

HEALY PUBLIC SCHOOLS USD 468 MISSION STATEMENT:

Through a cooperative partnership with students, school, home, and community, Healy Public School's mission is to foster individual achievement and responsible citizenship by empowering students through a rigorous curriculum to develop honor, integrity, and life-long learning.

Healy USD 468 Goals

Goals:

- Develop skills in reading, writing, speaking, listening, mathematics, science, technology, critical thinking, and problem solving
- Learn to find, examine, and use information
- Develop pride in all work
- Develop self esteem, self-respect, and good character; develop a desire for learning now and in the future as an independent learner
- Learn how to be a good manager of money, time, property, resources, and the environment; learn to show respect and to cooperate with others
- Learn to be a responsible citizen
- Understand and practice democratic ideals
- Develop skills that will help students enter the workforce

Principal's Message

Welcome to the 2020-2021 school year. It is with great anticipation that we look forward to working with each student at Healy Schools. Within this school you have the opportunity and the resources to begin preparing the road map to your dreams and goals for your life. All faculty and staff at Healy Schools are here to help you with this exciting journey. We sincerely want all students to reach their full academic potential. This is only possible if you are committed to doing your very best. We challenge you to strive for greatness. Let's work together to achieve and celebrate greatness at Healy Public Schools. It's a GREAT day to be an Eagle!

USD 468 Board of Education Members

Kevin Brooks, President
Vance Shay, Vice-President
Tyler Sharp
Efrain Prieto

Dan Sharp
Bill Taldo
Alex O'Rourke

Administration

Jeff Jones - Superintendent

John West - Principal

Business Manager/Board Clerk

Vicky Murphy

Administrative Assistant

Kristie Smith

Healy Schools Faculty and Staff

Allison Gough.....	PreK/Kindergarten/1st Grade
Beverly Roemer.....	2nd & 3rd Grades
Tammi Deines.....	4th & 5th Grades
Brian Brooks.....	6th-12th Grades Math/Science
John West.....	6th-12th Grades Social Studies
Luke Shandy.....	6th-12th Grades English
Amy Speer....	Business/Yearbook/Business Skills
Dana Shay.....	A.D./K-12th Grades Physical Education KESA Test Coordinator, Library Aide
Deanna Fraley.....	K-12th Grades Music
Cally Albers.....	Special Education
Terri Murphy.....	Para Professional
Theresa Gonzales.....	Para Professional
Kim Wilkinson.....	Technology Director

Food Service

Sandra Honstead Maria Chavez

Maintenance and Custodial

Corinne Russell

Activity Bus Driver

Sandra Honstead

Intent of Handbook

Not every procedure or rule can be covered in this handbook. No part of this offering should be in conflict with Federal or State Law, Healy Board of Education Policy, KSHSAA rules, or the directives of the Superintendent of Schools. Should there be such a conflict, then Federal or State Law, Healy Board of Education Policy, KSHSAA rules, or the directives of the Superintendent of Schools will take precedence over the information in this handbook.

Various laws have been established by the Kansas Legislature that Healy Public Schools are required to follow. Because of the length of the documents, we choose not to publish them in the handbook. You may visit these laws online at www.ksde.org. These documents include: 1) Family Educational Rights and Privacy Act Policy; 2) 72-113 Compulsory Attendance Law; 72-8903 Student Due Process; 72-8901 Definition of Suspension/Expulsion; 72-8902 Definition of Suspension/Expulsion; Public Law 93-380; 3) Public Law 93-380; Substance Abuse Manual; and In-School Suspension Guidelines.

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, or age in its programs and activities.

