance office.

Counselors may be contacted to help with referrals to the school psychologist, speech therapist, audiologist, school nurse or other appropriate sources. Students wishing to make appointments with a counselor may sign-up in the guidance office or with the school secretary. Except for emergencies, students must obtain teacher permission before visiting a counselor.

The counselors also assist in educational planning and career guidance. Current occupational information for student and parent/guardian use is available through the counseling office. Parents/guardians and students may contact the counselor for an explanation of the standardized tests that are given by the district.

Health Services

Buhler USD 313 employs three nurses to monitor the entire districts' health needs. Scheduling permits the nurse to be on duty on a rotating basis in each school. Any illness or injury should be reported to the office. Students will be sent home if they are suspected to have an infectious or contagious disease in process. There may be times that a doctor's permit will be necessary to deem the absence as extenuating. Students should not come to school and should remain home if any of the following conditions exist:

1. Temperature of 100.4 within the last 24 hours. Please do not give fever-reducing medication at home and send your student to school
2. Severe cold symptoms
3. Nausea/Vomiting
4. Sudden appearance of rash, unless it is known to be non-contagious
5. Fainting due to an unknown cause or a grand mal seizure
6. Head lice: infected students must receive appropriate treatment of head lice. **See the school nurse for treatment options.**
7. Red/discharging eyes

Medication at school: Taking medication at school, whether prescription or over-the-counter, should be avoided whenever possible. The school cannot give any medication without the signed consent of the parent/guardian. If a prescription medication is to be given at school, the label on the container should indicate the student's name, name of medication, dosage, date, prescription number, and the physician's name. All medication must be in the original container with a current date. Additional prescription bottles with labels are available from the pharmacy where you purchase your medication. Information on the signed medication form must match the prescription label.

Medications prescribed by a health care provider for the treatment of anaphylaxis or asthma, may be carried and self-administered by the student. However, the appropriate form must be signed by the parent/guardian AND the physician. These forms are available in the school office. It is important to note that this is a privilege that may be revoked at any time if the student is not handling the prescribed medication in an appropriate and safe manner. Please Note – if you are sending your student to school with an inhaler that will be self-administered, please make sure that the pharmacist places an appropriate label on the inhaler so that the inhaler is easily identified. An additional inhaler may need to be purchased at the parents/guardian's discretion and kept in the office should the student not have their inhaler available.

Over-The-Counter/Non-prescription - These types of medications such as Tylenol, Ibuprofen, cough drops, etc., should have limited usage at school. High school students may be responsible for the administration of their own over-the-counter medication. Only one school day's dosage is to be carried and kept in the original container with the student's name on it for identification purposes. Prescribing for or giving another student these types of medications are prohibited.

Immunization – K.S.A. 72-6262 provides that any student entering school for the first time in the state of Kansas is required to present certification from a licensed physician or local health department stating the student has received all required vaccines for the students grade level by such means of immunizations approved by the Secretary of the Kansas Department of Health and Environment. As an alternative to such requirements, the student can provide: (1) An annual certificate from a licensed physician stating that the immunization would seriously endanger a student's life or health, or (2) A written statement signed by one parent or guardian stating that the student adheres to a religious denomination whose teachings are opposed to such tests and immunization. Immunizations should be current by enrollment time. Failure to have needed immunizations completed by the first day of school will result in exclusion one week after parent notification. The student will remain excluded until immunizations are in the process of being completed. Immunizations are available from your private physician's office, or at the Reno county Health Department at 209 West 2nd in Hutchinson, Call 620-694-2900 for an appointment.

School Lunches

Buhler High School has a closed noon hour. Students may not leave the building during lunchtime. The lunches served by the school district meet the requirements for Class A lunches.

In the Cafeteria: Each student has 25 minutes to eat.

1. All students must eat in the cafeteria.
2. Food is not to be taken from the cafeteria. Every effort should be made to keep the cafeteria clean.
3. A student is not permitted out of the cafeteria area unless escorted by a teacher or possessing a hall pass.

