

OSAGE CITY HIGH SCHOOL STUDENT/PARENT HANDBOOK 2024-2025



SCHOOL SONG & COLORS

Onward to Victory
For Osage High
We're for ye men of Osage
We will cheer ye on to victory
Born unafraid are we
Victory is nigh
We cannot lose for we will
Fight for the Red and White of Osage High

Colors = Red & White

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OCHS Communication Matrix

Parents/Patrons should use the matrix below to address questions or concerns. Issues should be addressed beginning at level 1. If the issue cannot be resolved, it is appropriate to move to the next level.



Areas of Concern	Level 1	Level 2	Level 3	Level 4	Level 5
Academics and Curriculum, Instruction & Assessment	Teacher	Principal	Superintendent	Board of Education	
Activities & Athletics	Coach/Sponsor	Activities Director	Principal	Superintendent	Board of Education
Discipline	Teacher	Principal	Superintendent	Board of Education	
General Concerns	Teacher	Principal	Superintendent	Board of Education	
Special Education	Special Education Teacher	Principal	Three Lakes Special Education Cooperative Coordinator	Superintendent	Board of Education
Guidance, Social Emotional, Learning and Mental Health	School Counselors	Principal	Superintendent	Board of Education	

MISSION/VISION STATEMENT

Osage City High School will provide a safe and orderly atmosphere conducive to the learning of academic, physical, and social emotional skills, so that each student will achieve success in life, career, and community.

INTRODUCTION

Welcome to Osage City High School. This handbook contains information, rules and procedures that govern the operations of Osage City High School. The faculty of OCHS strive to help students achieve academically, physically, socially, and emotionally. Students are held to high expectations, and are expected to be respectful and responsible young adults. It is my hope that all students have a successful year. I am looking forward to a fantastic year, as I hope you are too.

If I can help in any way, my door is always open. Have a great year!

Natosha Jenkins, Principal

785-528-3172

njenkins@usd420.org

BUILDING HOURS/CONTACT INFORMATION

The High School doors open at **7:40 a.m.** The office will be available to students from 7:40 am to 3:40 pm daily. Teachers are in the building and available from 7:45 am to 3:40 pm. Students will report to the commons area until the first bell rings at **8:00 am**, unless they choose to eat breakfast. Breakfast will begin being served at **7:40 am**. Procedures may be adjusted at any time. Students may be allowed in the building earlier during bad weather conditions or with the permission of school personnel.

At the close of the school day, students are asked to make arrangements to leave the building within a reasonable length of time unless they are participating in a practice or under the supervision of a teacher.

District Office 785-528-3176 | Fax 785-746-0767
High School 785-528-3172 | Fax 785-746-0323
Middle School 785-528-3175 | Fax 785-746-0323
Elementary 785-528-3171 | Fax 785-746-0323

BOARD OF EDUCATION

Tyler Parsons	Todd Peterson	PJ Heptinstall
Gerad Fagan	Jim Lohmeyer	Corey Linton
Cally Tice	Patty Brenner - Clerk	

FACULTY

Ted Hessong	Superintendent of Schools	Jessica Piper	English/Video Productions
Natosha Jenkins	Principal	Marion Smith	Science/Agriculture
Andrew Gantenbein	Activities Director	Chandra Dunbar	Science
Shana Smith	Counselor	Dennis Fort	Physical Education
Darcy Keeffe	Counselor	Tammy Serna	Physical Education/Health
Tracy Watkins	Math	Travis Bilyeu	Social Science
Kyleigh Lohmeyer	Math	JT Crawford	Social Science
James Bellinger	Math	Tyler Buche	Interrelated Classroom
Brock Baxter	Science/STEM/Engineering	Mitch Foote	Interrelated Classroom
Andrew Gantenbein	English/Journalism/Weights	Josh Brabb	Industrial Technology/CTE
Dustin Stucky	English/Computer Programs	Dana Bruna	Art/Graphic Design

Lesli Harmon	Business	Brody Nicholas	Instrumental Music
Kimba McCartney	Spanish	Dallas Holloway	Student Support/Media
Heather Lieber	Consumer/Family Science	Josh Atchison	School Psychologist
Dr. Clinton Johnson	Vocal Music	Diane Vaughn	Gifted Education

STAFF

Tiffanie Roberts	Secretary/Activity Treasurer	Dan Fager	Facilities & Maintenance
Lisa Crettol	Nurse	Jeff Barber	High School Custodian
Lindsay Heptinstall	Nurse Assistant	Alan Carlson	Grounds/Activities Custodian

ACTIVITY SPONSORS

Activities Director	Andrew Gantenbein	Track	Head Assistant	James Bellinger Jordan Tice
Volleyball	Head Assistant	Carly Spicer Jamie Keeffe	Boys Golf	Head Tyler Buche
Football	Head Assistant Assistant Assistant Assistant	Andrew Gantenbein Jordan Tice Mitch Foote Derek Patterson Marrion Smith	Cheerleading	Head Assistant Lacey Glover
Cross Country	Head Assistant	James Bellinger Evan Faulkner	Dance Team	Head Debbie Shoemaker
Girls Golf	Head Assistant	Lesli Harmon	Student Council	Shana Smith
Boys Basketball	Head Assistant	Dennis Fort James Bellinger	National Honor Society	Chandra Dunbar
Girls Basketball	Head Assistant	Kate Boss	Art Club	Dana Bruna
Wrestling	Head Assistant	Josh Atchison Dallas Holloway	Journalism/Yearbook	Andrew Gantenbein
Baseball	Head Assistant	Mitch Foote Evan Faulkner	Pep Band	Brody Nicholas
Softball	Head Assistant	Carly Spicer Jenny Wilcoxson	Spanish Club	Kimba McCartney
			Scholar Bowl	Marrion Smith
			Theater	Head Assistant Dustin Stucky
			Debate	Dustin Stucky
			Forensics	Dustin Stucky
			Junior Class/Prom	Chandra Dunbar

CIVIL RIGHTS COMPREHENSIVE NOTIFICATION FOR USD 420

In compliance with the Executive Order 11246; Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Osage City Unified School district No. 420, Osage City, Kansas shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Osage City Unified School District No. 420, Osage City, Kansas to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: Ted Hessong, Superintendent of Schools, Unified School District No. 420, Osage City, Kansas 66523, Phone: 785-528-3176. Title VI, Title IX, and Section 504 complaints may also be filed with the: Regional Office of Civil Rights, 324 East 11th, Kansas City, Missouri, 64106.

All students attending Osage City Unified School District No. 420, may participate in educational programs and activities, including but not limited to health, physical education, music, vocational, and/or technical education, regardless of race, color, national origin, age, handicap or sex.

DAILY SCHEDULE/ANNOUNCEMENTS

The daily announcements will be read on the intercom at 8:05 a.m. Announcements will also be posted on the tv next to the office, as well as on the tv in the commons. It is the student's responsibility to check the announcements.

Block 1	8:05 - 9:35
Block 2	9:39 - 11:09
Block 3	11:13 - 1:13
Block 3A	11:13 - 11:56
Lunch	12:00 - 12:30
Block 3B	12:30 - 1:13
Block 4	1:17 - 2:47
Seminar	2:51 - 3:20

OCHS will be in session each school day from 8:05 a.m. until 3:20 p.m. The tardy bell will ring at 8:05 a.m., four minutes will be allowed for changing classes; and approximately 34 minutes will be allowed for lunch. Each student is expected to be in the room and ready for the class by the time the tardy bell rings.

SEMINAR

Seminar will be assigned a letter grade, participation in seminar activities and attendance will affect the letter grade. Academics will be considered a priority. Students on intervention will not be permitted to attend club or organization meetings. Club/Organization meetings will be held during this time. All students will attend class meetings and pep assemblies.

Seminar Incentive/Intervention: If students meet the following weekly criteria, they will be able to check in and take attendance with their seminar teacher and either leave early for the day, or go to the gym on Tuesday's, Thursday's and Friday's. The only exception is our closed seminar days which are on Monday's and Wednesday's. In this event, the student must stay in their seminar classroom. Their seminar teacher will let them know on Monday if the student qualifies. In order to qualify for this weekly incentive the students must meet the following criteria:

*Students must have C's and above (This will be based on the weekly eligibility list that is pulled on Friday's)

*Students can not be on the tardy list for that week

*Students must be in good standing

*Principal has discretion to close the seminar to all students.

CLASS SPONSORS

*Seminar Teachers for each class

Freshman Class - Chandra Dunbar, Marion Smith, Dustin Stucky, Heather Lieber, Brock Baxter

Sophomore Class - Lesli Harmon, Dallas Holloway, Travis Bilyeu, Kimba McCartney, Clinton Johnson, Brody

Nicholas

Junior Class - Jessica Piper, JT Crawford, Dennis Fort, Tammy Serna, Josh Brabb

Senior Class - Jimmy Bellinger, Tracy Watkins, Andrew Gantenbein, Dana Bruna, Kyleigh Lohmeyer

PURPOSE AND OBJECTIVES

Purpose:

The purpose of the program in Osage City High School is to provide each individual with the personal adaptability necessary to meet the variety of situations which confront individuals in their daily lives.

Objectives:

1. To center the educational system on the student.
2. To encourage instruction to exceed the minimum requirements as outlined in the course description provided for each subject.
3. To assist in gaining the basic skills of reading, mathematics and communication.
4. To assist in developing desirable skills, habits, attitudes, and interests according to individual capacities.
5. To help develop a sense of personal worth, responsibility, and self reliance through problem solving, goal setting, and independent thinking.
6. To assist in the development of a positive attitude towards becoming a constructive citizen in a democratic society.
7. To encourage and assist in making personal adjustments while preparing for the future in either the academic or vocational field.
8. To help in becoming a better informed economic citizen through understanding of the American capitalistic system and of the individual's role as a consumer.
9. To assist in using history to help understand the present and how the past and present influence the future.
10. To assist in developing an understanding of the role of science in society.
11. To encourage thinking creatively and to use leisure time constructively.
12. To assist in developing physical abilities and to help the student become more aware of better health practices.
13. To provide an awareness of technological advances and to develop abilities to cope with rapidly changing technologies.
14. To create awareness that learning is a lifelong process.
15. To assist in learning to locate, access and utilize information.
16. To assist in developing an appreciation of the fine arts.

ACADEMIC INFORMATION - COURSE OFFERINGS

Possible Osage City High School course offerings. See the current year's class schedule for exact classes and times.

