

# Hugoton High School

## Student Handbook 2023-2024



“Home of the Eagles”

Principal: Melody Witt  
Assistant Principal/Athletic Director: C.J. Korf  
Counselor: Beth Settlemyer  
215 W. 11th Street  
Hugoton, Kansas 67951  
1-620-544-4311

[www.usd210.org](http://www.usd210.org)

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## Introduction

Welcome to the 2023-2024 school year at Hugoton High School. As I begin my 8th year as the Principal of HHS, my goal will continue to be to help make your high school years “the BEST years of your life”. Our theme at HHS for this school year is “ **FIRED UP**”! . We will continue to work hard and strive to have all programs and policies of HHS reflect the district’s core values: being student centered, being accountable, building positive and trusting relationships, and by purposefully engaging students in learning. This handbook is designed to inform students and parents of expectations, policies, and procedures governing HHS. **I encourage you to read this document and be familiar with its content.** I have high expectations for every HHS student, staff member, and myself this year. I continue to encourage every student, teacher, and staff member to set high goals for himself/herself and continue to learn, grow, and mature. My door is always open to parents, students, and staff if you have any questions or concerns. Please feel free to reach out.

Melody Witt, Principal  
Hugoton High School

## Description of school history

The first Stevens County School was organized at Fairview on October 16, 1886. This first school was taught in a dugout home. Later a sod house was built for school purposes. The first school building in Hugoton was built in 1887, which later became the county courthouse. Other buildings from time to time served to house the high school until a new brick building was erected in 1923. This later became the Hugoton Grade School building. The first graduating class of Hugoton Rural High School was in 1915 with three members.

The current high school building was completed in 1931 and remodeled in 1981. Four new classrooms and a library expansion were completed in 1987 and four additional classrooms were completed in 1992. A new industrial arts building was completed in 1978. A HHS/HMS Link was completed in 2011 with the addition of a new cafeteria, offices, athletic wing, and fine arts classrooms.

Hugoton High School is accredited through the Kansas Department of Education.

### **USD 210 Board of Education Members**

**Lisa Bennett**  
**Todd Gayer**  
**Stephanie Heger - President**  
**Barry Hittle**  
**Lupe Acosta**  
**Mike Persinger**  
**Lalane McClure - Vice President**

### **Nondiscrimination (JCE)**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. **Adrian Howie, Superintendent, 529 South Main Street, Hugoton, Kansas 67851, 620-544-4397 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Acts of 1964, Title XI of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of Rehabilitation of 1990.** Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure. Disagreements should be discussed with persons directly affected. Decisions by the Principal may be appealed to the Superintendent or Board of Education.

### **Hugoton USD 210 Mission Statement**

Hugoton Schools will ensure academic achievement for all students. This will be achieved through relevant educational opportunities, rigorous coursework, and an environment built around caring relationships.

**Administration**  
**Adrian Howie, Superintendent**  
**Anthony Davis, Administrator for Student Success**  
**Melody Witt, Principal**  
**C.J. Korf, Assistant Principal/Athletic/Activities Director**  
**Beth Settlemyer, Counselor**

## **HHS Teaching Staff**

**Jennifer Beesley - Math**

**Megan Davis - Math**

**Alicia Frownfelter - Math**

**Renee Beesley - Choir**

**Tyler Parkridge - Band**

**Chandler Burrows - Social Studies**

**Angela Heger - Social Studies**

**Jay Witt - Social Studies, CTE Education Pathway**

**Kerrinne Fann - Science**

**Kalinda Wight - Science**

**Nathan Piper - English Language Arts, Forensics/Debate**

**Annette Sosa - English Language Arts**

**Jaclyn Yowell - English Language Arts, Yearbook**

**Amber Shapland - English Language Arts**

**Stephanie Kennedy - Business, Cloud 9 Coffee Shop**

**Paige Rawlings - Business**

**Robert Terrill - Art**

**Chase Hittle - Industrial Arts**

**Elizabeth Alvarado - Spanish**

**Ty McBride - eSports**

**Jackye Light, SPED**

**Enddy Bojorquez - SPED**

**Ida Piper - Psychology, Forensics, Public Speaking, Theater Arts, Digital Media**

**Les McNally - Agriculture**

**Chris O'Loughlin - Physical Education**

**Trey O'Neil - Physical Education**

### **Enrollment/Withdrawal From School (JBC) and (JQKA)**

All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil record with the student's legal name as it appears on the birth certificate, or as changed by the court and contains the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitative Services, a certified transcript of the student, a baptismal certificate, or other documentation the board considers satisfactory. A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the Principal and the Board of Education.

### **Enrollment**

Each year during enrollment, parents and students must fill out a pupil information form including the following:

- name(s), e-mail(s) address, and the address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician; and
- Description of any medical conditions of which the staff needs to be aware.

### **Withdrawal From School**

Students who withdraw from school, for whatever reason, must checkout through the main office and counselor's office in the high school. Parents/guardians must notify the school to approve a student's request to withdraw. A withdrawal form must be filled out and signed by all teachers to whom the student is assigned.

### **Homeless Students (JBCA)**

The district, in accordance with state and federal law and the Kansas State plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.

### **Address/Phone Number Change**

Please notify the school secretary within seven days if any of the following changes:

- Phone numbers for home or parent's, including parent's work;
- E-mail address;
- Mailing or street address;
- Emergency contacts

### **Alternative Academic Placement**

The board of Education has approved a test-out policy for high school with the following stipulations:

1. The student must score at least a 90% on the total requirements for each course.
2. A student would not be allowed to test-down. (For example: a student who completed Algebra I would not be able to take Introduction to Algebra for another math credit.)
3. A student would receive a letter grade for the course if he/she passed the requirements for the course, and not a pass/fail grade.
4. There are no qualifying criteria for a student to request a test-out option, such as a specific grade point requirement.

### **College Classes for Dual Credit (IDCE)**

Students taking dual credit classes during the regular school day are required to pay for the college credits and the cost of the textbooks. College classes taken outside the regular school day will not count as dual credit, unless otherwise specified.

Students interested in taking these classes must enroll with the high school counselor.

Students are responsible for purchasing/renting the textbook from the SCCC bookstore.

Students will need the course number and name when ordering textbooks (textbooks may be sold back to the SCCC bookstore at the end of the semester.)

The cost for the 2023-2024 school year is \$50.00 per course - please verify with Ms. Settlemeyer, HHS counselor.

Students will be required to pay 1/3 down to enroll. Past due balances will need to be handled through the SCCC business office in order to enroll in additional or future classes.

Balances not paid in full at the beginning of the semester will be charged a \$35 payment fee.

New students wishing to enroll concurrently in a course through SCCC will need to take the COMPASS test or have an ACT score. These scores determine a student's eligibility. See Ms. Settlemyer, HHS counselor, for more information ([www.usd210.org/counselor](http://www.usd210.org/counselor)) page for more information.

### **Work Release(JJ) Work Based Learning Program**

Only seniors will be eligible for the Work Based Learning programs. All Work Based Learning guidelines as set out in the student Work Based Learning contracts must be adhered to by students enrolled in these programs. **Students involved in the Work Based Learning program are strongly encouraged to attend the beginning of school orientation meetings as scheduled. Failure to follow the Work Based Learning contract will result in the student's removal from the program.** Mr. Anthony Davis, Ms. Witt and/or Ms. Settlemyer reserves the right to reassign Work Based Learning students at their discretion.

### **Schedules**

Students must consult Ms. Settlemyer and Ms. Witt if a schedule change is needed. The appropriate form must be filled out in its entirety to facilitate this change.

### **Fees (JS)**

Students may be assessed fees for the following (Not an all inclusive list):

- Materials for class projects;
- Membership dues in student clubs;
- Voluntarily purchased pictures, publications, class rings, graduation announcements, etc;
- Voluntarily purchased student accident insurance;
- Musical instrument rental and supplies;
- Personal apparel, used in extracurricular activities, that become the property of the student; and
- Activity trip fees.

The principal will attempt to collect the justifiable value owed by the student or school property lost, damaged, or destroyed by a student. If, after the attempt to collect the amount remains unpaid, Ms. Witt shall report the amount to Mr. Howie.

Spring enrollment is not completed until textbook rental fees, fines, and final student schedules have been approved prior to the opening of school in August. All students must be enrolled in seven academic classes which may include Work Based Learning for seniors. Work Based Learning for seniors MUST be approved by the counselor, the principal, and Mr. Anthony Davis.

There will be a fee for band and shop classes. Students that are unable to meet the financial requirements of these classes may contact the office for alternative methods of payment.

**All fees are to be paid upon enrollment in the high school office or online.**

1. Technology fees (grades 7-12) - \$20
2. Claim fees/Replacement costs if lost or damaged (as determined by an IT inspection) - \$50 cracked screen, \$100 for cracked screen requiring LCD and digitizer, \$10 charging brick, \$5 charging cable, \$100 ipad case/keyboard
3. Driver Ed - \$150
4. Activities - \$10
5. Band (for equipment rental only) - \$50
6. Breakfast - Student = \$2.20, Reduced= \$0.30
7. Lunch - Student = \$3.05, Reduced = \$0.40
8. Agriculture Education - \$25 - one time fee
9. Automotive - \$25
10. Health Sciences/Required CPR high school training - \$28 - one time fee
11. Beginning woods/carpentry - \$25 - one time fee
12. Art - \$25 - one time fee
13. General Service Class - \$25

One time fees are used to help pay for materials used in the classroom and shop. This allows the district to maintain and purchase equipment.

Students in wood shop classes and are constructing major projects will work with the instructor to calculate the approximate amount of the project. That amount will be put on a contract that parents will agree to and sign off on **BEFORE** any materials will be purchased. Students constructing major projects will be billed in monthly installments and/or for the full amount of the project, depending on which option your student chooses. This helps defray the total cost at the end of the year. Payment is due for major projects upon receipt of invoice. **All enrollment fees are due at the time of enrollment.** Any missed payment voids the payment plan and the total amount is due immediately. Any payments over 30 days past due will be turned over for collection proceedings. See front office secretaries at HHS for details. **Attendance to the HHS Prom requires that all money and equipment owed be paid or returned before an invitation will be sent to the student.**

## Student Records

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are under 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance to FERPA, you are required to be notified of those rights of which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:

We have your prior written consent for disclosure;

The information is considered directory information and you have not objected to the release of such information - See directory information below and disclosure without consent is permitted by law.

The right to request your educational records can be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance. The right to file a complaint with the Family Policy and Regulation Office at the US Department of Education if you believe USD20 has failed to comply with FERPA'S requirements. The address of this office is 400 Maryland Avenue, SW, MES, Room 4074, Washington, D.C., 20202. The right to obtain a copy of USD210 policies for complying with FERPA. A copy may be obtained from the Central Office.

For purposes of FERPA, USD210 has designated certain information contained in educational records as directory information may be disclosed for any purpose without your consent.

## Directory Information (JRB)

Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, and the most recent educational agency or school attended by the student. You have the right to refuse to permit the designation of any or all of the above information as directory information. **If you refuse, you must file a written notice to this effect with USD210 at Hugoton Central Office, 529 South Main Street, Hugoton, Kansas 67951 by September 1, 2023.** If refusal has not been filed,

USD210 assumes that there is no objection to the release of the directory information designated.

All school records pertaining to Hugoton High School students who are attending regular classes are on file with the Registrar. Graduate transcripts are on file in the office. Any parent/student wanting to view his/her records should make a request through the Registrar's office and the request will be granted within two (2) weeks of the initial request. If the student is 18 years of age or older, parents must receive the student's permission. Copies of materials may be made upon request. Students have a right to receive an explanation of any item not understood. For any item a student wishes to have removed from the cumulative file, please make a request to the Principal or Counselor. If the school refuses, students have a right to a hearing regarding the matter. All cumulative files are given to the student/parent at the conclusion of his/her academic study at our school. The high school keeps students' transcripts on file. The fee for a transcript is \$5.00.

### **Senior Pictures**

Senior pictures for the yearbook need to be taken and turned in to the school to Ms. Yowell, by Friday, October 27, 2023 of the current school year in order to be included. The following regulations apply only to the school yearbook pictures:

- Head and shoulder only - NO hats, logos, animals, or toys;
- Medium or dark colored backgrounds are discouraged;
- Billfold size, 2.5 x 3.5 vertical only, no rounded corners, class year, studio names, or student names;
- Digital files need to be brought by CD or jump drive.

### **Academics**

#### **Grade level/Course Outcomes**

**Please visit Ms. Settlemyer's webpage for Academic information:**

[www.usd210.org](http://www.usd210.org)

0-5 credits = Freshman

6-11 credits = Sophomore

12-17 credits = Junior

18+ credits = Senior

A student may move to a higher grade only at the beginning of a semester.

## Testing Program (II)

The district educational testing program shall consist of multiple assessments. The assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

ACT test date schedule for the **2023-2024** as follows: 9/9/2023, 10/28/2023, 12/9/2023, 2/10/2024, 4/13/2024, 6/8/2024, 7/13/2024 (Please check for deadlines to get registered). **HHS school test code - 171-410**

All registration must be done online. ACT testing dates will also be available on the Counselor's page on the USD210 website. See Ms. Settlemeyer if you have any questions regarding ACT testing.

Semester final exams will be set by the Principal and announced to the staff and students at the appropriate time. No examinations will be given earlier than those dates, unless arranged by Ms. Witt in advance after meeting with parents for verification of test schedule conflict. Dual credit class grades are due to SCCC as set by SCCC. Finals will not be given more than 1 or 2 days prior. **Please make necessary plans according to the USD210 district calendar which is available at the beginning of the school year on the district website.** If a student will not be present on days when the end of the semester finals are scheduled, it is necessary for parents and students to communicate with the principal and the teachers as soon as possible so an alternative date for tests can be arranged. If a student chooses to leave school before the completion of any course without taking the final exam and misses any arranged make-up date, the grade for the final exam will be a zero. Grades are final at 4:00 pm on the semester makeup date, which will be set by Ms. Witt. No incomplete (I) or make-up work due to an early departure will be allowed after the last day of school unless pre approved by Ms. Witt.