Reno County Education Cooperative

Needs of special education students are met through Buhler USD 313's participation in the Reno County Education Cooperative (RCEC). The services offered by RCEC include hearing impaired, vision, speech language, gifted, psychological, behavior disorders, learning disabilities, Intellectually disabled, adaptive, functional, work-study programs for mentally handicapped, hearing conservation services, transitional kindergarten, preschool special education, physical therapy and occupational therapy.

To receive services offered by RCEC, a referral is initiated by the teacher or parent through the school counselor. The referral is reviewed by a school team consisting of a school counselor, school psychologist, principal and at least one classroom teacher, to determine appropriate action. and priority in relation to other referrals. Before any student is excluded, reassigned or transferred from a regular classroom into a special education room, they will be evaluated by the building team in addition to other teachers and undergo a battery of individual tests given by a school psychologist. A parental conference will be held to interpret test results and discuss proper placement. If a decision is made to place the student in a special education program, then an individual education program (IEP) will be developed by the IEP team that includes the parents/guardians.

RCEC Coordinator Leana Kisner 620-663-7178

Bus Transportation

Riding a school bus is a privilege and is determined by the student's behavior. Good behavior is expected at all times. Violation of bus rules will result in suspension of bus riding privileges. The driver is in charge of the bus and students are expected to cooperate with the driver.

All resident students of Buhler USD 313 are eligible for bus transportation. Bus routes run only within Buhler USD 313 attendance boundaries. Special arrangements may be made to meet a district bus at a predetermined time schedule.

Activity buses are provided for students engaged in after school activities. These buses are scheduled to depart the high school on regular established routes with designated stops according to a predetermined time schedule.

Transportation for non-participating students to out-of-town athletic events and other special activities will be held to a reasonable limit and students will be charged a fee based on the expenses incurred for the trip.

Any student participating in a school-sponsored event away from home will use school transportation. Students will not be charged for

transportation on school sponsored educational field trips.

Transportation scheduling is handled through the Buhler USD 313 Transportation Center (620)-543-6829.

Students who violate the bus rules of Buhler USD 313, will be reported to the school principal who can deny the privilege of riding the bus for a period of time as determined by the policy and the administration.

Bus Offenses:

First Offense: Administration Notification

Written notification: Parents/Guardians and Transportation Director

Warning or 1 school day off of the bus.

Second Offense: Administration Notification

Written notification: Parents/Guardians and Transportation Director

3-5 school days removed from the bus.

Third Offense: Administration Notification

Written notification: Parents/Guardians and Transportation Director

Removal from the bus a minimum of 10 school days and up to 45 school days. This will be left to the Administrator's discretion.

Bus Rules: These rules are in effect for all school-sponsored activities, including all regular bus routes, activity bus routes and transportation to and from school events. In addition to bus rules cited in this policy, any type of behavior that might contribute to the distraction of the driver and in turn potentially lead to an accident will be considered grounds for a referral.

1. A note is required, from the parents/guardians of each student, for students to ride a bus other than the one assigned, for those who do not normally ride the bus, and for students who are to get off of the bus at a different stop. This note must be turned into the office for approval.
2. The driver may assign a seat to each student.
3. Students must be on time. Buses will not wait for students on the routes.
4. Buses will not enter or deliver in private driveways, lanes, cul-de-sac or dead-end roads, except under unusual circumstances approved by the transportation manager.
5. When going to the bus stop, students must walk on the far-left side of the road facing traffic.
6. Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road.
7. When leaving the bus, students must observe the directions of the driver. When crossing the road, the student should do so in front of the bus after making sure that the highway is clear.
8. Students must not try to get on or off the bus or move about within the bus while it is in motion.
9. Students must not at any time extend arms or heads or throw objects out the windows.
10. Consumption of food, beverage and the chewing of gum on buses are not permitted.
11. Glass containers, vases, and balloons are not to be transported on the bus.
12. Animals will not be transported on the bus.
13. Students are not to use their school issued laptop or cell phone while riding the route bus. Students may ask supervisor/driver for use of the devices on activity routes on return trips.

STUDENT ACTIVITIES

Responsibilities of student participants

Student participation in activities is a privilege, not a right. Students earn that privilege by doing passing work in classes and displaying good citizenship behavior, both on and off school property.