SUBJECT	UNIT	YEAR
<u>Language Arts</u>		
Freshman English	1	9
Sophomore English	1	10
Junior English	1	11
Senior English	1	12
ACCC Comp I	.5	11/12
ACCC Comp II	.5	11/12

Language Arts Electives

Debate	.5	9-12
Forensics	.5	9-12
Yearbook	1	11-12

Mathematics

Consumer Math	1	9-11
Applied Geometry	1	10-12
Pre-Algebra	1	9-10
Algebra Lab	1	9-10
Algebra I	1	9-12
Algebra II	1	10-12
Geometry	1	10-12
Advanced Algebra/Trigonometry(ACCC)	1	11-12
Calculus (ACCC)	1	12

Social Studies

Survey of Social Studies	.5	9
World History	1	10
American History	1	11
American Government	.5	12

Science

Physical/Earth/Space	1	9
Biology	1	10
Applied Biology	1	10-12
Advanced Biology	1	11-12
Intro to Engineering	1	9-12
Intro to Agriculture	1	9-12
Physics	1	11-12
Anatomy/Physiology	1	11-12
Chemistry	1	11-12

Foreign Language

Spanish I	1	9-12
Spanish II	1	10-12
Spanish III	1	11-12

Business

Business Economics	.5	9-12
Business Management	.5	9-12
Business Communication	.5	9-12
Entrepreneurship	.5	9-12
Marketing	1	11-12
Financial Literacy	.5	12

Fine Arts

Band	1	9-12
Jazz Band	1	9-12
Chorus	1	9-12

Acting I	1	9-12
Acting II	1	10-12
Art I	1	9-12
Art II	1	10-12
Art III	1	11-12
Art IV	1	12
Graphic Arts	1	11-12

Home Economics

Career and Life Planning	1	9
Nutrition and Wellness	1	10-12
Family Studies	.5	10-12
Human Growth and Dev.	.5	10-12

Physical Education

P.E. / Health	1	9
Advanced P.E.	1	10-12
Weight Training	1	10-12
Advanced P.E./Refereeing	1	9-12

Industrial Technology

Woodworking Principles	1	9
Skilled Mechanical Crafts	.5	9-10
Cabinetry, Adv. Materials	1	10-12
Remodel	1	10-12

Electives

Students enrolling to be a Teacher's Aide or Librarian Aide must have maintained a cumulative GPA of 2.5 or higher and will only receive pass/fail credit. Eager, responsible students may enroll in Teacher's Assistant during their Junior and Senior years.

Teacher Aide	1	11-12
Student Librarian	1	11-12
Internship/Work Study	.5	12

Students will have the possibility to earn 8 credits per year. Students will be classified at the beginning of the school term according to the number of credits earned as follows:

0-7 credits	Freshman
8-14 credits	Sophomore
15-22 credits	Junior
23+ credits	Senior

FINAL EXAMS

Final exams may be given at the conclusion of each semester. The final exam may be either a unit test or a comprehensive test, whichever the teacher decides.

REQUIREMENTS FOR GRADUATION

The State Board of Education lists the following requirements:

A student shall be eligible for graduation from grade twelve upon completion of the required units listed below, plus at least 10 units of elective courses, and any requirement of the local Board of Education.

- | | |
|--|---------|
| 1. English Language Arts | 4 units |
| 2. Social Studies (Am. History, Am. Govt). | 3 units |
| 3. Science | 3 units |
| 4. Physical Education & Health | 1 unit |
| 5. Mathematics | 3 units |
| 6. Fine Arts | 1 unit |
| 7. Financial Literacy | .5 unit |

Requirements for graduation from Osage City High School, as established by the Board of Education, are 26 units. To qualify for graduation, a student must be enrolled as a full-time student, the first semester of their fourth year. All students are encouraged to attend the full four years of high school.

Beginning with the class of 2028 and beyond, The State Board of Education lists the following requirements: A student shall be eligible for graduation from grade twelve upon completion of the required units listed below, and any requirement of the local Board of Education.

1. Communications 4 units
 - a. 3.5 ELA (reading, writing, literature, technical)
 - b. .5 communications (speech, debate, forensics, journalism, public speaking)
2. Society & Humanities 4 units
 - a. 3 Social studies (world, US, government)
 - b. 1 Fine Arts
3. STEM 7 units
 - a. 3 Math (algebraic and geometric concepts)
 - b. 3 Science (physical, biological, earth/space)
 - c. 1 STEM elective (computer science, advanced math, advanced science, robotics, advanced CTE, advanced technology, agriculture, etc.)
4. Employability & Life Skills 11 units
 - a. .5 Physical Education
 - b. .5 Health
 - c. .5 Financial Literacy
 - d. 9.5 IPS choices (emphasis on CTE/Pathway courses)
5. Students will complete **two or more** postsecondary assets from either of two categories aligned with their Individual Plan of Study.

- Postsecondary assets
- Career & Real World Examples
- Youth apprenticeships
- CTE Scholar
- 40 or more community service hours
- Eagle or Gold Scout
- Client-centered projects
- 4-H Kansas Key Award
- Workplace learning experience directly related to student IPS
- Two or more high school athletics/activities
- Industry-recognized certifications

JROTC

Seal of Biliteracy

90% attendance in high school

Academic Examples:

ACT composite (Score of 21 or higher)

WorkKeys level (Silver or higher)

9+ college hours

State Assessment scores of 3 or 4 for math, Ela, science (demonstrating college readiness)

ASVAB per requirements of military branch selected

Senior project/senior exit interviews

SAT score (1480 or higher)

Completing Board of Regents Curriculum

International Baccalaureate Exam (4+)

Advanced Placement Exam (3+)

The class of 2028 and beyond requirements for graduation from Osage City High School, as established by the Board of Education, are 28 units. To qualify for graduation, a student must be enrolled as a full time student, the first semester of their fourth year. All students are encouraged to attend the full four years of high school.

Seniors should realize that walking with their class at graduation is a privilege and not a right. Any student who is not in good standing or who doesn't meet graduation requirements at the time of graduation may not be allowed to participate in the graduation ceremony. Students must have all fees paid prior to graduation in order to participate.

Students who do not fulfill the above requirements will not be allowed to participate in graduation ceremonies.

GRADUATING WITH HONORS

Beginning with the graduating class of 2022 and all subsequent classes, the graduation honors system will recognize all students who complete these rigorous college preparatory courses with a 3.8 cumulative GPA or higher, to be determined in January of the senior year.

Honors requiring the top 1% of the graduating class will be determined by GPA and using the ACT score as a tie-breaker.

For those completing the Kansas Board of Regents Scholars Curriculum honors will be presented as follows:

- Cum laude (all students with a GPA from 3.8-3.89)
- Magna Cum laude (all students with a GPA from 3.9-3.99)
- Summa Cum laude (all students with a GPA of 4.0)

AWARDS

There are numerous awards that can be earned by students. These awards are presented at the awards program or during a regularly scheduled meeting of the organization.

- A. Awards based primarily on scholarship, leadership, service, and/or other qualities:
 1. Cum laude (all students with a GPA from 3.8-3.89)

2. Magna Cum laude (all students with a GPA from 3.9-3.99)
 3. Summa Cum laude (all students with a GPA of 4.0)
 4. National Honor Society
 5. Honor Roll
 6. National Merit Scholarship
 7. Academic Letter
 8. KSHSAA Citizenship Award
 9. Dale Dennis Excellence in Education Award
 10. Volunteer Award
 11. Kansas Board of Regents
 12. Scholar Athlete
- B. Scholarships (Maybe subject to change from year to year.)
1. American Legion Auxiliary
 2. Conrad Carlson Memorial
 3. Chapter IQ P.E.O.
 4. Gamble Memorial
 5. Jody Getsinger Memorial
 6. Osage City Alumni Association
 7. Osage City American Legion Post 198
 8. Osage City Booster Club
 9. Osage City Chamber of Commerce
 10. Osage City Kiwanis Club
 11. Osage City Lions Club
 12. Reading Community Development
 13. R.E. French Family Educational Foundation
 14. Reading United Methodist Church
 15. Trey Fort Memorial
 16. Trey Fort 34
 17. Sorosis Club Scholarship
 18. Osage City Band Booster Scholarship
 19. Osage City Area Community Foundation
 20. Nila Meyer Memorial Scholarship
 21. True Blue Kansas
- C. Awards based upon participation in activities are:
1. All League Academic-Athletic Award
 2. Athletic Letters for: Football, Volleyball, Cross Country, Girls Golf, Basketball, Track, Boys Golf, Wrestling, Baseball and Softball.
 3. Vocal and Instrumental Music
 4. Debate and Forensics
 5. Pep Club, Cheerleaders and Dance
 6. Scholar Bowl

ACCC POLICY

1. Only sophomores in the gifted education program and/or be written into their IEP will be allowed to take college courses for dual credit. Sophomores who pass ACCC entrance tests and are not in the gifted program will receive college credit only.
2. Students must enroll in dual credit courses taught at OCHS rather than taking the offered courses online. The rare exceptions to this will only be for individual students with an exceptional circumstance in their schedule. This must be approved by the high school principal.

3. Juniors who take online classes will complete them at OCHS. Seniors may get permission from a parent to sign out and work on the online class outside of the building.

Students beginning their senior year have the option to attend Allen County Community College receiving dual credit for classes taken. A full time schedule of combined OCHS and ACCC courses (at least 6 courses) must be maintained. Students throughout the first semester of the senior year must have maintained a cumulative grade point average of 3.0 or above to be eligible. Students must be in class an average of 5 hours or 300 minutes per day/or 25 hours per week to be considered a full time student. One hour of driving time is allotted to students attending institutions of higher learning. All students must pass entry level requirements to ACCC in advance and must have prior approval by the high school principal. The principal and counselor must meet with the student and parents/guardians prior to the student enrolling in ACCC classes and classes must be provided the student's ACCC class schedule. (Review KSHSAA Handbook Rule 13 Scholarship Requirements). Section 1 Article 3b.

Seniors who have met their graduation requirements with the exception of English 12 will be eligible to go to school on a part time basis during the second semester of the senior year. Parent and student must request to make this plan at the beginning of their senior year. An appointment must be made to meet with the high school principal and counselor before the conclusion of the first semester prior to placing students on a part time status.

Career and Technical Education (CTE)

The Kansas State Board of Education has recognized that Career and Technical Education (CTE) has become an indispensable lever for improving students' college and career readiness. CTE plays a powerful role in preventing students from dropping out and provides a variety of opportunities for postsecondary success and employment. Students are educated on CTE opportunities and encouraged to consider enrolling in these programs. The teachers involved with the approved programs have spent considerable time and effort to update their programs and meet the approval criteria. Their programs can offer prospective students excellent preparation and training for career opportunities and/or furthering their education.

Osage City High School Accredited programs include:

- AV Communications Pathway
- Business Management & Entrepreneurship Pathway
- Construction and Design Pathway
- Engineering & Applied Math Pathway
- Family, Consumer and Community Services Pathway
- Graphic Design Pathway
- Marketing Pathway

QUALIFIED ADMISSIONS

for Class of 2022 -2023 and After

Freshman applicants, under the age of 21, who graduate from an accredited high school, will be guaranteed admission to six state universities by meeting the Qualified Admissions requirements designated by each university, as follows:

<p>Emporia State, Fort Hays State, Pittsburgh State, and Wichita State:</p> <ul style="list-style-type: none"> ● Cumulative High School GPA 2.25+ or ACT 21+ (SAT 1060)* ● Cumulative GPA 2.0+ for College Credits earned in High School
<p>Kansas State:</p> <ul style="list-style-type: none"> ● Cumulative High School GPA 3.25+ or ACT 21+ (SAT 1060)* ● Cumulative GPA 2.0+ for College Credits earned in High School

University of Kansas:

- Cumulative High School GPA 3.25+ OR Cumulative GPA 2.0+ and ACT 21+ (SAT 1060)*
- Cumulative GPA 2.0+ for College Credits earned in High School

Kansas Scholars Curriculum is RECOMMENDED, but not required:

- 4 Credits of English
- 4 Credits of Math - Algebra I, Geometry, Algebra II, and 1 unit of Advanced Math
- 3 Credits of Science - Biology, Chemistry and Physics
- 3 Credits of Social Studies
- 2 Credits of Foreign Language (must be same language)

CLASS CHANGES

Once school has started, students will not be permitted to make random changes in their class schedules. Students will have three full school days at the beginning of each semester to make a necessary schedule change. All schedule changes are to be made before the end of the third full day with the counselor. Parents must approve all schedule changes that happen in that third day period.