Inquiries may also be directed to:

Equal Employment Opportunity Commission

400 State Ave., 9th Floor

Kansas City, KS 66101

(913) 551-5655

United State Department of Education

Office for Civil Rights

10220 North Executive Hills Boulevard, 8th Floor

Kansas City, MO 64153-1367

(816) 880-4247

Kansas Human Rights Commission

900 SW Jackson, 8th Floor

Topeka, KS 66603

(785) 296-320

FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Unified School District 468 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator,

supervisor, instructor, or support staff member (including health or medical staff and security personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials in another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

5. Directory information: For purposes of FERPA, USD 468 has designated certain information containing educational records as directory information, which may be disclosed for any purpose without consent. The following information is considered directory information: the student's name, address, telephone number, 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, the most recent educational agency or school attended by the student, and photographs. Students 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 written notification to this effect with Unified School District 468 at Healy Public Schools, 5006 North Dodge Rd, Healy, Kansas 67850, on or before September 1, 2016. If a refusal is not filed, USD 468 assumes there is no objection to the release of the directory information designated.

**Kansas School Safety Hotline Number is
1-877-626- 8203**

This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence.

This hotline will give students the opportunity to anonymously report any potential violence.

GENERAL INFORMATION

Building Hours

School doors will be opened at 7:30 in the morning and locked at 4:30 in the afternoon. Students who are not under school supervision or participating in activities should not arrive before 7:30 a.m. and should leave the school premises no later than fifteen (15) minutes after the end of the academic or activity day.

Visitors

KSA 21-3721

To ensure safety and security, all visitors must enter through the main entrance and check in at the office before proceeding to contact any other person in the building or on the grounds. Members of the community are welcome to visit school. Persons requesting to relay messages to students, teachers, or other employees should stop in the office to make proper arrangements. Students will not be permitted to bring visitors to school without the permission of the principal due to the possible disruption of the educational process which may result. Parent or grandparent visits to school are always welcome. It is helpful for the classroom teacher if they know ahead of time if possible.

Closing of School

In case of severe weather, snow, ice, etc., the official announcement for school closings will be made the night before when possible, and morning decisions will be made by 6:00 a.m. Information about school closings will be announced by the “All Call” system as soon as decisions are made. Patrons should sign up for the “All Call” by contacting the school office. (620-398-2248)

Closing will also be posted on the school website at <http://www.usd468.org> and Facebook Group - Healy Happenings.

Calendar

The school calendar will be published by e-mail. If you are not on the e-mail list to receive these daily announcements, contact Kristi Smith in the office. The faculty sponsors of the organizations are responsible for scheduling the activities with the principal and AD and notifying the office.

Admission Requirements

JBC

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 guardian who is a resident of USD 468.

Students enrolling in the district for the first time must provide proof of identity as required by Kansas State Law. The acceptable document is a state certified birth certificate. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, 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 Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

During the school year students are given hearing and vision tests. Students participating in athletics/cheerleading must have a physical examination prior to the start of practice. A pre-entrance health assessment (physical) conducted within six months prior to enrollment shall be required for each child. Every student up to the age of nine years who has not previously enrolled in any school in Kansas, prior to admission and attendance in school, shall present to the school office the results of a health assessment (physical) which shall have been conducted within twelve months of school entry.

Non-Resident Students

JBC

Students may be Subject to the following criteria:

1. Enrolled at Healy on or before September 20 or with the first week of the second semester unless specified differently by the Superintendent
2. In good standing with the last school attended
3. Transportation is the responsibility of the parent
4. Attendance at/above 95% in the previous academic year
5. Willingness of strong parent involvement
6. Strong possibility of success

Student Information

The following student information categories are included in the directory information to become public records (i.e. honor rolls, team rosters, student directory, yearbooks).

1. Name, address and telephone number
2. Parent(s) or guardian
3. Date and place of birth
4. Participation in officially recognized school activities and sports
5. Dates of attendance or grade placement
6. The most recent educational agency or institution attended by the student
7. Honors and awards received
8. Student publications and yearbook information
9. Height and weight

Parents who do not want to have any of this information released should give written notice to the principal by the Tuesday following Labor Day.