## Grading/Grade Classification

Percent 100	Grade A+	Percent 87-89	Grade B+	Percent 77-79	Grade C+	Percent 67-69	Grade D+
95-99	A	84-86	B	74-76	C	64-66	D
90-94	A-	80-83	B-	70-73	C-	60-63	D-
Below 60	F						

## Report Cards

Grades will be issued at the end of each semester. The report card will be available on GoEduStar following the close of the semester. **A student's grades may be viewed at any time on Go EduStar and on kshugoton.myeducationdata.com by parents and students.** Instructions for how to access student grades on GoEduStar are available in the high school

office upon request. We encourage all parents to access their student's grades on a weekly basis. The following classes are graded as pass/fail and no letter is received: Driver's Ed, seminar, and student aide/work study/job shadowing. Driver's Ed requires an 80% to pass. Midterm grades will be available on Oct.19, 2023 and March 8,2024.

### **Parent/Student/Teacher Conferences**

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. Hugoton High School Parent/Student/Teacher conferences are scheduled in the fall (week of September 18-21, 2023) and spring (week of February 5 - February 8, 2024). We encourage each student to lead their conference. Parents/Guardians are welcome at Hugoton High School. However, when parents/guardians desire to arrange an individual conference with a teacher, it is necessary that an appointment be made. The appointment can be scheduled by leaving a message for the instructor, calling an administrator, or arrangement through the HHS Counselor's Office. Upon arrival for a conference, parents/guardians should go to the HHS office, check in with the office, and inform the office secretary of their presence and ask that the respective teacher should be notified.

### **Honor Roll**

We recognize those students with high academic achievement. All students are candidates for the honor rolls, which are determined at the end of the fall and spring semesters and at the end of the school year for cumulative grades for the entire year.

All A's = 4.0 GPA

All A's and B's = 3.6 - 3.9 GPA

### **Class Ranks**

The top 10% of each graduating class will be designated as honor graduates. Those students receiving all A's for four years will be denoted in the graduation program. To receive these honors, graduates must complete the College Regents Curriculum. The student(s) with the highest eight-semester GPA will become school Valedictorian and the student(s) with the second highest GPA will be the school Salutatorian. If there is more than one (1) Valedictorian, there will be no Salutatorian.

### Graduation Requirements (JFC) and (JFCA)

- |                          |         |
|--------------------------|---------|
| 1. Health/PE             | 1 unit  |
| 2. Science               | 3 units |
| 3. Mathematics           | 3 units |
| 4. Social Studies        | 3 units |
| 5. English/LA 9,10,11,12 | 4 units |
| 6. Emerging Technology   | 1 unit  |
| 7. Fine Arts             | 1 unit  |

<b>Total Required classes</b>	<b>16.00</b>
<b>Electives</b>	<b>9.00</b>
<b>Total Credits</b>	<b>25.00</b>

College credit earned may be used toward fulfilling the total number of elective credits only with the Board of Education's approval. Students fulfilling all graduation requirements and in good standing may take part in graduation activities and have their picture placed in the senior panel for the year that they graduate.

The Valedictorian and Salutatorian award are presented to graduating Seniors who have completed the requirements for the diploma of distinction with the highest and second highest cumulative grade point average respectively. The grade point average (GPA) will be computed at the conclusion of the eight (8th) semester. Semester percentage grades will be used to compute grade point averages. In the event of tie for Valedictorian, there will not be a student named as Salutatorian. In the event of a tie for Salutatorian, the grade point average will be computed to the nearest one one thousands (.001). Class ranking will be calculated for the purpose of scholarships and student financial aid as designated by post secondary institutions and local organizations. In addition, class ranking will be determined by GPA.

### Criteria for Valedictorian/Salutatorian Consideration

Language Arts	<b>4 units</b> - Three (3) which MUST be 10th, 11th, 12th grade AC units
Foreign Language	<b>2 units</b>
Mathematics	<b>4 units</b> above Algebra I including Algebra II, Geometry, Pre-Calculus or College Algebra/Trigonometry, AND Calculus
Science	<b>3 units</b> including Biology, Chemistry, Physics
Social Studies	<b>3 units</b> including US History, US Government, Geography
Emerging Technology	<b>1 unit</b>
Fine Arts	<b>1 unit</b>
Health Science	<b>1 unit</b>

- All students who complete the HHS Honors Curriculum (with a minimum 3.0 overall GPA) are eligible for consideration as Valedictorian and Salutatorian. The student(s) with the highest GPA will be honored as Valedictorian. The student(s) with the second highest GPA will be honored as Salutatorian. If there are multiple valedictorians, there will be no salutatorian. GPAs will be rounded to the nearest hundredth (e.g., 3.995 - 3.96). The GPA will be computed at the conclusion of the eight semester.
- Students who earn valedictorian and salutatorian status will be honored at the graduation ceremony with an engraved plaque and onstage recognition. Each honoree and his/her parents will be introduced at the graduation ceremony. Only two student speeches will be given. If more than two (2) students earn Val/Sal recognition, two representatives from the group will be selected to give the speeches.

### Qualified Admissions Scholars Curriculum

Refer to Appendices at the end of this handbook for Qualified Admission Standards and Kansas State Scholars Curriculum.

### Early Graduation (JFCA) (see IHF)

Students who complete all state and local graduation requirements may request permission to graduate early.

A student who wishes to graduate early from high school may request permission to do so. The student and parents shall consult with the high school administrative and/or guidance personnel in order to develop a graduation plan. The Board of Education shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, shall state the reason supporting the request, and include a copy of the graduation plan created during the counseling session(s) and a letter of

support from the student's parents. The letters of request shall be sent to the superintendent by the counselor or administrator prior to the September and/or March Board of Education meeting.

### **Make-Up Work**

It is the student's responsibility to obtain make-up assignments from teachers following an absence. **Policies regarding late work will be determined by each teacher and noted in each course syllabus and approved by the principal.**

It will be the **student's responsibility** to communicate with their teachers to make arrangements to make up missed work and assignments for **all absences** from school. Prior notice of the absence between the teacher and student is preferred. The best way is for the student to email their teacher prior to the absence so that the teacher can communicate missed assignments. If a student is too sick to communicate prior to the absence, their parents can contact the office and we will notify the teachers of the absence.

**Students absent from class are given one day/day gone to get their assignments turned in.** For example, if sick for two days on Monday and Tuesday, the student will have Wednesday and Thursday to get the assignment made up, to be turned in by 8:00 am on Friday.

Teachers will be encouraged to work with students regarding late or missing assignments. Teachers will be encouraged to have empathy, mercy, and grace when dealing with students and their assignments. Teachers will be encouraged to speak with students privately to make a plan to get assignments turned in for credit. Teachers can refuse to accept work, or accept work for less than full credit, after the allowed time period provided by this policy. Exception: If a teacher has assigned a classroom project, paper, or assignment with a specific due date or if a student has been given notice of the due date with NO LATE ASSIGNMENTS ACCEPTED, failure to turn in the project, paper, or assignment on the due date will result in a zero. Teachers will be encouraged to work with students, encourage them to learn, and turn in assignments.

Tutoring will be available for students who struggle academically. Teachers will be available during some seminar periods and some afternoons until 4:00. Tutoring is strongly encouraged for those students on the weekly eligibility list.

Work missed because of a pre-arranged absence (approved by the principal), which occurs at the end of a semester **MUST** be submitted before leaving school (does not include finals). No incomplete (I) will be issued in place of a semester letter grade, unless the principal assigns the incomplete (I) due to extenuating circumstances.

Upon parent/guardian request, homework for students with continued absences of three (3) consecutive days or more will be coordinated with the Principal or Counselor to be picked up at the end of the day or sent to the student via email.

Incomplete Policy - **Teachers are expected to have a set of state standards and exit outcomes each student is to master to earn credit for their class.** Students are expected to complete all work assignments made by their teacher. The expectation is for students and teachers to promptly discuss missing assignments and hope given for the learning to take place and some credit awarded for missing assignments. Parents must also be contacted by the teacher if a student has missing assignments. Teachers may give failing (F) or incomplete (I) grades for work not completed. Failing or incomplete grades will result in ineligibility in extracurricular activities if a student has two or more at mid-term, nine weeks or semester grading periods. SIT (student intervention teams) including the teachers, student, counselor or principals, and parents will be required for habitual grade concerns and goals made for improvement. Our goal is for each HHS student to learn and be successful.

### **Academic Dishonesty**

Academic dishonesty - as in cheating or plagiarism - is not accepted. Cheating includes copying another student's work - such as homework, class work, or test answers - as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. Copying and pasting is a modern example of plagiarism. **A student who engages in any form of academic dishonesty may be subject to the loss of credit for work in question, as well as other disciplinary measures. A student who engages in any form of academic dishonesty will have a private conference with the teacher and parents will be notified.**

### **Opt-Out (IKCA)**

A parent/guardian or student 18 years of age or older may use the district opt-out provision to be removed from some portion or all of human sexuality and AIDS classes included in the district's required curriculum. An annual request must be made each year to opt-out. To receive information on the opt-out provision, please contact the principal's office.

### **Special Programs (IDAA) ESL and Edgenuity Courses**

**After school tutoring - every M,T, Th from 3:30-4:00 PM  
(Attendance is strongly encouraged if a student is on the weekly D/F list)**

The staff of Hugoton High School work very hard to make sure all students in our care are as successful as they can be. We have specifically designed classes in our curriculum for students who have demonstrated they are having difficulty in a specific area, overall, and those experiencing problems with organization and studying. These placements will be for one semester at which time we will re-evaluate where the student is in the learning process. We will also evaluate continually and consider pulling students from these courses and on a trial basis, place them back in regular classes. These situations are not opt-out situations, if they have been recommended for these classes or tutoring times, that will be their placement.

Hugoton High School strives to empower at-risk students to earn a high school diploma while developing the intellect, integrity, and discipline required to be a responsible and successful citizen.

With this in mind, HHS will offer an opportunity for credit recovery through Edgenuity course offerings.

Goals:

- To provide our high school students the opportunity to earn a high school diploma when the traditional setting does not work.
- To provide quality, online learning opportunities for general education students as well as students with IEPs through our Edgenuity online courses.
- To offer credit in classes that may be core, elective, or credit recovery as needed, at the convenience of the student, throughout the day, and at times after school hours, and in the summer.
- To provide these opportunities without dropping out, within the walls of HHS, and/or virtually, under the rules and regulations of HHS.
- To provide these opportunities with each student having an IPS (Individual Plan of Study), created by the student, their parents, the Principal, and the counselor.

Edgenuity is under the direct supervision of a certified teacher/staff member. The Principal of HHS is in charge of placement, attendance, and discipline, through the IPS of each student. The counselor of HHS is responsible for course placement/enrollment. The Superintendent of USD210 and the BOE are responsible for approving policy. A student who earns credit through Edgenuity classes is eligible for graduation from HHS during traditional graduation ceremonies. All Edgenuity courses are to be finished at the date/time that all other HHS grades are due. The principal or counselor may extend E2020 course completion deadlines through the summer if that arrangement is agreed upon by counselor and student.

### **Attendance Compulsory Attendance Requirements**

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen year old students may be exempt from the compulsory attendance requirement if:

- They have attained a diploma or GED; or
- They are enrolled in an approved alternative education program, recognized by the local Board of Education; or

- A court orders exemption; or
- The parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires that the disclaimer to include the following information:

- The academic skills the child has not yet achieved;
- The difference in future earning power between high school graduate and a high school dropout; and
- A list of educational alternatives available to the child.

An electronic copy of this disclaimer form can be found at:

[www.usd210.org/counselor](http://www.usd210.org/counselor)

Students age sixteen or seventeen who are not exempt shall be reported as truant.

### **Attendance/Truancy Policy**

**Students are expected to be at school and on time.** Students with a habit of good attendance generally achieve higher grades and enjoy school more. **A major focus of Hugoton High School is to help prepare students for success in post-secondary education and/or the workforce. Being able to show up consistently, and on time, is a skill that all employers are looking for and we want to help build this trait in our students.** Being responsible in contacting your employer, or in this case, the high school, when an absence is necessary is another attribute that employers desire in their employees. **We require that a parent contact the high school office as soon as possible when a student will be gone for any reason. Students who are 18 years of age or older, and live outside of the family home, may call themselves in sick, etc. Students who are 18 and still live at home will need a parent to contact the high school for absences.**

**An absence from school for any reason equals lost instructional time.**

**A student is encouraged to have no more than 9 absences per year. Parents are encouraged to call the office each morning if their student is to be absent.** Extenuating circumstances such as prolonged hospitalization will be taken into account, but 9 days per year is enough to accommodate most situations. The purpose of this policy is to help prepare students for life outside of high school and the expectations of employers for their employees to show up to work. Additionally, **frequent absences makes it difficult to learn the material that is**

**being taught in their classes.** Parents will be informed in writing when the student reaches 7 excused absences for a semester, and again when the student has reached the 9 absence limit.

**A student is considered truant if he/she is inexcusably absent the substantial part of either three (3) consecutive days, five cumulative days per semester, or eight cumulative days per school year, whichever comes first. (per K.S.A 72-1113)**

**Pre-arranged (PA) absences require that a student communicate with the front office and each teacher on a student's schedule., BEFORE the absence occurs. Pre-arranged absences include:**

- College visits - **needs a college visit form from the high school counselor's office to be turned in upon returning.**
- Doctor appointments - needs to be accompanied by a doctor's note upon return. Doctor notes can be faxed to the high school office - 620-428-6863
- Physical therapy - needs to be accompanied by a doctor's note
- Family trip, funeral, etc.