GRADE CARDS

Grade Reports are issued at the end of each nine-week grading period. Grade Reports will be available via the school homepage and using the link Power School. Parents will be assigned a password to access student reports at enrollment or by contacting the office.

Letter grades are used to designate a pupil's progress:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

A "P" or "F" will be used for passing or failing in a Pass/Fail course. All credit recovery classes will be a Pass/Fail course.

The responsibility to complete coursework and required curriculum rests with each student, based upon his work effort. Each semester's grades will be recorded on students' permanent records. Each student will receive 1/2 credit for each subject passed each semester.

Parents are encouraged to contact the instructor to discuss their student's progress at any point that you may have a question. Teacher's email accounts may be found on the district home page.

For incomplete work an "INC" will be given. All incomplete grades must be removed within two weeks after the end of each semester; if not, these grades become an "F".

GRADUATE EXIT OUTCOMES

1. The student will demonstrate communication skills encompassing reading, writing, and speaking effectively.
 - A. The student will possess the ability to select and create written work using information from appropriate sources and using different technologies.
 - B. The student will possess the ability to recognize the influence of their prior knowledge on their understanding of their reading and their willingness to read.
 - C. The student will apply the ability to expand their vocabulary employing strategies to deal with unknown words.

- D. The student will exhibit the ability to develop and use a systematic approach to solve problems in a variety of situations.
 - E. The student will exhibit their own best writing processes as they generate, select, arrange, evaluate and revise ideas while meaning emerges in their writing.
 - F. The student will apply their oral reading skills in a group setting.
 - G. The student will apply the use of communication through oral presentations.
2. The student will demonstrate effective computation skills, estimation strategies, measurement techniques, problem solving skills, technological applications, and analytical thinking.
 - A. The student will meet the graduation requirements of three years of mathematics.
 - B. The student will possess knowledge to compete in a technological economy.
 - C. The student will value the role of mathematics in life and contribute their problem solving skills to society.
 - D. The student will enter the workforce ready to absorb new ideas, adapt to change, cope with ambiguity, perceive patterns, and solve unconventional problems using analytical thinking.
 - E. The student will view mathematics as an integrated whole.
 - F. The student will communicate in mathematical terms.
 - G. The student will be confident in their mathematical abilities.
 3. Each student will demonstrate skill in developing and maintaining physical and emotional wellness.
 - A. The student will maintain a healthy lifestyle through the implementation of a personal fitness program.
 - B. The student will identify sources of stress, its effects and coping mechanisms.
 - C. The student will show respect for oneself.
 - D. The student will apply decision-making skills.
 - E. The student will exhibit the ability to know where their role in society will be.
 - F. The student will develop an awareness and appreciation for multiple forms of creative expression.
 4. The student will demonstrate their ability to contribute as a responsible and productive citizen in a multicultural society.
 - A. The student will show respect for their personal self and for property belonging to themselves and others (self).
 - B. The student will be aware of environmental issues and concerns (self).
 - C. The student will display responsible leadership with community involvement and participation by contributing time, energy, and talent (community).
 - D. The student will actively participate in democratic processes (nation).
 - E. The student will be aware and respect diverse cultures in the world (world).

HONOR ROLL

The following procedures will be used to determine the three honor rolls:

1. Board of Education Honor Roll - GPA of 4.0
2. Superintendent Honor Roll - GPA between of 3.51 and 3.99
3. Principal Honor Roll - GPA between 3.00 and 3.50

Students must be enrolled in three subjects to be eligible for the Principal's Honor Roll or five subjects to be eligible for the Board of Education and Superintendent's Honor Roll.

SCHOOL ATTENDANCE

Regular and punctual attendance is a prerequisite to educational advancement. Irregular attendance can lead to inferior work, failure, and drop-outs. It is, therefore, essential for students to be prompt and regular in their school attendance. It is essential that each student is in class every day. Realizing that there are times when students must miss school, the following procedure is to be followed:

- A. Parents must call or email the high school office when a student is absent. The high school office will accept calls from 7:30 am to 3:30 pm each day. The call to excuse a student must be made prior to 9:00 am. This will indicate the parents know of the absence, keeping everyone informed. If the call to excuse is made after 9:00 am on the day of the absence, the principal will determine the acceptability and validity of the excuse which means the absence may be unexcused. If a student is absent more than one day due to illness, parents still need to call every day of the absence.
- B. Once a student has reached the 10th absence, documentation must be provided for all other absences. If no documentation is given to the high school office staff, the absences will be recorded as unexcused.
- C. If students are leaving early or returning from appointments, they must sign in and out at the high school office, and the office must be notified by the parent/guardian.
- D. Students who are absent the day of a scheduled activity will not be permitted to participate in the activity unless the absence is cleared with the principal before the date of the activity or other acceptable arrangements have taken place. Students must be in attendance at school no less than one half day in order to participate in any school sponsored activity or practice that day. Building administration will have discretion when certain situations arise.
- E. KSHSAA rules and regulations state that a student must attend school regularly and have satisfactory conduct and sportsmanship to be eligible. This includes all students involved in KSHSAA recognized activities.
- F. There are occasions when students will be absent from school or class for a school-sponsored activity. These absences are not recorded on the permanent attendance record. Each student who is absent is responsible to make up the work, tests, etc. Students are responsible to obtain the assignments before the absence and do all necessary makeup work.
- G. Students absent due to prolonged illness, injury, etc., are encouraged to get their assignments by contacting the high school office. The student or guardian should make arrangements for someone to pick up the assignments from the office at the time agreed upon during the original contact with the office. In some cases we will need to have a plan written.
- H. Students are allowed two days for each day absent to complete missed assignments, example: if a student misses a red day then that student has the next white day and the following red day assignments are due. An assignment not completed within this time frame may be recorded as a zero.

TRUANCY

The building principal shall report students who are inexcusably absent from school to the appropriate authority. A letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant, for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school.

According to the Kansas Truancy Law 72-113, whenever a child is required by law to attend school and is enrolled in school, the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

LEAVING SCHOOL DURING SCHOOL HOURS

Students must receive permission to leave the school grounds during school hours. This may be obtained from the office or by a phone call or email from the parent/guardian. Each student will, if permission is granted, sign out at the office. Students who are planning to leave school at noon and not return will also sign out at the office before leaving. Failure to sign out at the office will result in disciplinary consequences.

Parents who wish their children to be excused from school for any part of the day should make their request in written form, telephone call, or pick up their children in person. If a parent wishes to take their freshman student out for lunch the parent must physically pick them up from school and sign them out. A phone call will not work.

TARDY

A student is tardy when he/she is not at his/her assigned location at the time the tardy bell sounds. The teacher or school secretary may mark a student tardy. A student is allowed two tardies per week without penalty. Upon receiving the 3rd tardy in a week, students will be required to serve lunch detention the following week. Tardies are accumulated throughout the day (not three tardies per class per week.)

Students who receive a day of ISS, or skip a tardy detention will be considered NOT IN GOOD STANDING and may be ineligible for activities for that week.

ACTIVITY ELIGIBILITY

High school students must be passing six subjects of unit weight to be eligible for KSHSAA Activities. Students who pass five new subjects of unit weight may have the opportunity to obtain eligibility by recovering a sixth unit of credit in summer school, if summer school is offered. **Credit Recovery Courses will not count as one of the six subjects unless it is recovered during summer school.** First semester seniors who are enrolled in less than 8 credits must pass 5 subjects of unit weight to be eligible for activities the second semester.

Eligibility Guidelines for High School Extra Curricular Activities

Eligibility will follow the established guidelines in the student handbook requiring 6 classes passed per semester with **Credit Recovery courses not counted** (5 classes second semester if one is passed in summer school). Additionally, the office will pull an F list for all students involved in extracurricular activities from PowerSchool. Grades will need to be updated each week no later than the end of the day Friday. Lists will then be emailed to coaches on Monday morning.

Step 1: The first time a student is on the F list with 2 or more F's, they will be ineligible to participate in extracurricular activities for the next week, but allowed to practice.

Step 2: If the student is on the F list with two or more F's for the second week in a row, even if it is in a different class from the first week, they will be ineligible to practice and participate but will be required to attend an after school homework completion time from 3:30 to 4:30 Monday through Thursday.

Once a student removes themselves from the F List they will begin at Step 1 if they earn additional F's. The F List will be compiled starting with the third Friday of each quarter and continue every week until the end of the quarter.

ACTIVITIES PRACTICE POLICY

No extra-curricular practice on Sunday and/or legal holidays. (Example: Labor Day, Thanksgiving, Christmas, and Easter). No Saturday practice except in the following cases:

1. Preseason, only when a practice is needed to meet KSHSAA regulations before the first game.
2. Tournament and/or post season preparation.
3. All requests must be approved by the Administration.

Managers: - Managers of activities are considered participants in an activity, therefore only HS students can act as managers for all HS activities. Students from elementary and middle school will be prohibited from standing on sidelines of football games, be in dugouts at baseball/softball games, be on benches for basketball and volleyball games without permission of the head coach.

ASSEMBLIES

Assemblies are generally open to the public and parents are encouraged to attend whenever they desire. Students are asked to treat all assembly speakers, programs, etc. with respect. The assemblies are provided as an enrichment program to supplement the classroom. We will attempt to secure good programs of interest to as many as possible.

AUTOMOBILES

Students are encouraged to ride district transportation or to walk to school. Students who drive cars are requested to park them properly in the parking area and obey all traffic laws. Students must leave parking areas after parking vehicles. There will be no loitering in parking lots before school, at lunch, or after school. Students are to park in the lot north of Ellinwood Street between fourth and fifth streets. **If overflow is needed students may park in the farthest west row in the lot west of the high school.**

Please do not park in driveways or in no parking areas. Students who are parked illegally will be called out of class to move vehicles and will be subject to school discipline.

COMMUNITY SERVICE

Osage City High School encourages high school students to complete community service before graduation. Although participation is encouraged, this is a completely volunteer program. Students can not get paid for

community service hours. All hours of community service are to be worked outside of school. Students will not be dismissed from school to complete community service hours. Students can not complete community service hours for their own family. Community service hours must be documented on an “Osage City High School Community Service Record/Release Form” which is available at the counselor’s office. The counselor will also keep a cumulative record of community service hours.

All students who complete at least 60 community service hours and turn in appropriate documentation by their Senior year will be recognized in the program at graduation.

A. Examples of acceptable types of Community Service

- Assisting community members with household chores
- Work for organizations such as American Legion, Lions, or Kiwanis
- Peer tutoring for younger children
- Work for the city or county
- Picking up trash along roadways
- Baby-sitting for parents attending meetings (Not your own family)
- Preparing meals for families in need
- Mowing grass or cleaning yards for community members
- Any other pre-approved activity that provides a benefit to others

CAREER EXPERIENCE PROGRAM

In order to assist our students in making informed decisions about their future, we encourage them to tour colleges and job shadow career fields that are of interest to them.

Seniors may be excused from school for up to three days during the year.