The Kansas State High School Activities Association (KSHSAA), the Buhler USD 313 administration and board of education have rules governing a student's eligibility for participation. A student must:

1. Be academically eligible (See "Academic Eligibility" for further information.)
2. Be in "good standing." (See "Good Standing Eligibility" for further information.)
3. Conform to Rule 52 during athletic performances.
4. Attend all classes on the day of the scheduled activity.
5. An exception for extenuating circumstances may be granted by the principal.
6. Represent the school in a positive manner in appearance and behavior.

Academic Eligibility

A student must be passing all subjects to be eligible to participate in any competition and all performances between schools or within the school, athletic contests, judging competitions, music contests, plays and musicals, debate and forensics meets, and scholar's bowl.

Music programs within the school auditorium will fall under the class as a grade and not be counted for eligibility. A student not meeting this standard will be placed initially on the Delinquent List if he or she is earning a failing grade for the current semester. Students will not be allowed to leave for a field trip, based on the ineligibility list, if they will miss the class they are failing (noncompetitive school plays and musical performances are considered field trips). The ineligibility period will run Wednesday through Tuesday.

If the student's grade continues to be below passing after one week, then the student will be placed on the Ineligible List. This list will be compiled Tuesday at 9:00. The student may not participate in activities.

- D/I notification to students will begin the third week of each semester.
- D/I notification to the parents will begin when the student earns a failing grade.
- D/I list will begin over at the end of each semester.

KSHSAA requires students to pass five subjects of equal weight during their previous semester of attendance. In addition, the last two semesters of possible eligibility must be consecutive.

“Good Standing” Eligibility

To maintain eligibility the KSHSAA requires students to be in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal. A student cannot use any form of tobacco, e-cigarette, illegal drugs, alcoholic beverages or other mind- or mood-altering substances on or off school premises. A student who has been arrested and found guilty of committing a crime is not considered in good standing and will lose eligibility for a period of time to be determined by the school administration. Deliberate misbehavior, destruction of school property or unexcused absences will cause a student to lose good standing status.

Additional KSHSAA Eligibility Rules

Students must meet the following criteria to be eligible:

1. Be an undergraduate in good standing.
2. A student cannot participate if they have turned nineteen (19) before September 1. Consult your coach or principal for exceptions to this rule.
3. Maximum number of completed semesters of competition is eight (8); maximum number of seasons in one sport is four (4).
4. Maximum number of completed semesters of high school attendance is eight (8). This includes total attendance beginning with the ninth grade.
5. No participation allowed in outside competition during the season in which the student represents their high school in a sport. Consult your coach or principal before you participate in any game, training session or tryout conducted by an outside organization.
6. Pass an adequate physical examination by a physician and have written consent of his/her parents or guardians.
7. Meet the requirements of the transfer rule if the student is a transfer.
8. Cannot be a member of a high school fraternity.
9. Cannot have competed under a false name or for money or merchandise of intrinsic value and cannot have violated other provisions of the amateur rule.
10. Maintain regular attendance and satisfactory conduct and sportsmanship.

Activities Rules and Regulations

At the beginning of each season, the activity coach or sponsor will provide rules and regulations governing participation. The sponsor or coach will review information such as training rules, transportation arrangements to and from activities, uniform checkout, care and responsibility of uniforms, and lettering requirements.

League Participation

Buhler High School is a member of the Ark Valley Chisholm Trail League. The AVCTL is a well-organized and highly competitive association of schools. Teachers, coaches, and administrators oversee the activity programs of the AVCTL.

Participation in Activities

Students are encouraged to participate in at least one inter-school activity during their high school career. Participation provides experiences that train students for life situations, and helps students discover and develop leadership skills. A well-planned activities program gives students the opportunity to become involved in school events in a positive, constructive manner.

Clubs and Organizations at Buhler High School

Cheerleader: promotes and upholds school spirit, works to develop a sense of sportsmanship among students, promotes unification of the crowd's involvement during athletic events and builds better relationships between schools.