**School sponsored activity (SA)** absences include any trip that is made representing HHS in any competition, activity, etc. These absences do not count against a student's total number of excused absences for a semester. If a student attends school sponsored activities, the expectation is that a student is to be in "good standing". "Good standing" includes student behavior, academic progress, prompt attendance to school/classes, and a positive attitude. Any HHS student who participates in a school activity, is strongly encouraged to be in attendance the entire day BEFORE their event, the entire day OF their event, and the entire day AFTER their event. The coach/sponsor or the Principal and AD will decide if a student is in "good standing" to attend a school sponsored activity.

**The Principal will contact families when absences are excessive (over 9 per school year).**

### **Tardy Policy (per semester)**

**Tardiness is viewed as a disruption to the classroom environment. Tardies are serious and in most cases avoidable. Coming to class late not only deprives the tardy student of the entire learning experience, but it also disrupts the education of others. Punctuality is a trait that employers and post-secondary institutions find desirable in their employees**

**and students. We want to help students be prepared for life after high school by forming good habits now.**

Students are expected to report to their classes on time. If a student misses more than ½ of the first hour, they will be considered absent. **If a student comes in late the first hour (after 8:00 am), they need to report to the office and check in with the front office secretaries. The secretaries will put names of tardy students on the daily spreadsheet that will be available for teachers to view.** For all other hours, a student will be considered missing, or in the wrong place, for any tardy that is more than 5 minutes after the start of a class period. Attendance will be taken at the beginning of each class period and the front office will monitor attendance each period.

Teachers are discouraged from holding students late in a class to finish assignments, clean up, etc. If a teacher sends a pass with a student or sends out an email to all teachers, in these rare circumstances, the tardy will be excused. The Principal will determine whether a tardy is excused or unexcused.

**Tardies 1-3 per semester will be handled by the classroom teacher, with the teacher calling the parent on the 3rd tardy. On the 4th tardy, and subsequent tardies, an office referral will be written. Once an office referral has been submitted, the principal will meet with the student and call the parent to discuss the excessive tardies. A letter will also be sent home and to the proper authorities (Steven's County Attorney's office, Steven's County Sheriff Department, and DCF) to try to resolve the problem. After a student reaches 4 tardies to school (after 8:00 am) or to a class, lunch detention will be served for 4+ tardies.**

#### **Release of student during school (JBH)**

1. **Students are not permitted to go to their car or leave campus after their arrival to school without school authorization. Permission to leave can only be obtained from the Principal or Assistant Principal.** The school must be notified by the parents/guardians regarding who will be picking up the student and at what time the student needs to be dismissed.
2. Students with pre-arranged absences must check out through the office.
3. **Students will not be allowed to run personal errands for school employees off school premises during the school day.**

Students involved in extracurricular activities are especially encouraged to be in school each day to remain in "good standing". Students are strongly encouraged to be in school the entire day BEFORE their event, the entire day OF their event, and the entire day AFTER their event. Any student participant arriving after more than 15 minutes late (after 8:15) will be considered absent and will be ineligible that day to practice or participate without a professional note (doctor, etc.).

### **Behavior/Conduct (JCDA)**

It is our goal at Hugoton High School to provide a safe environment for all students so the learning process is at its highest level at all times for all students. We ask our students to practice core values of respect, responsibility, integrity, servant leadership, and sportsmanship. We ask all students to follow four basic guidelines, and to make personal choices with these guidelines in mind:

- Respect yourself
- Respect others
- Respect others property
- Respect the learning process

### **Level 1 Offenses (To be handled by the teacher)**

#### **Classroom disruptions (including, but not limited to the following):**

- Nonproductive, unprepared for class
- Excessive talking/minor classroom disruptions
- Failure to follow directions
- PDA (public display of affection)
- Throwing objects
- Dress code violations (see below)

#### **Teacher guidelines:**

1. Conference with student
2. Parent contact (document contact)
3. Teacher assigned detentions (with parent contact)
4. Principal/student conference
5. Removal from class for the day (include in this office referral document the dates of other infractions, any interventions tried, and any dates of parent contacts)

#### **Dress code violations and options for addressing them:**

- Be familiar with the student dress code found in this handbook p.34

- Each teacher should check dress code at the beginning of each period of the school day
- Email the Principal if there are concerns about dress code. Female teachers may speak with young ladies if there are dress code violations. Male teachers should email the Principal with names of possible violations.
- A student may be asked to change clothes or call home for a change of clothes.
- Student refusal to change (insubordination) or inability to change will result in parents being notified by the principal or designee. .

### **Student Conduct (In classroom or common areas)**

- Inappropriate language, obscene gestures, profanity, disorderly conduct

### **Teacher guidelines:**

1. Issue warning (only appropriate if offense is minor in nature)
2. Teacher assigned detention
3. Principal/student conference
4. Removal from class, written referral, ISS, parent contact
5. Removal from class, written referral, 1-3 days of ISS, parent meeting
6. Removal from class, written referral, 1-3 days of OSS, parent meeting

\*If this behavior occurs outside of your classroom, during passing periods, lunch, etc, the student may be brought to the office for administrative counseling or an email may be sent to the Principal regarding the situation.

### **Missing student/student in the wrong place**

- Students who are out of class for an extraordinary period of time, with or without a hall pass, or are not in the place that they should be, should be addressed by the teacher. Teachers are encouraged to send students with a hall pass when they leave the classroom.

### **Teacher Guidelines:**

1. Keep students in the classroom.
2. Immediately report any missing students to the office via email or phone call.
3. Teachers may assign a detention if a student does not follow teacher directives regarding being in class. Parents should be notified.
4. Office referral.
5. Student placed on restrictive hall use (not allowed to leave during instruction time)

**\*If a student leaves campus without properly signing out with parental approval they will be subject to disciplinary action, including ISS.**

**Forgery, Cheating, Plagiarism, Academic Dishonesty (including, but not limited to the following):**

- Cheating on a test/quiz/assignments (applies to both the person giving and receiving the answers).
- Plagiarism
- Forgery (includes notes to school, forms, etc.)

**Teacher guidelines:**

1. **Possible loss of credit for the assignment, private student/teacher conference and phone call home (document in GoEduStar)**
2. Repeated incidents of dishonesty will be assigned counseling.

**Misuse of Electronic device**

- When used properly, electronic and cellular devices have the capability of offering a wide variety of educational benefits. They can also serve as a major distraction to the educational process. Therefore, the use of electronic devices and cellular devices will be prohibited during instructional periods except for teacher initiated activities.

**Students may use the electronic devices during passing periods, before and after school, and during lunch.**

**Teacher guidelines:**

1. Teachers will encourage students to “pocket” their phones at the beginning of each class period.
2. Teacher will confiscate any cell phone out during instruction time, turn it into the office, and the office and the principal will return it at the end of the day. Teacher will document in GoEduStar.
3. Teacher will confiscate, written referral, turned in to the office. Office will return only to the parents.
4. Teacher will confiscate, written referral. Office will return only to the parent and a parent/student meeting will be held with the Principal.

**Tardy Policy**

- Tardies are considered a disruption to the overall learning environment of the class. Not only does the student miss out on instruction, they disrupt the entire class when they enter late. **At HHS, we expect students to be where they need to be when they need to be there.** Teachers will monitor tardies per HHS student handbook and will outline appropriate consequences for these tardies as stated below in the HHS handbook. Tardies will be reset each semester. **For tardies to school (1st period), students MUST report to the front office to verify they have arrived at school.**

**Teacher guidelines:**

1. 1st tardy - verbal warning
2. 2nd tardy - conference with late student and phone call home
3. 3rd tardy - conference with late student and phone call home.
4. 4th + tardies - office referral in GoEduStar. Lunch detention (teacher is responsible for letting Ms. Witt know that a student will be serving lunch detention). This applies to tardies to class and tardies/late arrival to school (after 8:00 am). If a student arrives late to school due to a doctor's appointment, a doctor's note must be presented.

**Level 2 Offenses (To be handled by the administrator)****Insubordination**

- Student insubordination/disrespect to school personnel
- Student disregard and/or defiance of authority (supervisors, chaperones, substitutes, bus drivers, teachers, administrators, or other staff members)
- Refusal to obey appropriate directives from school personnel

**Guidelines:**

1. Student removed from class for the day, document in GoEduStar, office referral
2. Student removed from class for the day, document in GoEduStar, office referral, parent contacted and parent conference scheduled.
3. Student removed from class for the day, 1-3 days of ISS/OSS, and depending on the situation, possible recommendation for long term suspension or expulsion.

**Tobacco products, lighters, e-cigarettes, vape devices (use and possession of)**

- **K.S.A 79-3321 (m) and (n) states, "It shall be unlawful for any person (m) who is under 18 years of age to purchase or attempt to purchase cigarettes or tobacco products and (n) to possess or attempt to possess cigarettes or tobacco products.**
- **K.S.A 79-3322 (c) states, "Violation of subsection (m) or (n) of K.S.A 79-3321 is a cigarette or tobacco infraction for which the fine is \$25. In addition, the judge may require the juvenile to appear in court with a parent or legal guardian.**
- Tobacco products include not only typical tobacco products (cigarettes, lighters, rolling papers, chewing tobacco, etc), but also electronic cigarettes, vape devices and paraphernalia associated with electronic cigarettes and vape devices.
- If the student is involved in extracurricular activities, it is the expectation of USD210 that students participating in extracurricular activities will not possess, sell, purchase, receive, or distribute tobacco products (including electronic cigarettes and vaporizing devices).

- If a student self-reports, or is observed violating this policy by a law enforcement official, school administrator, the student's coach/sponsor/director, or a faculty member then disciplinary action will be taken.

#### **Teacher guidelines (written referral for all incidents in GoEduStar)**

1. First occurrence will result in confiscation of the tobacco product from the student, 1-3 days of ISS, parent contact and meeting with the Principal, student, and parent. Students will also be issued a ticket from the Stevens County Sheriff's Department. The student will also be banned from participating in or attending school activities/functions for 30 days.
2. Second occurrence will result in confiscation of the tobacco product from the student, 1-3 days in ISS, parent contact and meeting with the Principal, student, and parent. Students will also be scheduled to appear in court with their parents per the Stevens County Sheriff's Department. The student will also be banned from participating in or attending school activities/functions for 60 days.
3. Notification will be made to the activities/athletic director and consequences may apply in that area as well.

#### **Inappropriate Use of Technology**

- The use of school provided technology is a privilege and not a right. Unauthorized use of this technology including, but not limited to: accessing inappropriate or pornographic materials, attempting to "hack" into another person's or the school's programs, attempting to access teacher materials, etc. is a serious matter.

#### **Guidelines:**

1. Minor offense - technology is confiscated for the remainder of the class period/day, parent contacted, documented in GoEduStar.
2. Office referral, parent contact, restriction of technology privileges for up to 5 days.
3. Office referral, parent contact, 1-3 days of ISS, restriction of technology privileges for up to 10 days, documented in GoEduStar.
4. Office referral, parent contact, 1-3 days of ISS/OSS, restriction of technology privileges for the remainder of the semester.
5. Any inappropriate use of technology that violates local, state, or federal law will be referred to law enforcement.

#### **Parking Violations**

- **Parking permits are free to HHS students and all students MUST have a parking permit in order to park on school property.** Parking on school property is a privilege that is accompanied by the responsibility to drive, park, and ride responsibly.

**Guidelines:**

1. Warning tickets may be issued for certain parking violations.
2. \$5 ticket for parking without a permit, parking illegally (outside of designated lines), not obeying posted signs, parking in the staff parking lot, or driving dangerously.
3. \$5 ticket, written referral, parent contact, and possible loss of parking privileges.
4. Accidents, vandalism, careless driving or behavior, and other major offenses that result in damage to private property or injury will be referred to law enforcement.

**Level 3 Offenses (to be handled by administrator and possible referral to law enforcement)**

**Infractions:**

- Fighting/Incitement to fight/Disorderly behavior
- Harassment, intimidation, or bullying
- Abusive language toward staff member/student
- Habitual disruptive
- Minor vandalism, damage to school property, theft of school property

**Guidelines:**

1. Written referral in GoEduStar, 1-3 days ISS/OSS, parent contact
2. Written referral in GoEduStar, 3-5 days of ISS/OSS, parent contact, counseling
3. Written referral in GoEduStar, 5-10 days of OSS, parent contact, possible recommendation for long term suspension or expulsion.

**Level 4 Offenses (To be handled by administration and referral to law enforcement)**

**Infractions:**

- Major vandalism, damage to school property, theft of school property
- Possession of alcohol, drugs, or drug paraphernalia
- Bomb threat, arson, gang-related activities
- Weapons on school grounds (Weapons defined by Board Policy JCDBB and Kansas State Statutes)

**Guidelines:**

1. Up to 10 days OSS and evaluation from acceptable drug and alcohol program/mandatory counseling
2. Up to 90 days OSS and completion of drug and alcohol rehabilitation program/mandatory counseling
3. Possible expulsion

**ISS (In School Suspension)**

Students assigned to ISS will report to the front office at the start of the school day, with all of their supplies/books/technology for the day. Students will give the ISS supervisor their cell phone and musical devices (earbuds, etc). These will be returned at the end of each ISS session. Students who are behavior problems during ISS may be sent home or given more days of ISS. ISS ends at 3:30. Students in ISS may participate in after school practices. Students in ISS may participate in games or activities if they do not have ISS the following day. If they have ISS the following day, they may be ineligible to participate due to their not being in good standing.