Juniors may be excused from school for up to two days during the year.

Sophomores may be excused from school for up to two days during the year.

Freshman may be excused from school for up to two days during the year.

This program will operate through the High School Counseling Office. All periods of time used in this program will have to be coordinated ahead of time with the Counselor. With prior approval and documentation, these days that are excused will not count as days missed. Classroom work missed will be made up by the student as specified by the teacher.

Career Days may not be used on days students are to participate in activity competition (unless permission is granted by the office).

CHEATING

When a student is found to be cheating, or aiding someone else in cheating, the teacher may not give credit for the test, assignment, report, or assigned project.

If a student is suspected of cheating, or aiding someone else in cheating, the teacher may have the right to have that student retake the test or redo the assignment. If you are involved in cheating, you will be subject to disciplinary action.

CLASS AND ORGANIZATIONAL MEETINGS

The following procedures will be followed for calling class or activity group meetings during seminar:

- A. If there appears to be a good reason for having a meeting from the officers’ or sponsor’s viewpoint, the request for such a meeting shall be made one or more weeks in advance of the time of the desired meeting.

- B. All requests will be made to the principal, who will normally grant permission for the meeting when no conflict occurs.
- C. Announcements of the time of the meeting will be made in the daily announcements. Posters to advertise the meetings or activity are permissible and will be taken down by the same group that puts them up. Posters must be taken down as soon as possible after the meeting or activity is over.

CLASS AND ORGANIZATIONAL PARTIES

Normally, one party per organization or class per semester may be scheduled.

- A. All parties must be cleared and scheduled at least two weeks prior to the event by the use of the written request form.
- B. Night meetings and/or parties should not be scheduled the last two weeks of school or the last week of each nine-week period.
- C. Only one night meeting and/or party per week will be scheduled during the rest of the year.
- D. Each organization is advised to schedule their night activities early.
- E. The Junior/Senior Prom will not be considered as a party for either class.
- F. Only members of the class or organizations will participate if the party is not on school property. Attendance at functions on school property will be up to the sponsors.

DAMAGE OR STEALING OF PRIVATE OR PUBLIC PROPERTY

A student shall not intentionally cause or attempt to cause damage or steal or attempt to steal private property or public property belonging to this school district or public property belonging to other school districts or other governmental agency, either on the school grounds or during a school activity, function, or event off school grounds.

Students who intentionally or accidentally destroy or damage school property or deface furniture, buildings, or other school property shall pay for such damage and be subject to other discipline as determined by the principal.

HALL PASSES

A student is required to have a hall pass to leave the classroom. Every student will be given a planner at the beginning of the school year and hall passes are located in the planner. The planner must have a date, time, and be signed by the teacher for the student to be allowed out of the classroom.

TRAVEL TO ACTIVITIES

All team members and managers traveling under the supervision of the coach are to go and return from out of town games by transportation supplied by the school. Players shall not drive to any activity they are participating in.

Students involved in supporting the team in an organized group will travel under the supervision of the sponsor when transported in school vehicles.

Regardless of how students travel to a game, their actions and conduct are the business of the school and proper discipline will be taken when conduct is improper. It is not the intention of the school to restrict the freedom or privileges of students, but the school feels a duty for the safety of its students and the reputation of the school.

Students riding the bus to an activity are expected to return on the bus, except when personally requested by the parent to return with them and sign the sign out sheet provided by the coach or sponsor. If the

student is to ride home with anyone else such as grandparent or any other responsible party, they must submit to the principal a written request prior to the activity and that person must sign the sign out sheet provided by the coach. The principal will notify the coach or sponsor of approval.

TRANSPORTATION

The following instructions to students riding a school bus are taken from the publication of the State Highway Commission of Kansas, "Laws and Regulations Governing School Pupil Transportation in Kansas".

- A. The driver is in charge of the pupils and the bus. Students must obey the driver promptly.
- B. Seats may be assigned to each student. Students shall not change seats while the bus is in motion.
- C. Unnecessary conversation with the driver is prohibited.
- D. Outside of ordinary conversation, classroom conduct is to be observed.
- E. Pupils should not throw trash or rubbish on the floor or out the windows of the bus.
- F. Pupils must not, at any time, extend heads or arms out of the windows of the bus.
- G. Pupils must not, at any time, attempt to get on or off the bus while it is in motion.
- H. Students must not be on the bus when the bus is being refueled.
- I. When leaving the bus, students must obey instructions of the driver, and should cross the road in front of the bus. Students should use the rear door only in case of emergency or on instructions from the driver.
- J. Pupils should not lean against the rear door of the bus.

INCLEMENT WEATHER AND PRACTICE POLICY

If school is called off for inclement weather there is to be no practice or activities that day or night. If school is not held on subsequent days, the administration shall decide whether or not to hold such activities or practices based on expected weather and road conditions at the time scheduled for the activity or practice.

BAD WEATHER SCHEDULE

Whenever weather conditions are such that classes may not be held or buses might not run, students should listen to WIBW radio (580) Topeka. The School Reach program will also be used to notify parents by phone calls. Announcements would normally be made during the morning between 5:40 and 8:30 a.m. Announcements will be posted on the district homepage and on Channel 10 OCTV.

LOCKERS

Each student is assigned a locker for the storage of books and supplies. It is the student's responsibility to see that their locker is kept in order at all times. Do not tamper with anyone else's locker. Locker changes will not be permitted. All lockers are property of USD 420 and are subject to inspection by authorized school personnel. USD 420 will not assume responsibility for any items stolen from lockers. Book bags and coats must be placed in lockers. Students will be held responsible for any damage to lockers.

LUNCH HOUR

Students are encouraged to eat at school during the lunch period. Sack lunches may be brought and eaten in the cafeteria or commons area. Milk can be purchased from the lunch room. Soft drinks are not allowed in the lunchroom.

The breakfast and hot lunch program is a non-profit, self-supporting business. Therefore, it is essential that we have an accurate daily count. Meal money must be deposited at the office before 8:05 a.m.

Your cooperation in walking to the lunchroom and keeping the noise down in the lunchroom will be greatly appreciated and could save you from being asked to leave or go to the back of the line.

Those wishing to have a lunchroom guest must make prior arrangements with the office.

LUNCH BILLS

Breakfast = \$2.10

Lunch = \$3.30

Extra milk = \$0.75

The district's meal charging requirements are as follows:

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$25 to this account, charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or a cheese sandwich and milk

Parents and/or guardians of students will be notified by our automated system when their student's account reaches \$10.00 or less. At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office or online at usd420.org. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

DAMAGE TO SCHOOL PROPERTY

Any student who shall intentionally or accidentally destroy or damage any school property, or who shall deface any furniture, building, or other school property, shall pay for such damage.

STUDENT RESPONSIBILITIES

1. To help keep the school a place for learning.
2. To follow the rules and regulations of the school concerning student behavior.
3. To follow the rules while riding the school bus.
4. To be aware of acceptable and unacceptable behavior.
5. To accept fair punishment for breaking school rules.
6. To learn that school rules must be followed in order to protect everyone's freedom and individual rights.
7. To meet course requirements including make-up work.
8. To show respect for teachers, administrators, and other school staff members.
9. To arrive on time, to attend assigned classes, and to remain as long as school is in session or as

otherwise directed.

10. To consult with teachers concerning work missed due to absences and to make-up such work within a reasonable time.
11. To have parental permission and sign out before leaving school during the school day.
12. To behave properly at all school activities.

Personal Items/Electronic Devices/Cell Phones/Headphones/Earbuds

Students are encouraged not to bring valuables or money to school. The school will not assume responsibility for these items. USD 420 is not responsible for damaged, lost or stolen items.

Electronic devices/Cell phones may be used before or after school, during passing periods, and/or at lunch. Earbuds and headphones are not allowed to be used during passing periods to ensure students can hear the daily bell schedule, safety bells/sounds, and intercom system. Examples of electronic devices include, but are not limited to: tape recorders, radios, stereos, camcorders, pagers, CD/MP3 players, smart watches or cellular phones. Cell phones, smartwatches, headphones/earbuds or other electronic devices brought from home are not allowed to be used during instructional time unless teacher or administrator approval has been given. Students caught violating this policy will:

1st Offense - the device will be collected and given back at the end of the class period.

2nd Offense - the device will be collected and given to the office by OCHS staff, and the device will remain in the office for the remainder of the day. Student can retrieve the device at the end of the day.

3rd Offense - The device will be confiscated for the day, administration will contact home, and parent/guardian must pick up the device from school.

4th Offense - The device will be confiscated, parents/guardians will be notified, and this offense will result in the student turning in their device daily to the office before school begins.

Cameras may be used at school, on school property or at school activities or functions ONLY if they are not disruptive as determined by school staff. Cameras shall not be used in the classroom unless the photographs, audio or videos taken are for an official or authorized school purpose. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area or locker room. Cameras shall not be used to record classroom material or tests.

For the purpose of this section. "Camera" shall be defined as any device capable of taking, storing, transmitting, or viewing pictures, audio recordings and/or video. This includes cell phones and any other electronic devices with a camera feature.

EXTRA STUDY PERIODS/DETENTIONS

Students may be assigned an after school extra study period/detention by their classroom teachers. The extra study/detention will be served with the issuing teacher beginning 3:30 p.m. and ending no later than 4:30 p.m. Failure to attend a teacher assigned detention will result in a warning from the principal and if then skipped again may result in further disciplinary action.

CONDUCT OF STUDENTS

Osage City High School strives to provide an educational environment that is as conducive to individualized learning as possible. The school understands that each student is an individual with specific needs and that consistency over time creates the greatest positive results. Students are expected to comply with school rules, including not wearing hats/hoods in the building. Each rule violation will be addressed on a case-by-case basis, trying to meet individual needs and to provide consistency in enforcement of the rules. School administration will make final decisions regarding consequences for misconduct except in circumstances where an appeal to the

board of education is allowed by law (I.e., long-term suspension or expulsion).

Students are expected to give their best effort and demonstrate respectful behavior while at school. Disruptive students will be removed from the classroom only after teacher intervention has not been successful in the classroom or immediately if the behavior of the student endangers themselves or others.

Students may be suspended or expelled from school for the following reasons:

- Willful violation of any published regulation for student conduct adopted by the board of education;
- Conduct which substantially disrupts impedes or interferes with the operation of the school; invades the rights of others at school, on school property, or at a school supervised activity;
- Conduct that would constitute the commission of a felony if committed by an adult;
- Conduct at school, on school property, or at a school supervised activity which would constitute the commission of a misdemeanor if committed by an adult; or
- Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school or substantial and material impingement upon or invasion of the rights of others.

There are four types of disciplinary actions used in Osage City High School that involve removing the student from the classroom setting: Removal to the office, short-term suspension, long-term suspension and expulsion.

1. Removal from the classroom to the office is an alternative to the removal of the student from the school setting. The office will be used to discipline students who violate school and classroom rules. While in the office, a student loses privileges to mingle and socialize with the student body. However, students are provided with the opportunity to continue their schoolwork without losing credit.

When a student is referred to the office, parents/guardians will receive a written Discipline Notice at the end of each day. The notice will inform parents of the nature of the infraction.

Students who receive discipline notices will be expected to control their unwanted behaviors for a specified length of time. The date will be indicated on the notice. Students who control their behavior for the specified period of time will be exited from the discipline notice. Students that are unsuccessful will be given a new discipline notice and moved to the next consequence step with a new expiration date. Each step increases the amount of time a student can be removed from the regular classroom environment to the office.