Change of Address/Phone Numbers

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

- Numbers for home or parents' work
- Mailing or street address
- Emergency contacts

Meal Schedules

Breakfast will be served for all students from 7:30 am - 7:50 am

Elementary Lunch 11:35-12:00

Jr. High and High School Lunch 12:00-12:25

Jr. High and High School Bell Schedule

1st Hour	7:55-8:52	5th Hour	12:28-1:25
2nd Hour	8:55-9:52	6th Hour	1:28-2:25
3rd Hour	9:55-10:52	7th Hour	2:28-3:37
4th Hour	10:55-11:52	8th Hour	3:40-4:00
Lunch	12:01-12:25		

Access To Information

Access to Directory Information Granted to Military Recruiters and Institutions of Higher Education Under the general provisions in Title IX of the recently reauthorized federal Elementary and Secondary Education Act (ESEA), also known as the No Child Left Behind (NCLB) Act of 2001, military recruiters or an institution of higher education may obtain access to high school student names, addresses, and telephone listings. A high school student or the parent of the student may request that this information not be released to military recruiters or an institution of higher education without written parental consent

Student Fees

JS

Fees may be assessed for the following: (not an inclusive list)

- materials for class projects
- voluntarily purchased pictures, class rings and other personal items, graduation announcements, personal apparel for extra-curricular activities that will become the property of the student, and activity trip fees
- voluntarily purchased student accident insurance
- musical instrument rental and supplies

Student Planners

One planner is provided for each student. Students who lose their planners will be charged \$6.00 for a replacement. The purpose of the planner is to record assignments, tests and other school activities. Planners are also used as hall passes. Loss of planners will mean loss of hall pass privileges.

Work Release

JJ

A Student who works in a board approved vocational or other work experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning of the work activity.

Personal Items

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the student would be wise to leave them with a teacher or in the office for safekeeping. All personal clothing should be labeled with the student's name. The school will not assume responsibility for the loss of personal items; however, a lost and found box will be located in the office.

Animals

Animals shall not be brought into the school without the specific permission of the principal.

ACADEMICS

Classification of High School Students

Healy High School students will be classified at the beginning of each school year according to the number of units successfully completed at the time of classification. The following is the scale which will be used in determining each student's classification:

Freshmen.....Satisfactory completion of junior high work
Sophomores.....6 credits
Juniors..... 12 credits
Seniors..... 18 credits
Graduation.....23 credits

Class Ranking

Class rank of Healy High School graduates is determined on the basis of average grade point in all full and half unit classes for 8 semesters. This grade point is computed by dividing cumulative points by the semester credits earned.

Grading Scale

IHA

Academic performance is evaluated according to the following letter grade system:

A – Pupil regularly does work of high honors quality; completes work on time; often works beyond requirements; shows creativeness and enthusiasm, quickly grasps and retains ideas and skills; ranks high on tests.

B – Pupil completes work on time; at times works beyond requirements; shows originality and enthusiasm; grasps and retains ideas and skills; ranks high on most tests.

C – Pupil does work on time; usually does accurate work; ranks average on tests; occasionally works beyond requirements.

D – Pupil does not always complete work on time; often does inaccurate work; is slow to grasp ideas and develop skills; seldom contributes original or creative work.

F – Pupil fails to do required work; does inaccurate work; seldom contributes to group work; ranks low on tests.

I – Incomplete. An incomplete must be removed within 2 weeks after the end of any grading period or the grade will recorded as an F on the school records. Exceptions may be made in special cases by the principal.