Family, Career, and Community Leaders of America (FCCLA): promotes family and consumer science related activities and careers; develops leadership through chapter, district, state and national activities; integrates problem solving and basic skills through national programs; provides learning experiences and recreational activities which build self-confidence, communication and teamwork skills in preparation for work and family life. Membership is open to males and females who must have previously taken or be currently enrolled in a Family and Consumer Science class.

Spanish Club: open to any student interested in the foreign culture. Activities include folk festivals, building floats and giving a play.

National FFA Organization: promotes agricultural leadership, citizenship and cooperation. FFA is an intra-curricular activity; to be a member, a student must be enrolled in a vocational agriculture class. Dues: \$5.00 per school year.

National Forensics League (NFL): national forensics league recognizing achievement in high school speech, debate and student congress activities. Membership is open to students ranking in the top two-thirds of their class who have also earned 25 points in tournament activities, endorsement by the school principal and vote of chapter members. Dues: \$3.00 per school year.

National Honor Society (NHS): creates enthusiasm for scholarship, stimulates a desire to serve others, promotes worthy leadership and encourages the development of character in all students. Membership is open to seniors and is based on scholarship (minimum accumulate 3.4 GPA), service, leadership and character.

Scholars' Bowl: enriches the intellectual development of students through intra- and inter-scholastic competition. Teams of students, (usually 4 to a team), compete to answer questions over academic areas such as math, science, language arts and social studies. All students are eligible to participate. Meetings are held before and after school.

Science Club: promotes interest in science and science related careers. Opportunities include contests, projects, and lectures by visiting scientists and trips to science related industries. Open to all students.

SADD (Student Against Destructive Decisions): a student organization that promotes activities and programs to help students make appropriate decisions regarding drinking and driving.

Student Council (StuCo): works to secure greater cooperation between students and faculty, raise the standards of the school, promote school spirit, uphold school traditions and improve the scholarship of students. StuCo is responsible for all matters pertaining to student government and school problems not dealt with exclusively by the board of education and school administration.

The authority of StuCo is delegated by the principal who has the power to veto any measure passed by the council. The StuCo president must be a member of the senior class. Other officers must be either juniors or seniors. In addition to the StuCo officers, two boys and two girls from each class will be elected, by their peers, as StuCo representatives.

GENERAL INFORMATION

Vending Machines

Vending machines are located in the lobbies and may be used before school and after school. The school is not responsible for lost money or product. Trash is to be placed in the containers.

Family Night

Wednesday night is family night in the Buhler school community. No school activities are scheduled on Wednesday evenings after 6 p.m. if at all possible.

Commencement Activities

Seniors within one-half credit of meeting graduation requirements may participate in the graduation ceremonies and senior activities. For those students the diploma will remain unsigned and the diploma presented at commencement will be blank until all graduation requirements are fulfilled. Seniors who have financial or other obligations will not receive a signed diploma until all requirements are met.

Equal Employment/Educational Opportunity Agency

Buhler USD 313 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact the school district's ADA Coordinator, Cindy Couchman, and Section 504 Coordinator, Cindy Couchman, 406 West 7th, Buhler, Ks 67522, 620-543- 2258

Emergency Preparedness:

Fire Drills

Fire drills are held each as specified by state regulations. Routes to follow for evacuation are posted in each room.

Tornado Procedures

Students will move quickly and quietly to the assigned tornado shelter areas and will remain there until dismissed. Rooms specifically designated as tornado shelters are posted in each classroom.

Crises Drills

Students will be trained on the Alice procedure in case of an emergency. Staff have been trained on the procedure and will teach the students. We will do the required number of drills or more to prepare our students in case of an emergency.

Inclement Weather Procedures

In case of power failure, snowstorms or any other emergency resulting in a condition that would endanger the health of students, school shall be dismissed and students delivered to their respective homes as soon as possible *provided the emergency cannot be corrected that day*.

Parents/guardians should instruct the student and the office of any special circumstances resulting from early dismissal. Buhler USD 313 will attempt to accommodate all the situations regarding the student's best interests.