**OSS (Out of School Suspension)**

Students suspended out of school:

- **Are not to be on school property during their suspension.** This includes attending extracurricular activities while they are serving an OSS punishment.
- Can have their assignments emailed to them or have someone pick the work up after school (3:30)
- All work assigned during OSS is due on the teacher assigned due date.

**Weapons/Destructive Devices (JCDBB)**

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon 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 weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- 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 ¼ ounce, mine or similar device;

- Any weapon which will, or which may be readily converted to , expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter;
- Any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which as a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any electric device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### **Possession of a Firearm**

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the Superintendent may recommend this expulsion requirement be modified on a case-by-case basis. See “Expulsion” pp 38-40 and “Probationary Status” p 41. Expulsion hearings shall be conducted by the Superintendent or other certified employee or committee of certified employees of the school in which the pupil is enrolled or a hearing officer appointed by the board. Students violating this policy shall be referred to the appropriate law enforcement agency (ies) and if a juvenile, to SRS. A report on the incident will be filled out and on file.

### **Definition of Firearms and Destructive Devices**

As defined in district policy, the term “firearm” means any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, te frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. 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.

### **Vandalism (BCA)**

The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the Superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Vandalism should be reported to local law enforcement. Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary,

provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

### **Use of Video Cameras (JGGA)**

Cameras are used to monitor student activity while riding in district vehicles and in district facilities. Video tapes are records of student behavior; therefore, they are subject to current law for the release of student record information.

### **Sexual Harassment (JGEC)**

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or 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 district 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:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual; or
- 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 include, but 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 grade, participation in extracurricular activities, etc.

Specific examples of sexual harassment include:

- Making sexual comments or jokes;
- Looking or gesturing in a sexual manner;
- Touching, grabbing, pinching in a sexual way;
- Brushing up against;
- Flashing or mooning;

- Spreading sexual rumors about an individual;
- Pulling clothing in a sexual manner;
- Showing or giving sexual pictures, messages, or notes;
- Blocking passage in a sexual way;
- Writing sexual messages or graffiti on walls, locker rooms, etc.;
- Forcing a kiss on someone;
- Making negative remarks regarding someone's sexual orientation;
- Forcing someone to do something sexual;
- Spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual. Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the Principal, Guidance Counselor, or another certified staff member. The district encourages any student who has been harassed or a student who has knowledge of harassment to report it. The district is to promptly investigate any claims of sexual harassment. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint process.

### **Racial Harassment (JGECA)**

Racial harassment is unlawful discrimination on the basis of race, color, or national origin. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs, or events. Racial harassment against individuals associated with the school is prohibited whether or not the harassment occurs on school grounds. No student, employee, or third party is to racially harass any student, employee or other individual associated with the school. No school employee should discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy. Racial harassment can be physical or verbal or written or graphic. Any student that has been harassed or has witnessed it should report it to the Principal. No employee should discourage a student from reporting such claims. Retaliation against a student reporting such claims will not be tolerated.

### Dress Code (JCDB)

Neatness and decency are emphasized as guidelines for the dress code. Ms. Wlitt or her designee shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing. The board approved dress code for school days and activities is as follows:

- Appearance must be neat and clean;
- Hair must be clean and well groomed;
- Facial hair must be trimmed and maintained;
- Clothing must not be unreasonably soiled or badly worn;
- Decency and good taste are required;
- Apparel that is excessively short, excessively tight, or excessively low cut may not be worn;
- Writing or pictures on clothing shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language, or violent acts;
- Hats/caps/hoodie shall not be worn in the building;
- **Any student involved in extra or co-curricular activity in which the student represents the district, shall dress in accordance with the sponsor's/coach's requirements, subject to approval by the administration.**

The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent it may become a disruptive factor in the education process, a building administrator will ask the student to make necessary changes. In the event the change does not take place in the time allowed, the administrator will prescribe disciplinary action.

The following list is not all inclusive:

1. No clothing or body adornments with offensive, sexually suggestive, vulgar, profane, ethnically derogatory messages, pictures, or symbols, depictions or styles of Satanism, illegal substances, drug paraphernalia, tobacco, or alcohol.
2. No articles of jewelry or articles of clothing, which are potentially hazardous such as chains, studded bands, or sharp points, etc.
3. No clothing or styles identified to be associated with gangs or gang activities.
4. No outdoor clothing, such as headgear (hats/caps/bandanas/hoodies), sunglasses, or gloves.
5. **All shorts and skirts/dresses must be fingertip length when a student puts their arms to their sides. Rips, tears, holes in clothing will not be higher than fingertip length.**
6. All pants/shorts/skirts are to be worn at the waistline (i.e. NO sagging).
7. All tops and shirts must have a full front and back, full sides and over the shoulder straps/material. No thin straps may be worn. No halter tops, tube tops, bare midriffs, tank tops, or any other revealing clothing shall be worn.
8. Clothing is inappropriate if undergarments can be seen.
9. No sleepwear, lounge wear, pajama pants, or house shoes may be worn.
10. Shoes must be worn at all times.
11. Students are NOT to be wrapped in or wear blankets/fleece throws at any time during the school day. If it is cold outside, wear more clothes to school.

**The final determination as to whether clothing is acceptable or not will be made by the administration.**

## **Drug Free Schools and Communities Act (JDDA)**

### **Alcohol Screening**

Students can be tested for consumption of alcohol upon entering school, school dances, and other school sponsored activities. Because of potential harm that can result from the use of such substances and to better enforce district policy and state and federal laws, hand held screening devices and procedures are now authorized to assist school personnel in identifying usage. All students or a percentage of students may be screened prior to entering the activity. Students can also be tested at any time during the activity if there is reasonable suspicion if a student has consumed alcohol. Students who refuse to be screened for consumption upon entering the activity will not be forced to take part in the screening procedure but shall be denied entrance to the activity. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. Possession and/or use of any tobacco product by students is prohibited in any attendance center, in any school owned vehicle, or at school sponsored events or on the school grounds. Violators will be reported to law enforcement. As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

#### **First Offense**

A first time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including short-term suspensions;
- Suspension from all student activities for a period of not less than one week
- An evaluation from an acceptable drug and alcohol counseling program.

#### **Second Offense**

A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspensions;
- Suspension from all student activities for a period of not less than one month;
- A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation/counseling program.

### Third and Subsequent Offenses

A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following:

- A punishment up to and including expulsion from school;
- Suspension from participation and attendance at all school activities for the remainder of the year;
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation/counseling program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his/her parents. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. COMPLIANCE WITH THIS POLICY IS MANDATORY.

### Bus Regulations

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons. Students who use school provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's behavior code and other regulations. **The Principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.**

### Gangs (JHCAA)

Gang activities which threaten the safety or well being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- Shall not lead school officials to reasonably believe the behavior, apparel, activities, acts, or manner of grooming displayed is gang related;
  - Shall not present a physical safety hazard to self, students, staff, and other employees;
  - Shall not create an atmosphere in which a student, staff, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence;
- or

- Shall not imply gang membership or affiliation by written communication, marks, drawings, paintings, designs or emblems upon any school building, any personal property or on one's person.

**If the student's behavior or other attribute is in violation of these provisions, the Principal will request the student to make the appropriate corrections.** If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The Principal shall take appropriate corrective and disciplinary action as necessary. **FURTHER CONSEQUENCES FOR GANG RELATED ACTIVITY MAY BE POSSIBLE LONG TERM SUSPENSION.**

### **Hazing/Initiations (JHCAA) K.S.A. 21-3434**

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

**Hazing** (forcing others) includes sexual harassment, interfering with another's rights, privileges, and liberties, intimidation, threats, humiliation, challenging students, banter, ridicule, or criticism of others and name calling. For the purpose of this section, "hazing" is defined as an activity by one or more persons, which recklessly or intentionally endangers the mental or physical health or safety of a player/student/member for the purpose of initiation rite of a team/club/activity/school. All acts of "hazing" are prohibited at any school sponsored event on or off grounds. The district will promptly investigate all complaints of hazing, whether formal or informal, written or verbal and discipline all students involved in "hazing" on school grounds or AT ANY SCHOOL SPONSORED ACTIVITY off school grounds.

**Harassment/Intimidation/Bullying/Menacing** - The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or board. Individuals may also be referred to law enforcement officials. The following are prohibited, but not all inclusive, which take place at any school sponsored event on or off school grounds that is related to school sponsored activities:

*Bullying; Initiation; Hazing; Intimidation; Related activities that are likely to cause bodily damage/harm; physical harm; Whipping/Swats/Paddling; Beating or branding; shaving heads; forced calisthenics; Exposure to the elements; Forced consumption of any food, alcoholic beverages or other substance; Any other action that would subject an individual to extreme mental stress (i.e. prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct resulting in extreme embarrassment, personal degrading, disgrace, etc.; Any other action that would negatively affect the health or safety of the individual.*

A person commits an offensive act of “hazing” if the person:

*Engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; Recklessly permits hazing to occur.*

**Consent is not a defense:**

*It is not a defense the student or students against whom the hazing was directed consented to or acquiesced in the hazing activity.*

**All of the above discipline actions may be superseded by the administration.**

The district will investigate all complaints of hazing off school grounds or outside the school year, whether formal or informal, written or verbal and report all hazing activities to the proper authority.

This policy was adopted by the Board of Education on July 18, 2005.

**Bullying (JDDC)**

**(See policies EBC,GAAC,JGEC, JGECA and KN)**

Bullying is defined as intentional gesture or any intentional written, verbal, electronic, or physical act or threat that is sufficiently severe, persistent, or pervasive that it 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; or
- Placing a student or staff member in reasonable fear of danger to the student’s or staff member’s property.

Bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD210 will not tolerate these actions by students or staff. Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school sponsored functions. This policy applies to students who directly engage in an act of bullying to students who, by their behavior, support another student’s act of bullying, or to all staff members who engage in similar behavior. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying. 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. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior. Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate,

reports to local law enforcement will be filed to report criminal bullying behaviors. The Hugoton school district is committed to a safe and civil education environment for all students, employees, volunteers, and patrons, free from harassment, intimidation or bullying. Specific acts of bullying may include, but are not limited to, name calling, teasing, physical abuse (e.g. hitting, pushing, pinching, or kicking), threats, taking of personal possessions, cyber bullying (see reference below), phone messages, forcing others to hand over money, forcing others to do things against one's will, ignoring or leaving others out, or attacking others in any way.

### **Cyber Bullying**

Cyber bullying occurs when any electronic communication device through means including, but not limited to, email, instant messaging, text messaging, blogs, mobile phones, pagers, online games and websites. **School districts also have the legal right to intervene in cyberbullying incidents initiated off campus, when demonstrated the incident resulted in a substantial disruption of the educational environment.** This policy applies to both staff and students. Along with locker searches, students have a limited expectation of privacy of the district's internet system, files, and records. This policy will apply, including but not limited to, the following circumstances:

- While in any school building or on any school premises before, during, or after school hours;
- While on any bus or other vehicle as part of any school activity;
- While waiting at any bus stop, during any school function, extracurricular activity or event;
- When subject to the authority of school personnel; and
- Any time or place when behavior has a direct and immediate effect on maintaining order and discipline in the schools.

Active or passive bullying is prohibited. All school employees are required to report and act upon alleged acts of bullying promptly. **Students are encouraged to walk away from observed acts of bullying or constructively attempt to stop them, and report them to the designated authority.**

### **Procedures for reporting an act of bullying**

At the school, the Principal, or designee thereof, is responsible for receiving complaints alleging violations of this policy. **All school employees are required to report alleged violations of this policy to the Principal or the principal's designee.** Since some acts of bullying may be bias related acts and potentially hate or bias crimes, school officials must report to law enforcement officials either serious acts or patterns of acts. The initial report can be oral, but the formal report shall be written and include the written statement of the target individual(s) and the alleged perpetrator(s), and the time, location, and context of the incident including the

names and statements of witnesses and/or those involved. Patterns of bullying, if they exist, should be included in the report.

All members of the school community, including students, parents, volunteers, and visitors, are encouraged to officially report orally, in writing, or anonymously, any act which may be a violation of this policy to the principal or principal's designee. All reasonable efforts shall be made to authenticate anonymous reports, but formal disciplinary action requires more than an anonymous report.

### **School Response to Acts of Bullying**

Some acts of bullying may be isolated incidents requiring the school to respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of bullying and require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of bullying range from positive behavioral interventions up to and including suspension or expulsion and will increase accordingly with each repeat occurrence.

### **Discipline Measures**

**The discipline measure listed in this section may be applied on a case by case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.**

#### **Detentions**

Detention will be served with the teacher assigning detention and at the discretion of the teacher. **The teacher will notify the parents of detention time being served.** ISS may also be assigned by the principal or assistant principal. **Lunch detention will be assigned to those students who are tardy/late to school (after 8:00) or late to class on the 4th + tardy.**

### **Suspensions/Expulsions (JDD) Suspension and Expulsion Procedures**

A student may be suspended or expelled, for reasons set forth in Kansas law, by following certified personnel: Superintendent, Principal, or Assistant Principal. A suspension may be for a short term not exceeding ten (10) days, or for an extended term not exceeding 90 days. An expulsion may be for a term not exceeding 186 school days. Any student who is suspended shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearing for weapon possession shall be conducted by the Superintendent/designee. Expulsion hearings shall be conducted by the Superintendent or other certified employee or committee of

certified employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

### **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 parent(s) to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within ten (10) days of receiving written notice of the hearing results.
- A student suspended for more than ten (10) days or expelled from school shall be provided with information concerning the 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 weapon 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.
- The days a student is suspended or expelled are not subject to 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. The suspended or expelled student may NOT attend any school activity as a spectator, participant, or observer.**

### **Reason 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 infringes on or invades the rights of others;
- 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 the school operation; and
- Possession of a weapon at school, on school property or at school sponsored events.