Students in the office for ISS are to report to the principal's office at 8:05 a.m. Students must bring all books and supplies for the entire day. Assignments will be collected from the student's teachers and given to the student. Students in ISS will eat in isolation and will not be allowed to communicate with fellow students. Students in ISS will be escorted to the restroom.

Absence from ISS due to illness or other emergency reasons will not relieve the student from fulfilling the required time of assignment. Skipping ISS will result in further disciplinary action.

Students who consistently violate school rules will be referred for team review by the school's Student Improvement Team (SIT), composed of staff from the classroom, the administrative office, the health office and social/emotional departments. If warranted, the student will be referred for evaluation under IDEA or Section 504. Even if a student does not qualify as a student with a

disability, the SIT may develop a behavior plan for the student.

2. A short-term out of school suspension may be imposed for a period of up to 10 school days. If investigation reveals fighting at school has occurred, a short-term suspension will result. Prior to imposing a short-term suspension, the school administrator will orally inform the student of the reason for the suspension and allow the student an opportunity to respond to the charges. The student will have the following right to this informal hearing: the right to be present at the hearing; the right to be informed of the charges; the right to be informed of the basis for the accusation; and the right to make statements in defense or mitigation of the charges or accusations. Parent will be notified in writing of the short-term suspension and the reason for the suspension within 24 hours after the suspension is imposed.

Students will be allowed to do their schoolwork and receive credit for assignments missed during the short-term suspension. Students will not be allowed on school grounds during the term of the suspension. Before the student returns to the regular classroom, the student, parents and principal will meet, either personally or by telephone, to discuss the educational commitment and future of the student. If this meeting has not occurred and the term of the suspension expires, the student will attend school in the ISS until the meeting occurs.

3. A long-term suspension may be imposed for a period of up to 90 school days. Written notice of the proposal to impose a long-term suspension, and the charges upon which the notice of the proposal is based will be given to the student and to the student's parent or guardian. The notice will state the time; date and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing will be held not later than 10 days after the date of the notice. The notice will be accompanied by a copy of the Kansas Pupil Suspension and Expulsion act and the policy of the board of education pertaining to the procedures that will be followed at the suspension hearing.
Students are not to be on school grounds during the term of a long-term suspension. Before the student returns to the regular classroom, the student, parents and principal will meet, either personally or by telephone, to discuss the educational commitment and future of the student.
4. An expulsion may be imposed for a period of up to 186 school days, or one calendar year if the offense involves possession of certain weapons including firearms and explosives. Written notice of the proposal to impose an expulsion, and the charges upon which the notice will state the time, date and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend will be held not later than 10 days after the date of the notice. The notice will be accompanied by a copy of the Kansas Pupil Suspension and Expulsion act and the policy of the board of education pertaining to the procedures that will be followed at the suspension hearing.

Students are not to be on school grounds during the term of the expulsion. Before the student returns to the regular classroom, the student, parents and principal will meet, either personally or by telephone, to discuss the educational commitment and future of the student. If this meeting has not occurred and the expulsion expires, the student will attend school in ISS until the meeting occurs.

School officials must report certain acts of student misconduct to appropriate law enforcement officials. If a school employee knows or has reason to believe an act committed at school, on school property or at a school activity involves conduct which constitutes the commission of a felony or misdemeanor or involves the

possession, use or disposal of explosives, firearms or other weapons, an immediate report to law enforcement, by or on behalf of the employee, is required by the Kansas School Safety and Security Act.

SUSPENSION AND EXPULSION PROCEDURES

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 certificated employee, or committee of certificated 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 which constitutes the commission of a 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.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must 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.

Suspension and Expulsion Procedures

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.

- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Suspension and Expulsion Procedures Rules Which Apply in all Cases When a Student May be Suspended or Expelled

Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.

A student who has been suspended or expelled shall be notified of the day the student can return to school.

If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.

The days a student is suspended or expelled are not subject to the compulsory attendance law.

During the time a student is suspended or expelled from school, the student may not:

Be on school property or in any school building without the permission of the principal.

Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;

Suspension and Expulsion Procedures

- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

TOBACCO/NICOTINE DELIVERY DEVICES

Tobacco and any other type of nicotine delivery device use of any kind is not permitted by any person (employee, student, or visitor) at any time in or on USD 420 property, whether owned, leased, or rented. Staff and students who violate this policy will be subject to disciplinary measures in accordance with applicable school and district policies. Visitors who violate this policy will be asked to cease the use of the product in all areas regularly accessible to others and near any facility entry, doorway, open window or air intake where smoking is prohibited. Visitors who refuse to comply with this request may be referred to school security or local law enforcement for violation of district policy and state law related to the Clean Air Act or unwanted presence on school district property.

The policy further prohibits tobacco advertising, marketing, and sponsorship on district property, at school functions, and in school publications.

USD 420 will use signage and, when possible, provide written and verbal notices in district communications and announcements at events to provide awareness of this policy. The district will make available current information regarding smoking and tobacco use cessation programs and provide information to employees who wish to participate in tobacco cessation programs.

HB 2544 - Cigarette and Tobacco Act – Persons under 18 cannot purchase or possess cigarettes or tobacco products.

ALCOHOL

Students are not permitted to possess, distribute, or consume alcohol in the school buildings of USD 420 or on school grounds or at any school sponsored activity. Coming to school or school activities having recently consumed an alcoholic beverage or under the influence of alcohol (students suspected of having consumed an alcoholic beverage) may be subjected to a breathalyzer test. Violation of this regulation will be punishable by Osage City High School discipline policy.

DRUGS / SUBSTANCE ABUSE

The possession, use, under the influence, consumption, or sale of narcotics or drugs (as defined by state or federal statutes) on school property or at school activities is prohibited. In the event any student shall violate this regulation, such student shall be suspended from school immediately for a short term and may be considered for a long-term suspension or expulsion. The juvenile authorities shall be notified in the event this policy is violated. Parents or guardians shall be immediately notified and a request made for

medical attention if the school feels it is necessary.

The Board of Education recognizes that the use of alcohol and other drugs and the problems associated with it are becoming increasingly commonplace in our society. One's own chemical use or that of a loved one can have serious and lifelong consequences. One cannot perform to his or her full potential while under the influence of alcohol and other drugs. Everyone has the right to a drug-free environment.

The Board of Education acknowledges that students and staff need education, assistance, and support regarding drug use and drug-related problems. Many will require support for their decisions to remain drug-free. Education and/or assistance for any student or staff member displaying signs of harmful involvement is necessary because chemical dependency is preceded by the abuse of alcohol or other drugs. There is an increased chance of recovery from chemical dependency if there is early intervention.

Periodic law enforcement along with K-9 drug searches may be utilized to detect illegal drugs on school property.

RANDOM DRUG TESTING POLICY

USD 420 Osage City Schools

Approved October 14, 2015

The **Mission** of the USD 420 Osage City Random Drug Testing Policy is to provide a safe and drug free educational setting where all students can achieve their full potential. The **purpose** of the Random Drug Testing Policy is to help students manage social pressure that may lead to the use of illegal drugs. The **goal** of the policy is to help and guide students to make good choices and refrain from the use of illegal drugs. Random Drug Testing is a proactive "**Helping Policy**" that assists students and their parents in identifying the use of illegal substances. Early identification of drug usage helps families address addiction and other issues that may result from drug use.

Consequences for students who test positive include:

1. The student will not be permitted to participate in school activities for a period of time as specified below.
2. The student and/or the student's parents will be advised of nearby drug assessment program(s) available to the student. If the student participates in an evaluation and/or treatment program, he or she may be eligible for a reduced suspension from school activities.
3. The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-100 day increments.

In order to provide a drug free environment and assist in the prevention of drug use, wellness promotion, and treatment of students who have engaged in drug use, **USD 420 students in grades 7-12 who participate in KSHSAA sponsored activities, school clubs, or school sponsored extracurricular activities will be subject to random drug testing.**

Extra-curricular activities would include, but not limited to dances and school clubs and activities as listed in school handbooks.

The random drug screening process is outlined below:

Drug Testing Process:

1. The Testing Facility will randomly select students to be tested from the eligible pool of students mentioned above for testing throughout the school year. Parents/Guardians will be notified in advance by the Principal or Principal's designee of the students who have been selected for testing and have the option to be present when test samples are taken.

2. The Principal or designee will clip a sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initialing the envelope.
3. The collected samples will be sent to the drug testing facility selected by the Board for analysis. No other lab may be used.
4. Parents/Guardians will be contacted by the Principal or designee and given the results of each test within two to three weeks of the submission of the hair sample. Contact by phone, email, and/or mail will be made for negative test results. Contact by phone will be made for positive test results.
5. Students whose test has a positive result will meet with their parents/guardians and the Principal or designee.
6. Positive test results are considered cumulative during a student’s high school years.
7. A **First positive test** will result in the following consequences:
 - A (14) calendar day suspension from activities as participant or spectator. The student is expected to continue to practice with the team/organization but will not attend competitions/activities outside of practice during the suspended time period. Because the USD 420 Random Drug Testing Policy is a proactive “Helping Policy” that assists students and their parents in identifying the use of illegal substances, USD 420 will cover the cost of an initial Assessment (up to \$150) for any student who tests positive and also cover the cost of an (ADIS) Alcohol/Drug Information Session with a provider designated by the district OR cover the cost of one treatment session with a district designated provider depending on the recommendation made by the Assessment.
 - The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-100 day increments.
 - In order to regain eligibility in activities, students must have completed all requirements stated in the policy.
8. **Two positive tests** will result in the following consequences:
 - A (90) calendar day suspension from activities as a participant or spectator. With administrative approval and the coaches/sponsors consent the student may practice with the team/organization but will not attend competitions/activities outside of practice during this time period.
 - Any incurred expense for drug assessment and/or treatment beyond an initial assessment and (ADIS) **OR** one treatment session as described above will be the responsibility of the student/parent.
 - The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-100 day increments.
9. The **Third positive test** will result in the following consequences:
 - A (365) calendar day ban as a participant or spectator from all school activities. The student will not be permitted to participate in practices during the banned period.
 - The student will be expected to complete follow-up test(s) that will be scheduled in 90-100 day increments.
10. Positive/negative test results will be available only to the student, the parents/guardians, and only to school officials who have a legitimate educational need to know.
11. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their six years at Osage City Middle School or Osage City High School.
12. If parents/guardians question the validity of the test results they may request a second test be conducted on the same hair specimen if sufficient hair remains at the lab from the first sample or a new sample collected within 5 days of the original sample. A test result may be challenged within 5 days of the results being shared with the parent and must be in writing. The challenge test of the original sample or a

new sample will be at the parent's expense if the positive is confirmed but the school will pay for the test if the second test is negative. It is important to note that any positive results will have had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test prior to the notification of a positive result.

13. The Testing Facility uses a liquefying method to process hair samples. Positive results for prescription medication will be made negative after valid copies of the prescription are received by the school. Any student who refuses to submit to a drug test after being randomly selected and is currently participating, has participated in, or plans to participate in any of the school activities offered will have participation suspended until a test is taken.
14. Use, consumption of, and/or possession of any drug and/or alcohol on school property is prohibited and students are subject to the disciplinary actions outlined in the student handbook.