Those who transport themselves should listen for radio reports. If in the judgment of school officials, it seems wise not to have school because of storm conditions or other circumstances, Buhler USD 313 will also notify radio stations KFH 1330 AM, KWBW 1450 AM, KFDI 1070 AM/101 FM, KHCC 90.1 FM, KZSN 102 FM, KHUT 102.9 FM, KEYN 103.7 FM, KXLK 105.3 FM, KSKU 106 FM, KKRD 107.3 FM and television stations KWCH Channel 12, KAKE Channel 10 and KSNW Channel 3 to announce that there will be no school. Parents will also receive notification through Thrill share on their phone and computer.

A decision will be made prior to 7 a.m. so that the appropriate announcements can be made. If you do not hear the announcement by 7 a.m., you may assume that school will be in session and buses will run.

Released Time

Released time is limited to seniors, who wish to take college classes. Those seeking released time must state their intent to do so in writing during enrollment of the preceding spring. Participation in athletics or other after school activities will be permitted provided the student attends the required practice time or scheduled events as determined by the coach, activity sponsor or building principal. Students may be permitted to take released time under the following conditions:

1. Seniors must have a 2.50 grade point average
2. Meet all requirements for graduation.
3. Provide his or her own transportation.
4. Complete the course at college.

Field Trips

Students will not be allowed to drive to the field trip.

School Dances

All out of school guests must be approved by the administration one week before the dance. All out of school guests must be at least 14 and enrolled in an accredited high school or under the age of 21.

Emergency Safety Interventions (GAAF)

The board of education is committed to limiting the use of Emergency Safety Intervention ("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.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions:

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. "Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out. "Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or

traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer. “Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

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

Using face-down (prone) physical restraint;

Using face-up (supine) physical restraint;

Using physical restraint that obstructs the student’s airway;

Using physical restraint that impacts a student’s primary mode of communication;

Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and Use of mechanical restraint, *except*:

Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device; Any device used by a certified law enforcement officer to carry out law enforcement duties; or Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive to property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such a medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file. Such a written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such a room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff

deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

Date and time of the ESI,

Type of ESI,

Length of time the ESI was used,

School personnel who participated in or supervised the ESI,

Whether the student had an individualized education program at the time of the incident,

Whether the student had a section 504 plan at the time of the incident, and

Whether the student had a behavior intervention plan at the time of the incident.

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

Reporting Data

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

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future. For a student with an IEP or a Section 504 plan,

such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence. For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Buhler USD 313 Directory

Office/Attendance Center: Phone:

Burkholder Administrative Center 620-543-2258

406 West 7th, P O Box 320, Buhler, Kansas 67522 620-543-6870

Cindy Couchman, Superintendent of Schools

Shane Hecox, Business Manager

Paul Erickson Secondary Director of Curriculum and Instruction

Kyle McClure Elementary Director of Curriculum and Instruction

Buhler High School 620-543-2255

611 North Main, P O Box 350, Buhler, Kansas 67522 620-543-2255

Michael Ellegood, Principal

Sheldon Patton, Assistant Principal

Justin Seuser, Assistant Principal/Activities Director 620-543-2259

Prairie Hills Middle School 620-662-6027

3200 Lucille Drive, Hutchinson, Kansas 67502 620-662-6052

Abby Thompson, Principal

Randal Rank, Assistant Principal

Buhler Grade School 620-543-2240

808 North Main, Buhler, Kansas 67522 620-543-6850

Kurt Geilenfeldt, Principal

Plum Creek Grade School 620-662-5535

901 East 43rd street, Hutchinson, Kansas 67502 620-662-6974

Tammi Graff, Principal

Sierra Michelstetter Student Success Advocate

Union Valley Grade School 620-662-4891

2501 East 30th, Hutchinson, Kansas 67502 620-662-8972

Kenda Ropp, Principal

Brittaney Jennings Student Success Advocate

Transportation Center 620-543-6829

720 North Buhler Road, Buhler, Kansas 67522

Steve Armbrust, Transportation Manager

Buildings and Grounds 620-662-6626

3200 Lucille Drive, Hutchinson, Kansas 67502

Steve Armbrust, Superintendent of Buildings and Grounds