### **Short Term Suspension Procedures**

Except in an emergency, a short term suspension (not exceeding ten (10) 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. Written notice of any short term suspension shall be delivered to the student's parents 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 be:

- Notified of the right to be present;
- Uninformed of the charges;
- Informed of the basis for the accusation; and
- Allowed to make statements in his/her defense

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 the regular school hours, the student shall remain at school until the regular dismissal time.

### **Long Term Suspension or Expulsion Procedures**

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 the authority to suspend or expel. The Superintendent/Principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and;

- The student and parents/guardians shall be given written notice of the time, date and place of 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;
- 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;
- 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 the parents and guardians within 24 hours after determination of such result.

### **Students Rights During A Long Term Suspension/Expulsion Hearing**

The student shall have the right:

- To counsel of his/her choice;
- To have a parent/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/her own witnesses;
- To testify in his/her behalf and to give reasons for his/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 or student's parent/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 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 parents shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing;
- The hearing shall provide a certified court reporter to transcribe the hearing; and
- The board shall render a final decision within the next regular scheduled board meeting after the conclusion of the appeal hearing.

### **Reporting to Law Enforcement (JDDDB)**

When a student participates in a conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- In possession of a weapon;
- In possession of a controlled substance or illegal drug;
- To have engaged in behavior at school which has resulted in, or was likely to result in serious bodily injury to others;

The Superintendent or Principal shall report such an act to the appropriate law enforcement agency. Law enforcement will also receive a report for any student suspended for the above infractions.

### **Corporal Punishment (JDA)**

Corporal punishment shall not be used in the district.

### **Probationary Status (JDC)**

**Any punishment, suspension, or expulsion, may be deferred by the Principal or Assistant Principal.** The student involved may be placed on probation for a set period of time. The punishment, suspension, or expulsion shall remain deferred so long as the student meets the conditions of probation. If a student is placed on probation, written notification shall be sent to the student's parent/guardian. A student placed on probation shall be given a written list of terms and conditions of probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions, and failure to abide by the conditions may be reason to reinstate the original punishment. Any probation arrangements resulting from violations of the weapons policy shall be handled by the Superintendent.

### **Searches of Property (JCAB)**

Principals are authorized to search property if there is a reasonable suspicion that district policy, rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the Principal shall be carried out in the presence of another adult witness. Any person other than the Principal who wishes to search a student's locker or property shall report to the Principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the Principal's consent unless the person has a valid search warrant authorizing a search. If a law enforcement officer desiring to search a student's locker or property has a search warrant, the Principal shall permit the search which shall be made in the presence of the Principal.

### **Searches of Students (JCABB)**

**Principals are authorized to search students' clothing and belongings if there is a reasonable suspicion district policy, rules or directives being violated.**

- Students will be told why the search is being conducted;
- An attempt to contact parents will be made;
- Items which may be connected will illegal activity will be confiscated;
- Law enforcement may assist with the search; and
- A report will be written and kept on file with the superintendent.

The US Supreme Court has upheld public school officials acting alone and on their own authority are not required to obtain a warrant prior to conducting a search of a student (Case No. 83-712). Students of Hugoton High School may be searched if there are reasonable grounds for suspecting a search will turn up evidence that the student has violated or is violating the law or rules of the school. This applies to vehicles and personal items owned by the student.

### **Interrogations and Investigations (JCAC)**

Building administrators and others designated by the Superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the Principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. When law enforcement offices conduct an investigation and/or question a student(s) during school hours, the building Principal shall make reasonable attempts to contact parents, guardian, or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents/guardian shall be observed. Notification or attempted notification of parents, guardian, or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the Principal or a certified school staff member shall be present.

### **Activities/Athletics/Assemblies/Pep Rallies**

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies. As representatives of Hugoton High School, students are expected to show respect for visiting team members, coaches, officials, and other visitors to the school. We don't always agree with the ruling made by officials, but we must abide by them. Hugoton athletes and coaches want and need the loyal support of all students. They do not want representatives of the school to lower respect for our school by booing or otherwise giving officials and visitors a bad time.

**Students who do not represent their school properly may be suspended from further participation in activities.** In extreme cases, there may be serious consequences for the student and the entire school. Remember it is your school - be proud of Hugoton High School and help develop pride in it. **Hugoton High School is a proud member of the Kansas State High School Activities Association (KSHSAA).** The rules and regulations of the KSHSAA will be followed by our organizations and sports teams.

1. Students who have an unexcused absence from any part of the day of an activity will NOT be permitted to participate. Examples of unexcused absences: haircut, skipping,

and sleeping in, etc. Always check with the building Principal to ensure your absence is of an approved nature.

2. Students who are absent due to illness any part of the day of the competitive activity (see description above) may not participate. This is to prevent students from participating while ill or in a weakened state.
3. All students participating/involved in any type of school activity are to ride to/from the activity in school transportation unless cleared through the Principal/Sponsor to ride with their own parents. Students are not to drive their own cars or ride with other students.
4. Students must abide by all established rules of the coaches and or sponsors of the activity.
5. HHS students attending a school event will stay at the event. Once they leave a school event, they will not return to the event. No coming or going, unless approved by administration.
6. **If a HHS student is absent from school on the day of an event, they should not attend the event after school hours that day unless they have a professional note excusing their absence from school. If you are too sick to attend school, you should not be attending after hour events.**

See the Hugoton High School Athletic/Activity Handbook for further information (found at [www.usd210.org](http://www.usd210.org))

## Rule 52

**Rule 52 requires that KSHSAA member schools encourage sportsmanship from players and fans and students and parents.** It prohibits such activities as booing players and officials, rude chanting, holding newspapers up during opponent's introductions, etc. Schools violating Rule 52 can be subject to KSHSAA sanctions. Hugoton High School students and parents will support Rule 52.

## Clubs and Organizations (JHC)

School Sponsored Clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building Principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non instructional time, non school sponsored student clubs may also meet in the building.

Non School Sponsored Student Clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

### **Class Officers and StuCo Representatives**

Class Officer and StuCo elections will take place in May. Each class will elect a President, a Vice-President, Treasurer, and Secretary, plus two (2) Student Council Representatives.

The students from the various classes will first elect the two (2) Student Council Representatives by secret ballot. All running for the two spots will not vote. The top two (2) vote getters in the Student Council portion of the election will get the positions.

The students will then elect the President, Vice President, Treasurer, and Secretary in that order, by secret ballot and with those students running for those positions not voting.

### **National Honor Society**

The local chapter of the National Honor Society (NHS) follows the guidelines stated in the National Charter for selection of members:

1. Sophomores, Juniors, and Seniors who have a GPA of 3.50 or higher are all candidates for NHS.
2. The selection process is two fold:
  - A) All candidates who receive a minimum "4" rating (out of a possible "5") from faculty members are reviewed and considered. Students are rated on scholarship, leadership, service, and character;
  - B) All candidates from this "4" rating group are asked to fill out and return a Student Information Form. There is an announced deadline date for the return of this form.
3. Members shall be selected by a five member Faculty Council appointed by the Principal.

The Faculty Council reviews the Information Forms and selects students for induction into the NHS. The student must receive at least 3 votes from the 5 members. The emphasis throughout the process is placed on students who excel in scholarship, leadership, service, and character.

### **Contests for Students (JM)**

When representing the school, a student will only enter contests approved by KSHSAA or by the administration.

### **Student Demonstrations (JCEC)**

Student demonstrations on school property shall be conducted in an orderly and non disruptive manner. Demonstrations may be terminated at any time by the Principal or the Superintendent. School operations are not to be disrupted when a petition or registration list is circulated.

Petitions submitted to school officials become public property and are available for examination under reasonable circumstances.

### **Fund Raising (JK)**

Solicitations by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. **All student sales projects shall require the Principal's or Athletic Director's prior approval.** Solicitation by students from private homes or from business firms and civic organizations with Principal authorization is forbidden. **Sponsors of clubs participating in fundraisers will make daily deposits in the front office of any cash or checks collected to the high school bookkeeper, Ms. McIntosh.**

### **Parties/Social Events/Dances**

All classroom parties and other school social events must be approved in advance by the Principal.

### **Junior/Senior Prom**

Prom will be closed to adults/children in the community who do not have an invitation to attend. Invitations are given to only full time students. In an effort to accommodate parents/guardians interest in the decorations, the prom site will be open from 4:00 to 6:00 pm for viewing. Parents/guardians will also be invited to take pictures and videos of their children at the promenade as students enter the building. Only those people with an invitation, however, will be actually admitted into the dinner/dance. We will have strict enforcement of our District Policy and State Law expressly forbidding anyone from being on school property while under the influence of alcohol or drugs. In addition from being removed from the grounds, a five (5) day suspension from school and a twenty (20) day suspension from all school activities will be enforced. Any student who brings an outside date will assume full responsibility for his/her guest's behavior. Guests will not be over the age of 20. Middle school students are not allowed to attend prom. Any student serving OSS (Out of School) Suspension will be denied the opportunity to attend prom as are students suspended from attending extra curricular activities. Prom is a formal occasion. We require persons attending to dress accordingly. **Prom is strictly intended for junior or senior students.** Guests are permitted, but any attempt to fraudulently admit underclass students will be denied. **Guest list of student dates will be approved by the Principal.** Outside dates will have approved paperwork on file with the Principal. **Attendance to the prom(any HHS student , grades 9-12) requires that ALL money and equipment owed to the school be paid or returned before an invitation will be given to the student.**

### **Social Activities Rules**

All parties, dances, etc. must be scheduled by the group sponsor and approved by the Principal. All parties and dances must be adequately chaperoned. Three (3) faculty members **MUST** be in attendance at dances.

HHS students or their guests may be refused admittance or requested to leave for violation of student handbook rules and policies.

Each group is responsible for its own cleanup after an event.

Parties or dances are not permitted on school nights which are followed by a regular school day.

Once a person leaves a party or dance, they are not permitted to return.

Those arriving 30 minutes or more after the start of the dance will not be allowed admittance unless cleared in advance by the sponsor or principal. Doors will be locked.

Dances are for Hugoton High School students only. Guests may be signed up and approved by administration. Middle school students are not allowed. Outside guests must be enrolled in a high school and have proper paperwork on file in the HHS office and have administrative approval. HHS alumni who have graduated from high school in the past two years are permitted to be guests at dances with proper paperwork and administration approval.

The sponsors/administration have the final authority over students involved in the dances/activities.

Haystack rides, riding in the back of pickups, and other dangerous ventures are not permitted.

Those needing to use buses are responsible for following bus rules, including clean up and using only approved bus drivers.

The student handbook discipline policies are applicable to all extra curricular school sponsored activities.

**Students who are absent any part of the school day that a dance is scheduled on will not be allowed to attend the dance unless a doctor's note is presented.**

### **Extracurricular Activities Participation Requirements (JH)**

See the HHS Athletics/Activities Handbook [www.usd210.org](http://www.usd210.org)

### **Eligibility**

All district and Kansas State High School Activities Association (KSHSAA) requirements for eligibility must be met before a student will be allowed to participate in extracurricular activities. At USD210, high priority will be given to participation in all areas of school life which develops character, mind, and bodies of students. Students will be encouraged to:

- Pursue studies with a commitment to do their best;
- Participate in at least one school organization;
- Participate in an extracurricular activity.

See the Athletic/Activity Handbook for Hugoton High School eligibility [www.usd210.org](http://www.usd210.org)

### **Family Night/Wednesday Night/Sunday**

No school activity is to take place on Wednesday night or Sunday without written permission of the Superintendent. These times are set aside for family activities. **Practice should be complete by 6:30 pm.** Exceptions may include Regional Activities and/or make up dates for athletic events. If the Superintendent permits any exceptions to this policy, notice shall be given to the board at their next regular or special meeting.

### **College Visitation**

College visits are allowed and encouraged as long as proper procedures are followed. Students should prearrange their college visits with the school they would like to attend. **After arrangements are made with the university, the student needs to let Ms. Witt and the front office know the date of the visit. The student should get college visit paperwork from the counselor's office to be signed by university officials verifying the college visit and turned in to the front office upon the student's return to school. The expectation for students making college visits is that they notify the front office and all of their teachers in advance and students should get all their assignments from their teachers. Seniors are allowed two (2) college visits, juniors three (3), and sophomores (1) per school year.**

### **Field Trips (IFCB)**

Students may participate in a field trip if the parental consent form for the trip has been turned in. See Appendix for a sample consent form.

### **Student Publications (JHCA)**

School-sponsored student publications shall be under the supervision of the building Principal or designated faculty representative. Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any publications which :

- Is obscene according to the current legal definition;
- Is libelous according to current legal definitions;
- Creates material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive or obscene may be distributed on school property during school hours at times and in areas designated by the building Principal. If a decision to disapprove distribution of a publication is made, the Principal shall state reasons for

the decision to the student(s). If the student is dissatisfied with the Principal's decision, the student may appeal the decision to the Superintendent.

Non school sponsored student publications may be distributed on school property at times and in areas designated by the building Principal. Distribution of any non school sponsored publication may be halted if the material is obscene or libelous, or creates a material or substantial disruption of normal school activity or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion, or other discipline of the students involved.

"The Eagle" is the school yearbook and is published by the Interactive Media staff. Yearbooks are delivered in the early fall. **The individual student is responsible for paying the cost for their yearbook.**

### **Health and Safety Reporting of Accidents (JGFG)**

**Students should report any injury incurred at school or a school sponsored activity to the Principal or appropriate sponsor immediately.** When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the Principal shall seek emergency medical treatment.