Self-Reporting of Drug Usage

A student or parent/guardian may self-report drug usage at any time. The student may avoid consequences by self-reporting. A subsequent positive test result will count as a second positive test. Self-referral may be used only once by a student throughout middle and high school attendance. Students must self-report prior to the random drawing or they will be treated the same as any other student who is selected for testing.

Self-referral can only be used prior to a first offense under this policy.

The student will be expected to complete follow-up test(s) that will be scheduled no earlier than 90 day increments. A positive test will count as a second positive test.

The board reserves the right to have its staff randomly use a Breathalyzer (or other instant tests such as saliva tests) for students participating in school activities, including, but not limited to, school dances.

**CONSENT TO PERFORM
RANDOM DRUG TESTING
USD 420**

DECLINE RANDOM DRUG TESTING

AS A STUDENT:

I HAVE READ THE Policy for Random Drug Testing of USD 420 Students and have decided to **DECLINE** involvement. Declining to participate in random drug testing will render you as a student from participating in any school sponsored activities.

Student Name	Grade	Date of Birth
Student Signature		Date

AS A PARENT/GUARDIAN/CUSTODIAN:

I HAVE READ THE Policy for Random Drug Testing of USD 420 Students and have decided to **DECLINE** involvement.

Parent/Guardian/Custodian	Home Phone	Work Phone
Parent/Guardian/Custodian Signature		Date

USD 420 Random Student Drug Testing Program

Frequently Asked Questions and Answers

The USD 420 Board of Education, in an effort to protect the health and safety of students involved in extracurricular activities from illegal drugs, has adopted a new policy for random drug testing students participating in Kansas State High School Activities Association (KSHSAA) activities, athletics, and extracurricular activities at Osage City High School and Middle School. This policy will take effect beginning in January 2016.

Q. What is the purpose of student drug testing?

- A. The purpose of the program is to deter drug use and to assist parents and students when needed:
 - a. To provide for the safety of all students
 - b. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs
 - c. To encourage students who use drugs to participate in drug assessment programs
 - d. To promote achievement of each student's full academic potential by preventing the impact drug use has on the learning centers of the brain.

Q. How does drug testing help students?

- A. The program serves as a deterrent to the use of illegal drugs and provides students with a reason to resist peer pressure and refuse invitations to use illegal drugs.

Q. Who will be tested?

- A. Students who participate in KSHSAA sponsored activities and athletics
- B. Students who participate in extracurricular clubs or extracurricular school activities
- C. Students who OPT-IN to the random testing pool, but do not intend on participating in the above activities.

Q. Will participation in the random drug testing program be required?

- A. Yes, all athletic/activity or extracurricular rosters will be provided to the vendor to ensure randomness. For those students wishing to participate in extracurricular programs must have a signed consent form on file before a student is allowed to participate.

Q. Can a student not involved in KSHSAA or any other school extra-curricular activities OPT-IN to the Random Drug Testing Program?

- A. Yes. Although the USD 420 Random Drug Testing Policy is designed for students participating in KSHSAA or extra-curricular activities, any USD 420 parent/guardian/custodian or adult student may also request to have their or their student(s) **OPT-IN** to the random pool of student rosters. An **OPT-IN** consent form can be found on the USD 420 website or in the Middle or High School Offices. Completed **OPT-IN** forms should be submitted to the school office.

Q. How are students selected for testing?

- A. Rosters of eligible students are given to the contracted drug-testing vendor. Students are selected randomly by the vendor, not the USD420 High School or Middle School.

Q. How often will students be tested?

- A. Students' names will be randomly drawn on a monthly basis for testing.

Q. What are the testing standards?

- A. Testing will be conducted by scientific means using approved practices and procedures established by the drug-testing vendor.

Q. What are the credentials of the vendor laboratory?

- A. The vendor offers the most accurate and reliable drug test available to help companies, schools and parents create a drug free environment. The vendor has a successful history of helping thousands of corporations and schools maintain a drug free environment using their state-of-the-art proprietary testing technology.

Q. What if students are taking prescription medications? Will they show up on the test results?

- A. Some medications will show up in the test results. Positive results for prescription medication will be made negative after valid copies of the prescription are received by the school.

Q. Will over-the-counter medications cause a positive result?

- A. Over-the-counter (OTC) medications, if taken as instructed on the packaging, should not cause a positive test result. A positive test result is possible if OTC medications are misused.

Q. What are the consequences for a positive test?

- A. Consequences for students who test positive include:
 1. The student will not be permitted to participate in KSHSAA or school extra-curricular activities for a specified period of time.
 - a. First violation- 14 day suspension of activities
 - b. Second violation- 90 day suspension of activities
 - c. Third violation- 365 day suspension of activities
 2. The student is encouraged to participate in an approved drug assessment program and to follow all recommendations provided there, and to provide a written summary of the assessment program findings to school officials.

USD 420 will cover the cost of an initial Assessment (up to \$150) for any student who tests positive and also cover the cost of an (ADIS) Alcohol/Drug Information Session with a provider designated by the district **OR** cover the cost of one treatment session with a district designated provider depending on the recommendation made by the Assessment.
 3. The student is expected to submit to follow-up drug test(s) that will be scheduled in 90-100 day increments.

Q. Are there any academic consequences for students who have a positive test result?

- A. No. The random drug testing program is academically non-punitive. This policy is designated to create a safe, drug free environment for students and to assist them in getting help when needed.

Q. Is the same procedure/consequences followed for students in possession or under the influence of drugs?

- A. No. The Random Drug Testing Policy should be considered separate from the school discipline action(s). Possession or consumption of drugs on campus or at any school-related program/activity will result in disciplinary actions. Disciplinary action will be handled by school administration. School consequences resulting from hearings will take precedence over Activities Code of Conduct, sponsor, or team rules.

Q. What happens if a student refuses to take the test?

- A. Refusal to take the test will be considered a positive test result and treated accordingly.

Q. Are drug test results kept in a student's academic file?

- A. No. Drug testing records will be kept separate from all academic records unless discipline in the school setting results.

Q. What is the appeal process?

- A. If the parent/guardian/custodian or student wishes to contest the results, a second test may be conducted on the same hair specimen at their own expense. It is important to note that any positive result has had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure used. The Testing Facility uses a liquefying method to process hair samples. To help ensure valid test results, students taking prescription medications and/or any supplements will write the names of any and all medications or supplements they are taking on the envelope that will be sent to the lab.

Helpful drug education links are listed below:

<http://www.drugfree.org/>

<http://teens.drugabuse.gov/parents>

PERFORMANCE ENHANCING SUBSTANCES

USD 420 is in agreement with the following position statement issued by the National Federation of State High School Associations on the use of drugs, medicine and food supplements in interscholastic sports.

“In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend the use of any drug, medication or food supplement solely for performance enhancing purposes.”

In addition to this statement, USD 420 will not allow the storage of performance enhancing substances on school grounds, or the distribution of such substances by the school nurse or any other USD 420 personnel.

LIBRARY / MEDIA CENTER RULES

The media center will open at 7:45 a.m. and close at 3:30 p.m.

All books with the exception of reference material may be checked out for three weeks. Students with overdue books may not be allowed to check out additional books until the overdue books are returned. Fines are not charged for over dues; however students must pay for lost materials.

Each student transferring or dropping out of school during the school year must check with the media center supervisor in order to clear any books or library material that has been charged to a student. Book bags will not be permitted in the media center.

ORGANIZATIONS AND ACTIVITIES

Activities and athletics sponsored by Osage City High School and/or the Kansas State High School Activities Association:

1. Art Club - Art students may be members of the Art Club.
2. Athletics - Our teams participate in football, volleyball, basketball, track, cross country, golf, wrestling, baseball and softball. OCHS is a member of the Flint Hills League with Council Grove, Mission Valley, Chase County, Northern Heights, Lyndon, West Franklin and Central Heights. Self-control, sportsmanship, and fair play are among the many things obtained from athletics.

Letters are awarded to those who play the required minimum number of quarters on the “A” squad upon the recommendation of the coach. Physical exam forms must be in before a student reports for practice of any sport.

3. Cheerleaders - Tryout each year to develop and lead school spirit during the athletic contests.
4. Debate - All students interested in debating are invited to participate in our debate program. Various debate tournaments are attended each year.
5. FBLA - Members of the business classes will have the opportunity to compete at the state level.
6. Managers - Managers of activities are considered participants in an activity, therefore only HS students can act as managers for all HS activities. Students from elementary and middle school will be prohibited from standing on sidelines of football games, be in dugouts at baseball/softball games, be on benches for basketball and volleyball games. This will include coaches’ children. Coaches children may be in the gym but must be away from practice to avoid the possibility of injury.
7. National Honor Society (By-Laws are available from the NHS sponsor)
8. Spanish Club - Open to students interested in the Spanish language and culture.
9. Pep Band - Members are selected from the band students, and play at home basketball games.
10. Dance Team - Members are selected by tryouts for the drill team and perform at football and basketball games.
11. Forensics - Students interested in public speaking are invited to participate in the speech program. Speech tournaments are attended each year.
12. Student Council - is composed of students in good standing, with a positive outlook, who completed an application. Student Council members will represent the student body, speak for them, and work for the general welfare of the school. Each class and organization can elect one person to be a representative on Student Council.
13. Yearbook Club - Members of the yearbook staff are eligible for membership.

NCAA ELIGIBILITY GUIDELINES

The NCAA has made several changes to rules or procedures that affect high school students who want to play varsity sports their freshman year in college. The information below provides specific information on those changes. Please contact the school counselor or the NCAA for more information.

8th GRADE COURSE WORK - Eighth grade courses may not be used to satisfy core-course requirements, regardless of the course content or level.

HIGH SCHOOL TRANSCRIPTS - Any grade changes, including substantive course title changes, additions and credit additions regarding course work for grades nine through eleven must be made before the first “final” high school transcript is received by the Clearinghouse (first transcript that shows final grades for senior year courses and proof of graduation). Any grade/course/title changes made for grades nine through eleven on any subsequent transcripts will not be considered for freshman eligibility certification purposes.

Any grade changes to courses taken in grade 12 after that final transcript is received will have to be reviewed on an individual basis by the NCAA Council Subcommittee on Initial-Eligibility Waivers.

DUPLICATE OR SIMILAR COURSES - If a student takes two courses with different course titles but with course content that is not significantly different, the student will not receive credit for both courses even though each course independently is an acceptable core course.

ACTIVITY CONFLICTS

When an athlete has an extracurricular activity conflict the student and his/her parents will have the

choice as to which activity to attend. KSHSAA post-season competition will have priority. Coaches will not punish the athlete; however, make-up work (as in the case of the classroom) on the practice field is the only alternative to ensure reaching potential. If conflicts continue to arise and the athlete is not meeting their obligations to a program, then the athlete should withdraw from the sport or activity to lessen his/her load.

Two sport athletes can only attend a total of two away games during the school week (Monday-Friday) two sport athletes must maintain a "C" average in all classes during the season or they can only participate in one sport. Grade checks will be made weekly.

In case of weather cancellations, the Principal can approve athletes' additional release time.