### **First Aid (JGFG)**

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- Send for medical help
- Make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the Principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

### **Administering Medications (JGFGB)**

The supervision of oral and injectable medications, over the counter (OTC) and prescription medications, shall be in strict compliance with the rules and regulations of the board and according to the Guidelines for Medication Administration in Kansas Schools and KAR 60-15-101 through 60-15-104 of the Kansas Nurse Practice Act. School employees may not dispense or administer any medications, including prescription and non prescription drugs, to students except as outlined in board policy. In certain explained circumstances when medication is necessary in order for the student to remain in school, the school may cooperate with parents in the supervision of medication the student will use, but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and **the parents must submit a written request (for OTC and prescription drugs) to the building administrator requesting the school's cooperation in such supervising** and releasing the school district and personnel from liability. **Students should NOT have medication (OTC or prescription) on their person. It needs to be turned in to the office as soon as the student arrives to school.** School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person. The medication shall be examined by the school employee administering the medication to determine if it appears in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations. Any changes in the type of drug, dosage, and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container. The building administrator may choose to discontinue the administration of medication provided after he has first notified the parents or medical person in advance of the date of discontinuance with the reasons therefore. In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as authorized employee of the school district. See Appendix for a sample medication permission form.

### **Employee Immunity**

A school district and its employees, and agents, which authorize the self administration of medication in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self administration of medication. The school district shall provide written notification to the parent/guardian of a student the school and its employees and agents are not liable for any injury resulting from the self administration of medication.

### **Kansas Department of Health and Environment KAR 28-1-6**

28-1-6. Requirements for isolation and quarantine of specific infectious and contagious diseases, exceptions, definition.

- (a) Any of the requirements specified in this regulation for isolation and quarantine may be altered by the secretary of health and environment or the local health officer if the secretary or local health officer determines that an alteration is necessary for the greater protection of public health, safety, or welfare. The requirements for isolation or quarantine, or both, so altered shall be based on current medical knowledge of the infectious agent of the disease for which isolation or quarantine, or both reordered and may include consideration of the following factors:

- (1) The incubation period;
- (2) The communicable period;
- (3) The mode of transmission; and
- (4) Susceptibility.

(b) For the purpose of this regulation phrase “enteric precautions” shall mean through hand washing after attending infectious cases or touching the feces of an infected person, disinfection of articles that have been in contact with infectious cases or feces, and sanitary disposal of feces.

(c) For the purposes of this regulation the phrase “susceptible person” shall mean someone for whom there is no history of disease that has been documented by a licensed physician, laboratory evidence of immunity, or no documentation acceptable to the secretary that demonstrates current immunity against the disease.

(d) The following isolation and quarantine precautions, as defined in KAR 28-1-1, shall be observed:

- (1) **Chickenpox (varicella).** Each infected person shall remain in isolation for six days after the first crop of vesicles appears or until the lesions are crusted, whichever comes first. Each susceptible contact of an infected person in school shall be vaccinated within 24 hours notification or excluded from the school until 21 days after the onset of the last reported illness in the school.
- (2) **Meningitis** caused by *Haemophilus influenzae*. Each infected person shall remain in respiratory isolation for 24 hours after initiation of antibiotic therapy.
- (3) **Meningitis, meningococcal.** Each infected person shall remain in respiratory isolation for 24 hours after initiation of antibiotic therapy..
- (4) **Pediculosis (head lice).** Each student infested with lice shall be excluded from school until treatment with an antiparasitic drug is initiated. USD210 policy is to be NIT FREE before returning to school.
- (5) **Scabies.** Each child or student infected with scabies shall be excluded from school until treatment with an antiparasitic drug.
- (6) **Streptococcal** disease, hemolytic; including erysipelas, scarlet fever, streptococcal sore throat. Each infected person shall remain in isolation for 10 days if untreated or for 24 hours following initiation of antibiotic therapy.
- (7) **Tinea capitis and corporis (ringworm):** Each infected child or student shall be excluded from school until treated by a healthcare provider.

(Authorized by KSA 65-101 and 65-128; implementing KSA 65-101; effective May 1, 1982, amended May 1, 1986; amended September 5, 1997; amended July 16, 1999.)

### **Student Self Administration of Medications (JGFGBA)**

The self administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication means a medicine for the treatment of asthma, anaphylaxis including but not limited to, any medicine defined in current federal regulations as an inhaled bronchodilator, auto injectable epinephrine which is prescribed by a healthcare provider.

A written statement from the student's health care provider stating the name, purpose of the medication(s), prescribed dosage, time to be administered, and additional special circumstances and length of time for which medication is prescribed must be obtained.

The students shall also demonstrate to the health care provider and school nurse the skills necessary to administer medication as prescribed. The student's health care provider shall provide written authorization stating the student has been instructed on self administration of the medication and is authorized to do so in school.

The student's parents/guardians will provide written authorization for the self administration of medication. An annual renewal of physician and parental authorization for the self administration of medication shall be required.

A student in grades K-12 may be eligible to self administer medication.

As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medication defined in current federal regulation as an inhaled bronchodilator or auto injectable epinephrine. The health care provider will provide a written treatment plan. A parent/guardian will complete and submit a school form annually including the treatment plan.

### **Student Eligibility Requirements**

Written statement from a student's health care provider stating the name and purpose of the medication(s); the prescribed dosage; time the medication is to be taken; any special circumstances to take the medication; the length of time the medication is prescribed; and the student must demonstrate the ability to administer the drug to the health care provider or nurse.

### **Authorization Required**

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written

documentation required by the school, including treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment or during parent teacher conference.

### **Employee Immunity**

All teachers responsible for the student's supervision shall be notified permission to carry medications and self administer has been granted. The school district shall provide written notification to the parent/guardian of a student the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self administration of medication.

### **Waiver of Liability**

The student's parent/guardian shall sign a statement acknowledging the school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from self administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self administration of medication allowed by this policy. The parent or guardian of the student shall sign a statement acknowledging the school incurs no liability for any injury resulting from the self administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self administration of such medication.

### **Additional Requirements**

The school district shall require any backup medication provided by the student's parent or guardian be kept at the school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency.

The school district shall require all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency.

Eligible students shall be allowed access to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees, or agents;

The board may adopt policy or handbook language which imposes additional requirements relating to the self administration of medications allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self administration of medication may be revoked.

### **Inoculations (JGCB)**

All students enrolling in any district school shall provide the building Principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the Superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

If a student transfers from one school to another, immunization records must transfer with the transcripts to the school to which the child transfers (Senate Bill 575). In each school year, every pupil enrolling, or enrolled, in any school for the first time in this state, prior to admission, shall present appropriate certification to this effect from a physician or local health department. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if they have received the most recent in all required series (Section 1 KSA 1993 Supp. 72-5209)

### **Health Services**

Students who become ill during the school day will need to report to the school office. The nurse will be called and if the student is advised to go home by the school nurse, parents/guardians will be notified and the student will need to go through the proper check out procedures.

### **Health Assessments (JGC)**

All students up to the age of nine (9) shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

### **Homework (JGC)**

Students are expected to complete homework assignments on time. Homework shall not be used as a means to discipline students. Home work shall be assigned as needed to reinforce lessons introduced in the classroom.

### **Communicable Diseases (JGCC)**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserved the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

### **Drills (EBBE)**

Students shall be informed of emergency drill procedures at the beginning of each school year.

### **Weather Emergencies (EBBD)**

When the Superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students will be notified of school closings or cancellations via the USD210 app. If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to the school and pick up their children. Students shall be released according to board policy for release of students during the school day.

### **Asbestos**

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the district central office.

### **Pest Control**

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the district central office.

### **District calendar**

A copy of the school calendar may be found on the school website: [www.usd210.org](http://www.usd210.org)

### **Complaints About Policy (JCE) and (KN)**

Any student may file a complaint with the Principal concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The Principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

### **Distribution of Materials (KI)**

Materials unrelated to the school's curriculum may not be distributed without prior consent of the Principal.

### **Gifts (JL)**

Student gifts to staff members: The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the Principal's approval.

Student organization gifts to the school: Student organizations, with prior approval of the organization sponsor and building Principal, may donate a portion of the organization's funds to the district. These donations shall require board approval. A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor. Any student organization gift to the district shall become district property when accepted by the board.

### **ID Badges**

Every student will be issued a school ID with their picture and school ID number at the beginning of the year after school pictures have been taken. This first ID will be at the school's expense. **If lost or defaced, this card will be replaced at the expense of the student for \$5.00.** This is a very important part of the safety of our school as we want to be able to identify all persons in the facility. This card will also supply information for the lunch room, library, and use of computers. Student IDs must be on the student's person at all times while on campus. **IDs MUST be used for purchasing cafeteria food. IDs MUST be shown to enter home ball games FREE!**

### Insurance (JGA)

The school carries an accidental medical insurance coverage of all students who are enrolled in school or participate in KSHSAA activities. This insurance is meant to take over most of the other expenses the original family policy does not cover, provided there is other insurance. **IT IS THE RESPONSIBILITY OF THE PARENTS TO FILL OUT THE FORMS AND FILE THEM WITH THE INSURANCE COMPANY WITHIN 90 DAYS OF THE ACCIDENT.**

### Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged, or stolen, repair or replacement is the student's responsibility. **Students are strongly encouraged to not bring valuables and large amounts of cash to school. When in the locker room, students are expected to place their personal belongings in assigned locker room lockers during PE class for safe keeping.**

### Posters

Posters, drawings, or other materials must be approved by Ms. Witt for posting in school. All unauthorized posting will be removed immediately and become the property of the school.

### School Song

The red and the blue over all  
May it rise to the sky, never fall  
May the world look to them in their flight  
For the colors for which we fight!!!  
RAH!!! RAH!!!  
For the students of ol' HHS  
The school which is always the best  
We've stood every trial, every test,  
And with our might, the red and blue  
Shall reign forever!!!!

### **Staff/Student Relations (GAF)**

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status, or consent. **Staff members are strongly discouraged from communicating with students via social media or private cell phones.**

### **Telephones**

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of district phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of Ms. Witt or a staff member.

### **Cell Phones**

Cell phones are allowed to be used during passing periods, lunch, and before and after school. **Cell phones are expected to be turned off and pocketed during instruction time, including seminar . Messaging during instructional time is prohibited.**

### **Use of Personal Vehicle (JGFF)**

Students who drive to school shall park in the designated parking areas. Students may not go to their vehicles during the school day with permission from Ms. Witt or Coach Korf. A student who is observed driving recklessly on or near school property shall be reported to the building Principal. The principal shall review the violation with the student at the first opportunity and sanctions including, but not limited to the following may be applied:

- The student may be prohibited from parking or driving on school property;

- Parents will be contacted;
- Students may be disciplined according to the disciplinary code.

### **Student/Faculty Parking**

**In order to have parking privileges a student must properly display a Parking Permit and be able to show proof they are legal to drive to and from school. At the beginning of each school year, each student who wishes to drive to school must present their driver's license to be copied and verify their vehicle information. Once this has occurred, the student will either receive a Parking Permit or show the permit that they have been previously given. Parking permits are \$5 and will last for all 4 years of high school.**

1. Parking information and permits should be picked up during registration or in the office during the school year.
2. The parking permits should be displayed on the front windshield of the vehicle. Vehicles not displaying the proper parking permit are subject to citation.
3. **Students MUST PARK IN DESIGNATED PARKING AREAS FOR STUDENTS.**
  - Teacher's parking is designated with painted yellow lines and STAFF emblem.
  - Diagonal striped lines filling a parking spot is NOT a parking spot.
  - Juniors and seniors park in the parking lot by the football field. Sophomores and freshmen park behind the west gym/middle school.
4. Transferring or selling permits to unauthorized persons will result in the loss of the parking permit and disciplinary actions.
5. The school assumes no responsibility for lost or stolen permits. Students should report lost or stolen permits to the office as soon as possible.
6. **Students are reminded all city ordinances apply to traffic on school streets and parking areas.**
7. Failure to comply with traffic ordinances while driving on school streets and parking areas may cause a student to lose driving and/or parking privileges on school property.
8. **Upon arrival at school, students are to park their vehicle, lock them, and proceed immediately into the building.**
9. Students are not to loiter in the parking lots.
10. **Students are not to go to parked vehicles without prior permission from an administrator during school hours.**
11. **All Hugoton High School parking violations carry a \$5.00 fine. Violations include parking in handicapped spaces, parking in fire lanes, parking in teacher/staff spaces, freshmen/sophomores parking in Junior/Senior parking lot, vehicles not displaying a parking permit, improperly parking (taking up more than one space), blocking any vehicle in, etc.**
12. If vehicles do not display a valid, current parking permit, they may be towed at the owner's expense.
13. **All parking fines must be paid before Junior/Senior Prom or before students check out at the end of the school year.**
14. Any accidents or damage to other vehicles in the school parking lot should be immediately reported to the front office and cameras will be consulted.

### **Building Opening and Closing Time**

The high school building will be open to students from 7:40 am until 4:00 pm. **Upon entering, students are to report to the cafeteria until dismissed to 1st period.** Students are not to be in the building after 3:30 unless involved in a supervised activity. School is dismissed each day at 3:30. Students who are not involved in after school activities are to leave the building promptly after 3:30 dismissal. Students who walk home must use the crosswalk when crossing Highway 56. High school students are not allowed into the middle school unless they are walking to or from the bus loading/unloading area before or after school. Students are not to be in the middle school area at any time during the school day.