CROWD BEHAVIOR AT SCHOOL SPONSORED ACTIVITIES

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; violate KSHSAA Rule 52 will be asked to leave the premises.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the school principal. In the absence of the principal, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

CRIMINAL POSSESSION OF A FIREARM

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

KSHSAA RULES

A summary of the Association's rules for inter-school competition in all areas provide that a student:

- A. Must be a bona fide undergraduate student in good standing. A student who is under penalty of suspension or whose character brings discredit to himself and his school is not in good standing.
- B. Must be less than nineteen years of age.
- C. Must have completed eight semesters of high school attendance, beginning with the 9th grade.
- D. Must not have completed eight semesters of competition for more than four seasons in one sport or activity, beginning with the ninth grade.
- E. Must be passing in five subjects of unit weight.
- F. Must have passed five subjects of unit weight the last semester in attendance. (The last two semesters of possible eligibility must be consecutive.)
- G. Must not engage in any outside competition during the season in which you represent your school in any game, practice session, or tryout conducted by an outside organization.
- H. Must pass an adequate physical examination by a physician and have the written consent of your parents. (Applies to athletic competitors and cheerleaders.)
- I. Transfer students must meet the requirements of the transfer rule.

- J. Must not be a member of a high school fraternity.
- K. Must not have competed under a false name or for money or merchandise of intrinsic value and have observed all provisions of the amateur rule.
- L. Must attend school regularly and have satisfactory conduct and sportsmanship.

PHYSICALS/ASSUMPTION OF RISK/CONCUSSION

Before a student athlete is permitted to report for practice in a sport, they must have a physical examination documented by a completed, current physical examination form furnished by the school. The form requires the signatures of both student and parent or guardian. A signed Assumption of Risk form and Concussion form must be on file as well.

SCHOOL DANCES

Each organization sponsoring a dance must clear and schedule the dance at least two weeks prior to the event by the use of the written request form. Students are given the privilege of inviting outside guests to school dances. A student may invite only one person. Guests will be registered in the office before the dance. Once anyone leaves the building during a school dance, they will not be allowed to re-enter. Dances may be terminated early if small attendance, low participation, or other circumstances make it necessary.

The organization sponsoring the dance will be responsible for:

1. Securing a location for the dance.
2. Scheduling the dance.
3. Securing and paying for the music.
4. Setting the admission charge and advertising.
5. Using a minimum of decorations and doing the decorating primarily after school hours.
6. Provide a clean-up crew to take down decorations, clean up the rooms and return all borrowed equipment and supplies immediately after the dance is over or before the next school day begins.

Organizational sponsors will supervise all the activities connected with the dance. Additional sponsors may be assigned by the principal to assist with the dance.

Students must be in good standing and academically eligible to attend all dances.

SCHOOL VISITORS

Parents are encouraged and invited to visit the school to become better acquainted with the program. Please contact the High School Principal when planning a visit. Every attempt will be made to make your visit enjoyable. Student guests must secure permission in advance to visit the classrooms. A pass will be issued for any visitor coming to OCHS. Student guests must have prior approval before visiting OCHS.

STUDENT DRESS AND APPEARANCE

All students are to be clean, neat, conventional and appropriate in their dress. Appropriate will be determined by the administration and faculty. Any dress or appearance, which attracts undue attention, disrupts, or interferes with the normal educational process is not permitted and will be referred to the office. The coach or sponsor of any school activity may make regulations on behavior and dress not required of non-participating students. If students are to participate, they must comply with the sponsor's regulations.

Any garment with decorations, patches, lettering advertisements, etc. that may be considered obscene, offensive, or lewd is not to be worn to school or school activities. This includes but is not limited to any garment or accessory with any drug emblem, tobacco product, beer, wine, brewery or any type of alcoholic beverage on the garment.

When students are in violation of this dress code they will be asked to correct the violation at school. If not, parents will be called and requested to bring appropriate clothing to school. In the case, no one can provide the student with appropriate dress, they may be offered clothing from the office or be escorted home to correct the clothing. Time spent correcting the violation at home may be made up at school by the student in ISS during the school day or after school.

Students that consistently violate the dress code will be subject to regular discipline procedures as seen necessary by the principal.

SENIOR CLASS FUNDS

Money left over in any senior organization or senior class will be transferred to the OC Pride Fund for beautification of the OCHS buildings and grounds. The senior class may or may not have a say in the use of the leftover funds.

STUDENT TEACHERS

Each year we provide educational experiences for college students who are planning to become teachers. The student teachers will remain for a period of approximately eight weeks to a semester. They will observe the class for a period of time and then assume the responsibilities of instruction. The regular teachers will be available for conferences, guidance, and supervision. The student teacher has the same responsibility and authority as the regular teacher.

SUBSTITUTE TEACHERS

Substitute teachers will be used when teachers are sick or absent for some type of school business. The substitute teacher has the same responsibility and authority as the regular teacher.

INJURIES AND SICKNESS AT SCHOOL

The following policies will be normally followed:

- A. The school is responsible for the emergency handling of injuries and sudden illness of students occurring on school property during school hours, but not for the subsequent treatment. The school nurse will administer medication only upon instruction from the parents. If a student needs medication, the parents must contact the school nurse. A release form needs to be signed and medication should be sent in the original container with the student's name on it.
- B. Students who exhibit symptoms of illness should not be sent to school.
- C. NO student will be sent home until parents or another designated responsible person is contacted at home or at work. Parents should leave a telephone number where they can be reached or a responsible relative or friend that can be contacted when the parent cannot be reached; however, be sure the person whose number is given is aware of this responsibility. It is the responsibility of the parent to update the changes in information as needed.
- D. At the time of an emergency, the school has the responsibility for:
 1. Initiating the immediate care of the student.
 2. Notifying the student's parents, or if the parents cannot be reached, for following the directions given on the student's emergency information form.
 3. Safe transfer of responsibility to parents or designee when emergencies occur.
 4. In some cases, getting the student under professional care, with or without the family's permission.
- E. All students are required to have proper immunization and students not meeting state required immunization regulations are to be excluded. Notice of exclusion shall be given to parents/guardians as required thirty days after initial enrollment.

1. Alternatives to Immunization
 - a. Certification from a licensed physician stating that the physical condition of such pupil is such that immunization at this time would constitute a serious threat to his/her health.
 - b. A written statement by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to immunization.
 - c. A written statement signed by the health care provider that such immunizations are in the process of being received.
 2. Evidence of immunization
 - a. Kansas Certificate of Immunization signed by a physician, health department, or health care provider.
 - b. International certification of immunization.
 - c. Military record.
 - d. Transcript from previous school.
- F. Physician's or health department record that has been properly signed. Any other source should be discussed with the State Health Coordinator.

TRANSFER STUDENTS

School Open to Local Residents- The schools of Osage County Unified District #420, Osage City, Kansas, is maintained for all children who reside within the school district. Students outside the district may be educated provided they:

- A. Furnish their own transportation to the nearest bus route, and further, providing there is room on the bus;
- B. Leave their former school in good standing. Before enrollment, contact made to previous school;
- C. Have an acceptable attendance and academic history;
- D. Before enrollment:
 1. Copy of records on file.
 2. Parent or legal guardian present for initial visit and for the enrollment of the student.
 3. Acceptance conference conducted by school officials.
 4. School psychologist involvement on special service placement.
 5. The student may enroll, accompanied by parent or legal guardian if and when the school officials have determined that the out-of-district student has left his or her previous school in good standing.
- E. Graduation requirements for transfer students: Any student transferring into USD 420 from another school will not be allowed more than seven units of credit for each year of attendance in another high school toward the graduation requirements of twenty-six credits required by USD #420. Out of district students who:
 1. Do not maintain good academic achievement and work ethic,
 2. have poor attendance,
 3. have discipline referrals are subject to review by the principal and/or counselor before entering Osage City High School.
- F. Students transferring from Osage City High School to another high school or dropping from high school will do the following:
 1. Notify the office and secure a clearance form from the office. This form must be signed by the teacher of each subject taken, by the media center supervisor, the guidance counselor, and the principal. All textbooks and school property must be returned.
 2. Pay all debts owed to the school before final clearance.
 3. Leave the forwarding address of the school that you plan to attend.

INSURANCE

A copy of the entire insurance policy can be obtained at the district office. It is the students and/or parents responsibility to contact the high school office to receive a copy of the insurance claim form.

This is a secondary insurance policy - Parents and students are responsible for injuries and medical payments.

FIRE DRILL PROCEDURES

Each room in Osage City High School has fire escape exits posted near the doorway for the quickest and safest evacuation routes. Teachers familiarize students with the route that should be taken from their classrooms. Drills will occur four times during the school year.

Teachers follow their students, preserve good order, and repeat order to return to the building. All students with temporary or permanent disabilities will be evacuated by classroom teachers and paraprofessionals during fire and tornado drills. All students with disabilities will be evacuated to the area where all children and staff assemble. Attendance will be taken at that location.

TORNADO DRILL PROCEDURES

Teachers familiarize students with the area that will be used for shelters from their classrooms.

Follow instructions of the supervisors!

1. Everyone will take shelter in the storm shelter located between the middle school and cafeteria.
2. Students will need to arrange themselves so they can follow directions and give their body the greatest protection.
3. All Clear Signal- Supervisors will pass this message by word of mouth. A. If no tornado- All Clear- report back to class. B. After tornado- All Clear- and remain in the storm shelter until further instructions are given.
4. Care of Injured - A. Students able to walk will leave. B. Students unable to walk will be carefully helped out by able students. Do not panic or rush. C. Supervisors will assist in evacuation of building and check to be sure all students have left.

GUN FREE SCHOOLS POLICY - WEAPONS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession, handling, or use of any weapon may result in suspension or expulsion from school. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device. As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

SCHOOL SAFETY AND SECURITY ACT

The school shall make an immediate report to law enforcement officials regarding any act committed at school, on school property, or at a school-supervised activity which involves: a direct or immediate threat

to the safety or security of human life, the possession, use, or disposal of explosives, firearms, or other weapons, or the commission of an inherently dangerous criminal act.

The school shall make an annual report to the Kansas State Board of Education regarding any acts listed above. The report shall be disaggregated by occurrences at school, on school property, and at school supervised activities. In addition, the report shall detail whether such acts were “person” or “nonperson” crimes.

School policies and reports which concern school safety and security shall be made available to the public.

Penalties and Protections - Interference or failure to comply with the Act shall be considered a Class B nonperson misdemeanor. Schools shall not retaliate against employees who make reports in compliance with the Act, and persons who make such reports without malice shall be immune from civil liability.

Inherently Dangerous Criminal Acts - The following nontechnical definitions of inherently dangerous criminal acts have been provided by the Kansas State Board of Education. Person Crimes: *Murder* means the intentional killing of another person. *Kidnapping* means taking or confining another person by force, threat or deception with the intent to hold such person: for ransom or as a hostage, to assist in the commission of another crime, or to inflict bodily injury or to terrorize the victim. *Aggravated kidnapping* occurs when a kidnapping victim is injured while kidnapped. *Robbery* is the taking of property from a person or in another person’s presence by force or by threat of bodily harm. *Aggravated robbery* means that property is taken from a person or in the presence of another person by a criminal who is armed with a dangerous weapon or who inflicts injury upon a person while committing the robbery. *Aggravated assault* is intentionally causing another person to be apprehensive of immediate injury by use of a deadly weapon. *Aggravated battery* is intentionally or recklessly causing great bodily harm to another person or intentionally or recklessly causing injury to another person by use of a deadly weapon. *Sexually violent crime* means rape, indecent liberties with a child 16 years of age or younger, or indecent solicitation or sexual exploitation of a child 16 years of age or younger.