### **Visitors (KM)**

Patrons and parents are encouraged to visit district facilities. All visits shall be scheduled with the building Principal. To ensure safety and security, all visitors must check in at the office wherein they will be given a "visitor" ID to wear before proceeding to contact any other person in the building or on the grounds. Students are not allowed to bring visitors to school. If a parent requests a meeting with a teacher, they are to contact the front office and a meeting will be scheduled. Parents are to report to the office for the meeting and the office staff will contact the teacher and let them know the parent has arrived for the meeting. The teacher will come to the front office and meet with the parent in the conference room.

### **Appropriate Use of Equipment and Supplies**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

## Technology Use (JGD)

### Technology Mission Statement USD210 Technology Acceptable Use Agreement

The use of technology helps foster leadership, communication, achievement, collaboration, problem solving skills, responsibility and ethical decision-making skills. Technology also will prepare our students for higher education and the world of work in the 21st century.

All students and parents / guardians must sign the USD 210 Technology Acceptable Use Agreement. Failure to do so will result in that student not receiving an iPad.

**Principals retain the right to administer the use of all iPads.** If a student is not responsible with the technology they are given, the technology will be taken away for a period deemed appropriate by the administration. Alternative usage plans may also be established by administration.

Each student will pay a nonrefundable technology fee each year for the use of an iPad and a protective case with keyboard. iPads are not to be left unattended. Store your technology safely in a locker/backpack when not in use. Follow the iPad care guidelines. **The use of private iPads and laptops will not be permissible on the school campus** to protect the students and staff regarding cyber security risks, web filtering and to promote Apple classroom device collaboration between teachers and students using school supplied Apple technology.

**Students shall have no expectations of privacy when using district e-mail or network systems.** E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages.

**Any e-mail, iPad application, information in district computers, or network system is subject to monitoring by the staff and/or the administration.** The school retains the right to duplicate any information created by students in a network system or on any individual computer/iPad. Students who violate school policy or classroom rules relating to technology use are subject to disciplinary action as directed by the building principal.

Students violating policies pertaining to the standards of conduct regarding internet and technology use will be subject to the following:

1. Restriction or loss of network/internet access for an undisclosed period of time deemed appropriate by the administration; and/or
2. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state and federal laws; and/or
3. Restitution for the cost of damages to hardware/software.
4. Loss of iPad privileges.

**Inappropriate use of the internet/network will include, but not be limited to the following:**

1. *Accessing, uploading, downloading or distributing pornographic, obscene, or sexually explicit material of any kind.*
2. *Transmitting obscene, abusive, sexually explicit or threatening language.*
3. *Accessing another individuals' materials, information, or files without previously being given permission.*
4. *Using or attempting to discover another's password.*
5. *Violating copyright or using the intellectual property of another individual or organization without their permission.*
6. *Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks. Also including the destruction or attempt to destroy the data of another user by creating, uploading, or intentionally introducing viruses into the network/internet.*
7. *Intentionally wasting limited resource and storage space for example excessive videos or pictures.*
8. *Harassing, insulting, or attacking others through the use of technology.*
9. *Using, disclosing, or disseminating personal information online, such as full name, home address, phone number etc., except with the approval of certified staff or the administration.*
10. *Using email lists from the district, network or server to gain personal information about other individuals.*
11. *Gaining unauthorized access to resources or entities.*
12. *Invading the privacy of others.*
13. *Improperly altering the set-up of computers as determined by administration.*
14. *Seeking to gain or gaining unauthorized access to the network, software, Internet or computer devices.*
15. *Failure to follow district policy, building policies and guidelines, or any other policies established by the board of education, building administration, or certified staff designed to prevent computer, Internet or network usage.*
16. *Any issue the administration deems as inappropriate use.*

## iPad Care:

### Don'ts

1. **Do not** remove your iPad from the protective case.
2. **Do not** write or carve on the iPad or case/keyboard, it is school property.
3. **Do not** put any stickers on the inside/outside case.
4. **Do not** put excessive weight on the iPad.
5. **Do not** leave your backpack where it can be stepped on, this can cause screen cracks and damage.
6. **Do not** store your iPad on the outer sides or outside pockets of your backpack.
7. **Do not** put/store food or liquids close to the iPad.
8. **Do not** put/store sharp objects near the iPad screen.

### Do's

#### 1. Report Damage Immediately for Apple Care+ purposes

Elementary students will report damages immediately to their teachers.

Elementary school teachers will create a support ticket on the student's behalf by emailing [support@usd210.org](mailto:support@usd210.org). Please include the students name, serial number of the iPad and short description of how the damage occurred in the body of the email.

Middle and High school's students will immediately report damages by sending an email to [support@usd210.org](mailto:support@usd210.org) and cc their seminar teacher. Please include the iPad serial number and short description of how the damage occurred in the body of the email. If students are unable to use their email they need to report to the HS IT Office.

The Director of IT will contact the student/teacher to facilitate the repair/replacement process.

2. Participate in the iPad care seminar/homeroom lessons.
3. Keep the iPad out of extreme hot or cold temperatures.
4. Carry the iPad with two hands.
5. For iPads with the blue Logitech cases always fold the keyboard into the closed position using the magnetic latch to secure the keyboard over the screen when you are done using the iPad.
6. Always secure the iPad in a safe location when not in use. Good choices to consider are in the classroom charging cart or in the middle of your backpack between books.
7. Elementary school students ensure your iPad is placed in the classroom charging cart and on charge before leaving the building for the day.
8. Middle and High school students ensure that your iPad is charged to at least 70% and bring your brick and power cord to school every day.

## **SECURITY**

Internet filtering is provided for the Mac laptops and iPads, on and off campus. Internet filtering blocks a large percentage of inappropriate content, but filtering is not perfect and may at times fail to block inappropriate content. **It is the parent's responsibility to supervise student technology usage while not on the school campuses.** Our district has an App called ScreenGuide to assist parents with supervision of school technology at home. Parents will have usage control from 3:30 pm to 7:30 am on school days and all weekends. Please, contact the Director of IT or school principal to get more information about using the ScreenGuide app.

## **ACCIDENTAL DAMAGES Covered by Apple Care+**

Device insurance coverage includes:

- Accidental damage includes drops/cracked screens/liquid spills.
- Liquid Submersion
- Power Surge Due to Lightning

Students or staff who have damage or need to begin an insurance claim, first need to visit with the Director of IT. The student will then be instructed on what needs to happen next.

Each iPad is covered for up to two (2) accidental damage incidents by Apple Care+. There will be no accidental damage fee assessed to the student or staff for these two incidents covered by AppleCare+.

Beginning with a 3rd damaged incident claim, accidental damage fees will be charged to the student or staff.

STUDENT or STAFF ACCIDENTAL DAMAGE FEES (*beginning with 3rd incident claim*):

### **iPad:**

- *Cracked glass - \$50*
- *Damaged lcd screen or digitizer or missing glass - \$100*
- *iPad case/keyboard: \$100*

Payment arrangements are to be made in the school office. A replacement unit will not be issued to a student until payment arrangements are made and proof of such payment, in the form of a receipt issued by the school office, is presented to the IT office.

**THEFT/FIRE**

Theft and fire loss requires the student to file a formal report at the appropriate office (police or fire department) and bring a copy of that report to the IT office. **The student will be charged a total of \$100 deductible fee for all theft or fire loss claims.**

**LOSS**

Intentional damage, lost laptops/iPads, and lost power supplies **are not covered by Apple Care+ insurance** and are the responsibility of the student/parent. **LOSS** is not covered by insurance.

Lost or intentionally destroyed devices will result in the student being charged for the full cost of a replacement device and case/keyboard, which is \$400.

***Yearly School Enrollment Technology Fees:***

*Technology fees due, per student, at enrollment:*

*High School and Middle school = \$20.*

*Elementary = \$10*

***Accessory Replacement Fees:***

*Replacement costs if lost or damaged:*

*Power adaptor: Brick = \$10, Cable = \$5*

*iPad case/keyboard = \$100*

***District provided iPad Information***

*Model: iPad 9<sup>th</sup> generation*

*Replacement Cost: iPad and Case for Grades K - 12 = \$400*

**iPAD CHECKOUT:**

- 1. Pay the appropriate district school enrollment technology fee.*
- 2. Sign acceptable use agreement during the enrollment process.*
- 3. Report to the IT office with a receipt or voucher given to you by your office.*

**SUMMER USE:**

All student designated devices will be turned in before school dismisses for the summer to allow for yearly cleanup and damage checks according to Apple Care+ guidelines. Should a student need a device to complete college coursework or summer classes, arrangements will be made to allow summer check outs. Arrangements will be made through the Director of IT and/or IT department.

**USD210 Technology Acceptable Use Agreement can be found in the Appendix of this document.**

## **Consequences of Violation of Technology Policies**

All of the policies and handbook procedures for acceptable use of technology and network are intended to make the technology and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent on enhancing the services. Use of the technology for programs, software, email, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of Hugoton High School concerning use of technology and networks will result in disciplinary action.

### **Level 1**

Students will lose technology privilege/internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

### **Level 2 - Pattern of Abuse, Repeated Abuse or Flagrant Violations**

Students, who after a Level 1 warning, continue to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any technology/internet privileges for the remainder of the school year or remaining school years and be recommended for suspension.

### **Level 3 - Expellable Offense**

A student could be suspended from school if he/she engages in conduct on the internet that contains elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose technology privileges for the remainder of the school year or school years.

## **Lockers (JCAB)**

Lockers in the district schools shall be under the supervision of the building Principal and assigned to the student to store necessary school materials and clothing. The combinations to all lockers shall be in the sole possession of the Principal and stored in a place designed to guard against unauthorized access or use. The Principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker. Student lockers will be assigned upon request by the student. There is no reason for lockers to be shared. The security of each student's property is his/her responsibility. Students are cautioned to NOT STORE VALUABLE

ITEMS OR LARGE SUMS OF MONEY IN LOCKERS. Students are responsible for the care and cleanliness of lockers assigned to them.

### **Textbooks (IF)**

Textbooks are loaned to students and are the property of USD210 and must be paid for in the event that they are misplaced or destroyed. Teachers will record each book checked out to the student.

### **Student Services**

**Academic Counseling:** Students are encouraged to talk with Ms. Settlemyer, their seminar teacher, and Ms. Witt in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents Universities, and other academic issues. Ms. Settlemyer can provide information about vocational training schools, colleges and universities, careers, and financial aid.

**Personal Counseling:** Ms. Settlemyer is available to assist students with personal concerns. She may make available information about community resources to address personal concerns.

**Counselor's Website:** Through this website, access to our office and its services is broadening by allowing students and their parents to view these resources at their convenience. As always, we welcome any questions you have by appointment, phone, or email.  
[www.usd210.org/counselor](http://www.usd210.org/counselor)

### **Library (IF)**

All materials taken from the library are to be checked out and returned at a specified time. Reference books are to be checked out overnight only. Current magazines and newspapers may be checked out for the duration of the school day. Back issues of magazines may be checked out for three days. Fiction and nonfiction books may be checked out for two weeks. Fines on all materials are 25 cents per day. Copies may be secured for 10 cents per page. Students with overdue materials and/or fines will not be allowed to check out at the end of the school year or participate in Prom activities.

### **Food Service (JGH)**

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents. Breakfast and lunch will be served to high school students in the school cafeteria. 2nd chance breakfast (after 1st period) will be served to students in designated areas. **Lunch will be served from 12:10-12:40 and 1:05-1:35 each day. Hugoton High School has a CLOSED LUNCH PERIOD. A closed lunch period requires students to remain at school for lunch.**

A student may purchase a hot lunch or bring his/her lunch. The USD210 food service program (OOPA) provides patrons the opportunity to have their child bring a sack lunch from home instead of eating the school meal for the day. **Fast food and carbonated drinks are discouraged.**

Out of school guests will not be allowed on school grounds during lunch unless prior approval is obtained from the office.

**Food, drinks, silverware, and cafeteria dishes are not to be taken out of the cafeteria.** ID cards will be used to verify that a student has eaten lunch or purchased a la carte items. Students need to prepay their accounts in the high school office first thing in the morning or parents can pay online to their child's meal account. If a student does not have a sufficient amount of money on their account, they will not be allowed to purchase a la carte items.

Orderly behavior is expected of students while in the cafeteria. Lunchroom supervisors will be on duty each day.

**A student who wishes to leave campus for lunch for special occasions (i.e birthday) must have parent/guardian contact the high school office no later than 9:00 am and sign them out for lunch. Parents/guardians are the only approved adults able to sign their student out for lunch.**

**“Second chance” breakfast will be offered to HHS students after 1st period each day (approximately 8:45) outside the library.**

### **Emergency Safety Interventions (See JRB, JQ, JQA, and KN) GAAF**

The board of education 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 behavior management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

### **Definitions (See KAR 91-42-1)**

"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.

### **Emergency Safety Interventions GAAF-2**

**Prohibited Types of Restraints** - 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.

### **Training**

All staff members shall be trained regarding the use of positive behavior intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with the

nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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

### **Emergency Safety Interventions GAAF-3**

#### **Documentation**

The principal or designee shall provide written notification to the student's parents any time 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 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 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 school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

### **Emergency Safety Interventions GAAF-4**

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 of education 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, 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.