Nonperson Crimes: *Felony theft* is obtaining unauthorized control of another’s property with the intent to deprive the owner permanently of the possession of such property when that property has a value of at least \$500.00. *Burglary* means entering, without authority, any building or other structure with the intent to commit a felony, theft or sexual battery in such building or other structure. *Aggravated burglary* means entering, without authority, any building or other structure in which there is another person, with the intent to commit a felony, theft or sexual battery. *Arson* means to damage, by fire or explosive device, any building or property owned by another person without such person’s consent, and in which there is any person. *Aggravated arson* means to damage, by fire or explosive device, any building or property owned by another person without such person’s consent, and in which there is any person. *Felony drug offense* means selling, offering for sale, or possessing with intent to sell, deliver or dispense, any depressant, stimulant, hallucinogenic or narcotic drug.

IMPENDING VIOLENCE HOTLINE

A statewide hotline available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol is available toll free at 1-877-626-8203. Information received on this hotline will immediately be shared with local law enforcement and school officials.

WEB PAGE EXCLUSION

Students who do not wish to be placed on the USD 420 web page may be excluded by fully completing an exclusion form. The form is available at the high school office.

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 shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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 against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to; verbal harassment or abuse' pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its

severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute sexual harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incident of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation and take appropriate corrective action.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation or sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action up to and including expulsion for a student or termination of employment for an employee.

False malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in the student/parent and employee handbooks.

ASBESTOS NOTICE

USD No. 420 has been complying with federal and state asbestos regulations for many years. Some of the building materials in our schools do contain asbestos.

The asbestos-containing materials are periodically inspected and maintained to ensure that they do not present a health hazard to students, employees, and visitors. The asbestos management plan for USD 420 is located in the district administrative office and in the administrative office of each school. Interested persons may inspect the plan at any time.

USD No. 420 is committed to protecting the health of all students, employees, and visitors, and we will continue to ensure that asbestos-containing materials are maintained according to federal and state requirements. The Superintendent of Schools is our asbestos coordinator for USD 420.

CIVIL RIGHTS COMPREHENSIVE NOTIFICATION

In compliance with the Executive Order 11246; Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Osage City Unified School District No. 420, Osage City, Kansas shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Osage City Unified School District No. 420, Osage City, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Ted Hessong, Superintendent of Schools
Unified School District No. 420
Osage City, Kansas 66523
Phone: 785-528-3176

Title VI, Title IX, and Section 504 complaints may also be filed with the:
Regional Office of Civil Rights
324 East 11th
Kansas City, Missouri 64106

All Students attending Osage City Unified School District No. 420, may participate in educational programs and activities, including but not limited to health, physical education, music, vocational, and/or technical education, regardless of race, color, national origin, age, handicap, or sex.

GRIEVANCE PROCEDURES FOR STUDENTS

The purpose of grievance procedures for students is to ensure that students are not discriminated against in reference to the educational environment. Every student shall have access to all courses within USD 420 without regard to sex.

Step I- If a pupil feels such discrimination exists, they may appeal their beliefs in writing to their teacher-advisor or homeroom teacher and the findings will be submitted in writing to the student and principal within three school days.

Step II- If the believed discrimination is not resolved between the teacher-advisor or homeroom teacher, the pupil may then request a hearing with the counselor. This action must take place within three school days after receiving results of Step I. Written results of the counselor hearing will be submitted to the pupil and principal within three school days following the hearing.

Step III- Provided the problem is not resolved to the satisfaction of the student by Step I and Step II, the pupil may appeal for a hearing with the principal. Such request for a principal hearing must take place within five school days after Step II findings are reported. The principal will submit his findings to all parties concerned within three school days following the hearing.

Step IV- A hearing before the Board of Education and the Superintendent of Schools is the last step of appealing the grievance procedure for pupils within the school district. A hearing before the Board of Education must be requested within five school days following the principal hearing and the hearing must be held within ten school days following the request for the Board of Education appeal hearing. The Board will review written documents submitted by the teacher-advisor or homeroom teacher, the counselor, principal, and the pupil.
The Board of Education at the request of the student or school personnel or upon their own request, may hear the parents or guardians, faculty members, or other witnesses pertinent to the claimed discriminatory practices.

The decision of the Board will be sent to both parties within ten school days of the Board of Education hearing.

The students may be represented by their parents or guardians in steps I, II and III. They may be represented by their parents or legal guardians or legal counsel at the Board of Education hearing.

EXCLUSIONS: Any action taken under K.S.A. 72-8901 Suspension and Expulsion of Pupils Act.

FAMILY EDUCATIONAL AND PRIVACY ACT (FERPA)

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that USD 420, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, USD 420 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow USD 420 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want USD 420 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first full day of each school year. USD 420 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- Involvement in activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended

These laws are: Section 9528 of ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

FEDERAL RIGHTS OF ACCESS TO STUDENTS BY MILITARY RECRUITERS

The School District, as required by federal law, provides to military recruiters and institutions of higher

education, upon request, the name, address, and telephone number of each secondary school student, unless the student or the student's parent has advised the District that this information is not to be disclosed without prior written consent.

If a parent does not want the District to disclose any of this information, or any specific item of information, without the parent's prior written consent, the parent must notify the district in writing.

ACTIVITIES GUIDELINES

Section I: Statement of Purpose

A student who elects to participate in activities is voluntarily making a choice of self-discipline and self-denial. Being in activities means disciplining the mind and the body for rigorous competition. These guidelines have been established for the following purposes...

1. To provide a consistent framework from which our activity programs can operate.
2. To conform to KSHSAA regulations, U.S.D. 420 policy and existing state laws which restrict the use of illegal drugs, alcohol and tobacco.
3. To emphasize the activities departments concerns for the health of students and the long term physical and emotional effects of chemical use on their health
4. To promote equity and a sense of order and discipline among students
5. To establish standards of conduct for those students who are leaders and standard setters among their peers
6. To assist students who desire to resist peer pressure which directs them toward substance abuse
7. To assist students who are in need of referral for assistance or evaluation regarding substance abuse
8. To allow each head coach and sponsor the prerogative of exercising their own philosophy

Section II: Student Participant Activities Rules

A. Controlled Substances

These activity guidelines are procedures for students involved in extracurricular activities. During a student's involvement with USD 420 athletics/activities a student shall not use, possess, sell, purchase, receive, or distribute alcoholic products and or tobacco products. This policy is in effect for every student who is involved in activities at any time throughout the school year, and is in effect from the first activity day of school to the last activity day.

Confirmation of a violation shall be made as a result of certified school personnel and/or conviction or confirmation by law enforcement.

The use or possession of alcohol/tobacco on the school campus or at a school activity is prohibited, and a violation will result in an out of school consequences including minimum suspension of (as a spectator or participant):

- 1st - one day of OSS w/Educational requirement and 7 days of activity suspension
- 2nd - three days of OSS and 14 days of activity suspension
- 3rd - five days of OSS and 60 days of activity suspension

Any alcohol/tobacco offense may also result in the student being ticketed for minor in possession.

The student is expected to continue to practice after the out of school suspension with the team/organization but will not attend competitions/activities during any of the suspension time period.

B. Unexcused Absences

Students will consult their coach or sponsor prior to missing practice. Unexcused absences are to be handled on a case by case basis realizing that sudden illness or other emergency would be accepted

reasons for missing (however, sick students are expected to be home under care.) Discipline for unexcused absences is at the discretion of the head coach or sponsor.

C. Academic Eligibility

The KSHSAA requires that all participants will have passed 5 subjects of unit weight the previous semester. OCHS will encourage students to pass all of their classes; failure to do so will be handled by the head coach on a case by case basis.

D. Equipment

In order for an athlete to receive practice and game equipment and/or uniforms for the current season equipment from all previous activities must be accounted for. Loss of any equipment is the student's financial obligation.

Section III: Responsibilities of an Osage City High School Student

Being part of Osage City High School Activities is the fulfillment of an early ambition for many students. Our great activities tradition was built over time, it takes the hard work of many people over many years. Students assume the challenge of beginning a new tradition and/or sustaining grand old ones the moment they step into the competitive arena.

Tradition means to win with honor. We desire to win, but only with honor to our students, and our community.

Such a tradition is worthy of the best efforts of all concerned. Over many years our activities have achieved league, regional, sub-state, invitational and state championships. Many individuals have set records and won postseason honors.

It is not always easy to contribute to a great activity tradition. To compete for OCHS, students must say "no" to pleasures a champion cannot afford. When a student wears the red and white, he or she must not only understand the tradition that has preceded them but they must also commit to doing what it takes to ensure sustaining that tradition and provide a positive role model for future traditions.

Approved: September 11, 2019

SCHOOL SAFETY VIOLATIONS

Senate Bill 129 (2007 Legislature), as amended, changes notification requirements regarding students expelled or suspended from school for committing a school safety violation. Specifically, a school's chief administrative officer would be required to notify the appropriate law enforcement agency of the expulsion or suspension within ten days.

Following receipt of this notice, the law enforcement agency would be required to notify the Division of Motor Vehicles of the Kansas Department of Revenue within ten days. The Division of Motor Vehicles would be required to immediately suspend the student's driver's license or privilege to operate a motor vehicle for one year. If timely notice is not given to one of the divisions, then the division of vehicles shall not suspend the pupil's driver's license or driving privileges.

BULLYING PREVENTION PLAN

Updated: June, 2013

Policy Statement

USD 420 Osage City prohibits bullying in any form, including electronic means (cyberbullying), on, or while using school property, in a school vehicle or at a school sponsored activity or event.

Expected Behavior

Students who have bullied others in violation of this policy may be subject at the discretion of the administration and Board of Education, to disciplinary action, up to and including suspension and expulsion. If appropriate, any student who violates the bullying policy shall be reported by the administration and/or to local law enforcement.

Bullying Definition

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

- Harming a student or staff member; whether physically or mentally;
- Damaging a student’s or staff member’s property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.

“Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Bullying is an intentional, aggressive and repeated behavior that involves an imbalance of power or strength. The various forms include: physical, Verbal, Emotional, Sexual, racial, Cyber and Hazing.

Bullying is not a one-time incident with hurt feelings, students not getting along, a disagreement with a peer, or mutual escalation.

Student Handbook

In the student handbook administrators are given various options to address bullying behavior and harassment in our schools. Not every situation can be defined. Administrators will work to keep the environment safe for all students.

Response to Bullying

Staff

- Take all reports seriously.
- Closely supervise all students.
- Take immediate action if bullying is observed or suspected.
- Provide information to bully, bystander, and victim.
- Report to administration.

Students

- Report bullying to a staff member.
- Refuse to participate in bullying.
- Make it socially unacceptable to bully.

Families

- Talk with and monitor your child.
- Let your child know that you take bullying seriously.
- Develop clear and consistent rules for your child’s behavior.
- Build on your child’s positive attributes.

- Work with the school or report, stop, and prevent bullying.
- If you have questions or concerns please contact your child’s school.

Retaliation

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures.

EMERGENCY SAFETY INTERVENTIONS

USD 420 is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

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

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

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

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

Prohibited Types of Restraint

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

- 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 by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Documentation

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,

- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

Reporting Data

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

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state 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.

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 investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.