# Unified School District #210

304 E. 6<sup>th</sup> Hugoton, KS 67951 620-544-4376  
 School Health Office 2021-2022 School Year

## Medication Administration Permission Form

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Physician Diagnosis \_\_\_\_\_ Date Medication Started \_\_\_\_\_

Allergies \_\_\_\_\_

Medication #1 \_\_\_\_\_ Dose \_\_\_\_\_ Time to be given \_\_\_\_\_

Medication #2 \_\_\_\_\_ Dose \_\_\_\_\_ Time to be given \_\_\_\_\_

Medication #3 \_\_\_\_\_ Dose \_\_\_\_\_ Time to be given \_\_\_\_\_

Anticipated number of days to be administered at school \_\_\_\_\_

Special Instructions \_\_\_\_\_

( ) STUDENT MAY CARRY INHALER WITH HIM/HER AT ALL TIMES TO USE AS DIRECTED BY PHYSICIAN. \*\* *SB 10 Asthma Bill*

( ) STUDENT MAY CARRY EPINEPHRINE PEN WITH HIM/HER AT ALL TIMES TO USE AS DIRECTED BY PHYSICIAN.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHYSICIAN SIGNATURE

\_\_\_\_\_  
Printed name and address of Physician Physician's telephone number/fax number

.....

I, \_\_\_\_\_, hereby give my permission for \_\_\_\_\_  
 (Parent's/Guardian's name) (Child's name)

to take the above prescribed medication at school. I understand that it is my responsibility to furnish the medication and that any school employee who administers any medication to my child in accordance with written instructions from the Parent and/or Physician shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such medication. I will provide the medication in the original container, appropriately labeled by the pharmacy, or in the original over-the-counter container. I also give permission for the exchange of information between the school nurse/other school representative and the prescribing physician/pharmacy should a question or concern arise.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

Return form to: Hugoton Elementary, 304 E. 6<sup>th</sup> Hugoton, KS 67951 Fax # 620-544-4871



# Unified School District #210

304 E. 6<sup>th</sup> Hugoton, KS 67951 620-544-4376  
School Health Office 2020-2021 School Year

Dear Parent/Guardian of \_\_\_\_\_,

Hugoton, USD 210, requires that all prescription and over-the-counter medications given during the school day be prescribed by a physician and requested by the parent to be administered by the Health Office. A NEW Medication Administration Permission Form must be completed for each new school year.

Your student has had the following medication(s) available this year.

( ) Daily Medication \_\_\_\_\_

( ) As Needed Medication \_\_\_\_\_

( ) Inhaler \_\_\_\_\_

*\*\* SB 10 Asthma Bill allows students to carry their inhaler with them. It may be helpful to keep an additional inhaler in the Health Office in the event your child forgets his/her inhaler.*

ATTACHED IS A NEW FORM TO BE COMPLETED BY YOUR PHYSICIAN AND YOURSELF SHOULD YOUR CHILD NEED MEDICATION FOR THE 2021-2022 SCHOOL YEAR. RETURN THE COMPLETED FORM AND THE MEDICATION IN A PRESCRIPTION LABELED CONTAINER OR THE ORIGINAL OVER-THE-COUNTER CONTAINER TO THE SCHOOL HEALTH OFFICE PRIOR TO SCHOOL BEGINNING IN THE FALL.

Contact me regarding questions or concerns about the USD 210 Medication Policy or this request.

Sincerely,  
 Holly Grubbs RN, BSN  
 Christina Williams, RN  
 Cammie Heaton, RN

Send the completed form to:

Hugoton Elementary  
 Holly Grubbs  
 304 E. 6<sup>th</sup>  
 Hugoton, KS 67951  
 Phone (620) 544-4376 or Fax (620) 544-4871



# Unified School District #210

304 E. 6<sup>th</sup> Hugoton, KS 67951 620-544-4376  
School Health Office 2021-2022 School Year

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## Medication Policy

**POLICY:** The school nurse or designated school personnel will administer prescribed medication or over-the-counter medications during school hours.

**PROCEDURE:**

1. Written prescriptions from the medical doctor or dentist and written permission from parent/guardian are obtained prior to administration of all medications including over the counter medications (see Medication Administration Permission Form attached to this procedure.)
2. The official prescription container or over-the-counter original container with the child's name, dose, frequency of administration is required for all medications administered.
3. Generally only oral or topical medications shall be administered at school. Exceptions to this are ear drops, eye drops, and inhalers or nebulizers.
4. An individual record shall be maintained by the school nurse of medications administered.
5. Changes in medications, dosage, and/or time of administration shall be accompanied by a new physician signed Medication Administration Permission Form. A newly labeled pharmacy container is also required.
6. All medications shall be secured in a locked container and properly stored.
7. No medications, including over-the-counter medications, will be maintained on school premises except when prescribed.
8. School board policy shall be shared with parent and local health care provider. Forms will also be made available.



# Distrito Escolar Unido #210

304 E. 6<sup>th</sup> Hugoton, KS 67951 620-544-4376

Oficina de Salud Escolar Año Escolar 2021-2022

Forma para el Permiso de la Suministración de Medicamentos

Nombre del Estudiante \_\_\_\_\_ Fecha de Nacimiento \_\_\_\_\_

Escuela \_\_\_\_\_ Grado \_\_\_\_\_ Maestro \_\_\_\_\_

Diagnostico Medico \_\_\_\_\_ Fecha de comienzo de la medicina \_\_\_\_\_

La alergia \_\_\_\_\_

Medicamento #1 \_\_\_\_\_ Dosis \_\_\_\_\_ Hora para darse \_\_\_\_\_

Medicamento #2 \_\_\_\_\_ Dosis \_\_\_\_\_ Hora para darse \_\_\_\_\_

Medicamento #3 \_\_\_\_\_ Dosis \_\_\_\_\_ Hora para darse \_\_\_\_\_

Número de días en que se administrará el medicamento en la escuela \_\_\_\_\_

Instrucciones especiales \_\_\_\_\_

( ) EL ESTUDIANTE PUEDE TRAER CONSIGO EN TODO MOMENTO EL INHALADOR PARAUSARLO SEGÚN SEA RECOMENDO POR EL MEDICO.

**\*\* SB 10 Asthma Bill**

( ) EL ESTUDIANTE PUEDE TRAER CONSIGO EPINEPHRINE PEN EN TODO MOMENTO PARA USARLO SEGÚN SEA RECOMENDO POR EL MEDICO.

\_\_\_\_\_  
FECHA

\_\_\_\_\_  
FIRMA DEL MEDICO

\_\_\_\_\_  
Nombre y dirección del médico

\_\_\_\_\_  
Número de teléfono y fax del médico

Yo, \_\_\_\_\_, doy mi permiso para que \_\_\_\_\_

(Nombre del padre/tutor)

(Nombre del niño)

reciba el medicamento arriba mencionado en la escuela. Yo comprendo que es mi responsabilidad facilitar el medicamento y que el empleado de la escuela que administre el medicamento a mi hijo de acuerdo con las instrucciones de los Padres y/o el médico no es responsable por daños que puedan resultar al estudiante en caso de una reacción alérgica a la medicina administrada. Yo entregare el medicamento en su envase original, con las etiquetas apropiadas de la farmacia o cuando se trate de medicina no controlada también estará en su envase original. También doy permiso para el intercambio de información con el medico o la farmacia en casa que existan preguntas o dudas.

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Padre/Tutor

Return form to: Hugoton Elementary, 304 E. 6<sup>th</sup> Hugoton, KS 67951 Fax # 620-544-4871



# Distrito Escolar Unido #210

304 E. 6<sup>th</sup> Hugoton, KS 67951 620-544-4376

## Oficina de Salud Escolar Año Escolar 2020-2021

Querido Padre/Tutor \_\_\_\_\_,

USD 210 de Hugoton, requiere que toda la prescripción y medicamento sin receta médica dadas durante el día escolar tiene que ser prescribió por un médico y, solicitado por el padre ser administrado por la Oficina de Salud. Una NUEVA Forma de Permiso de Administración de Medicación debe ser completada para cada nuevo año escolar.

Su estudiante ha tenido la siguiente medicación(ones) disponible este año.

( ) Medicación Diariamente \_\_\_\_\_

( ) Medicación Como sea Necesario \_\_\_\_\_

( ) Inhalador \_\_\_\_\_

*\*\* SB 10 Ley Asthma permite que estudiantes lleven su inhalador con ellos. Puede ser provechoso guardar un inhalador adicional en la Oficina de Salud por si su niño se olvida su inhalador.*

JUNTO ES UNA NUEVA FORMA PARA SER COMPLETADA POR SU MÉDICO Y USTED PARA LA MEDICACIÓN QUE PUEDA NECESITAR NIÑO DURANTE el AÑO ESCOLAR de 2021-2022. DEVUELVA LA FORMA COMPLETADA Y LA MEDICACIÓN EN UN CONTENEDOR DE PRESCRIPCIÓN CON ETIQUETÓ O EL CONTENEDOR SIN RECETA MÉDICA ORIGINAL A LA OFICINA DE SALUD ESCOLAR ANTES DE QUE COMIENZA LAS CLASES EN EL OTOÑO.

Por favor refiérase a la forma atrás para examinar la Política de Medicación de 210 USD. Algunos cambios ocurrirán con la Administración de Medicación para el próximo año escolar. Póngase en contacto conmigo en cuanto a preguntas o preocupaciones por la Política de Medicación de 210 USD o esta petición.

Sinceramente,  
Holly Grubbs RN, BSN  
Christina Williams, RN  
Cammie Heaton, RN

Envíe la forma completa a:

Holly Grubbs RN, BSN  
Hugoton Elementary  
304 E. 6<sup>th</sup> Hugoton, KS 67951



# Distrito Escolar Unido #210

304 E. 6<sup>th</sup> Hugoton, KS 67951 620-544-4376  
Oficina de Salud Escolar Año Escolar 2021-2022

## Poliza Sobre Medicamentos

**Póliza:** La enfermera de la escuela o el personal designado para administrar los medicamentos con receta médica o de medicamentos sin receta durante el horario escolar.

### PROCEDIMIENTO:

1. Las recetas del médico o dentista y permiso por escrito de los padres/tutores deben presentarse antes de la administración de cualquier medicamento, incluyendo los medicamentos sin receta. (ver Formulario de Permiso de Administración de medicamentos adjunto a este procedimiento)
2. El envase original de la receta o el envase original del medicamento sin receta con el nombre del niño, dosis, y frecuencia de la dosis, es requerido en todos los medicamentos administrados.
3. Generalmente sólo los medicamentos orales o tópicos serán administrados en el escuela. Las excepciones a esto son gotas para los oídos, gotas para los ojos, y las inhaladores o nebulizadores.
4. Un registro individual será mantenido por la enfermera escolar de los medicamentos administrados.
5. Los cambios en las medicamentos, dosis, y / o el tiempo de administración deberán estar acompañados de un nuevo Formulario de Permiso de Administración de Medicamentos firmado por el médico.
6. Todos los medicamentos deben estar asegurados en un envase cerrado y debidamente almacenados.
7. Solo se mantendrán en las escuela los medicamentos con receta.
8. La política del consejo escolar deberá ser compartida con los padres y el proveedor de cuidados de salud local. Los formularios también están disponibles.



# Unified School District #210

304 E. 6<sup>th</sup> Hugoton, KS 67951 620-544-4376  
 School Health Office 2021-2022 School Year

**Health History Form** (This will be filed confidentially in the Nurse's office for the Nurse to review and Emergency Medical Staff if needed)

Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone Number: \_\_\_\_\_

List all medications or vitamins taken by your child:

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List any allergies your child has:

---



---

Please check any medical condition your child has now or has had in the past:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> ADHD/ADD             | <input type="checkbox"/> Depression          | <input type="checkbox"/> Serious Injury      |
| <input type="checkbox"/> Asthma               | <input type="checkbox"/> Diabetes            | <input type="checkbox"/> Seizures            |
| <input type="checkbox"/> Birth defects        | <input type="checkbox"/> Headaches           | <input type="checkbox"/> Stomach problems    |
| <input type="checkbox"/> Hearing difficulties | <input type="checkbox"/> Bone/joint problems | <input type="checkbox"/> High Blood Pressure |
| <input type="checkbox"/> Rheumatic Fever      | <input type="checkbox"/> Anxiety             | <input type="checkbox"/> Surgical History    |
| <input type="checkbox"/> Sickle cell anemia   | <input type="checkbox"/> Vision difficulties | <input type="checkbox"/> Anemia              |
| <input type="checkbox"/> Skin problems        | <input type="checkbox"/> Heart defects       | <input type="checkbox"/> Constipation        |
| <input type="checkbox"/> Ear infections       | <input type="checkbox"/> Urinating problems  | <input type="checkbox"/> Leg Pain            |

Please explain checked medical conditions or anything more about this child's health that you think is important for us to know:

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Parent/Guardian

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



## for the 2021 - 2022 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school. Please carefully review the requirements with your immunization record. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department. If vaccinations are not complete you will need to call the local health department or your provider for a vaccination appointment. Proof of receiving the required immunizations must be provided to the school.

### 9th - 12th grade Immunization Requirements

Vaccine	Requirement	Vaccine	Requirement
DTAP/DT (diphtheria, pertussis & tetanus)	5 doses	Tdap	1 dose
IPV (polio)	4 doses	<b>Meningococcal</b>	<b>2 doses ** 1 dose required at 7th grade &amp; 1 dose at 11th grade</b>
MMR (measles, mumps & rubella)	2 dose	<b>Call Stevens County Health Dept for appointment</b>	<b>544-7177</b>
Varicella (chickenpox)	2 doses*		
Hepatitis A	2 doses		
Hepatitis B	3 doses	<b>Recommended Vaccinations</b>	
Hib (haemophilus influenza type B)	4 doses	Human Papillomavirus (HPV)	2 doses starting at age 11 or 3 doses if series started after age 15
Prevnar (pneumococcal conjugate)	4 doses	Influenza	annually

\* Varicella (chickenpox) vaccine is not required if your child has had the chickenpox disease and it is documented by a physician signature. Without physician signature, a vaccine is still required even if you believe your child has had chickenpox disease.

\*\*Students 16-18 years old, with no previous meningococcal, only one dose is required.