The USD 468 grading scale is as follows for 1st grade through 12th grade :

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 – 0	F

The Kindergarten students will be assessed by the following scale:

E Excellent S+ Above Average S Average
S- Below Average N Needs Improvement

Honor Roll

Honor roll is determined for students in grades 7-12. A student may be named to the following honor roll:

Board's Honor Roll	4.0 or greater
Superintendent's Honor Roll	3.75 - 3.99 with no C's
Principal's Honor Roll	3.5 - 3.74 with no more than 1 C

The guideline used to calculate a GPA are:

A = 4 B = 3 C = 2 D = 1 F = 0

Weighted classes such as Chemistry, Physics, Anatomy and Physiology, and college level classes are calculated with the following grade scale:

A = 5 B = 4 C = 3 D = 2 F = 0

Graduation Requirements

JFC, JFCA

The board may adopt graduation requirements exceeding the minimums set forth by state regulations. To receive a Healy High School Diploma from USD 468, students must have received the following credits, to equal or exceed a total of 24:

- 4 credits of Language Arts
- 3 credits of Mathematics, to include Algebra I (or the equivalent class) and above
- 3 credits of Science, to include Biology, one year of physical science, and 1 credit of science elective
- 3 credits of Social Science, to include World History, American History, U.S. Government
- 1 credit of Physical Education/health
- 1 credit of Fine Arts
- 1 credit of Computer Technology
- 8 credits of Electives

Graduation Exercises

For students to take part in the graduation exercises, they must meet these criteria to satisfy school administration:

1. Have met their financial obligations to the school
2. Be a student with good academic and behavioral standing
3. A student must have successfully completed all the requirements for graduation

Salutatorian and Valedictorian

The title of Salutatorian or Valedictorian is one of honor, and as such, a student chosen for either of these honors must hold a 3.5 or greater overall grade point average.

Board of Regents Qualified Admissions Curriculum

Students applying to any of the six Kansas Regent universities must meet certain admission criteria.

Admission criteria:

- Complete the qualified admission curriculum with at least a 2.0 G.P.A on a 4.0 scale; or
- Achieve an ACT score of 21 or above; or
- Rank in the top one-third of his/her high school's graduating class
- **Qualified Admissions Curriculum**
 - **English - 4 years**
 - One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.
 - **Mathematics - 4 years**
 - Algebra I, Algebra II, Geometry, and one unit of advanced mathematics-- suggested courses include: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. Completion of Algebra I in 8th grade is acceptable for the Kansas Scholars Curriculum, but not for Qualified Admissions.
 - **Science - 3 years**
 - One year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.
 - **Social Studies - 3 years**
 - One unit of U.S. History; minimum of one-half unit of U.S. Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.
 - **Foreign Language - 2 years**
 - Two years of one language. Latin and Sign Language are accepted.

Incompletes

Incompletes for unfinished course requirements must be removed within one week after grade cards are issued for the first, second and third nine weeks grading period or the grade will be recorded as an "F" on school records. All course work must be completed by the end of the fourth nine-week grading period, as there will be no incompletes given at this time. Exceptions will be made only in case of prolonged illness or other valid circumstances approved by the administration.

College and On-line Classes

Students may enroll in an accredited college or on-line courses and must meet the following requirements:

- be a junior or senior, or have an IEP
- have a GPA of at least 2.5, receive permission to take the class for credit from the principal
- must make arrangements at least two weeks prior to the beginning of the course, and obtain a course outline/syllabus from the professor.
- Students will not be able to drop this class outside of the regular 5-day period without enrolling in a regular high school class.
- Refund/withdrawal policies are determined by the college and are not the responsibility Healy School District. These courses, when taken at Healy High School during school time, may count toward your high school transcript and could affect your eligibility. Students must communicate to the principal if they desire dual credit for the college course being taken.
- A form must be filled out in the office prior to the start of class in order to receive dual credit. Grades for all classes that are taken for dual credit will be included on student transcripts. Attendance will be documented as well as a record of the grade earned.. Dual credit (college-high school) will be granted.
- The principal will make the final decision regarding high school credit for college classes.

College Visitation Days

Each Junior is permitted one college visitation day and each Senior is permitted two college visitation days if arrangements are made in ADVANCE through the Office. To count as a college visitation day, the student must visit with a college official.

Dropping Courses

No subject may be dropped or added without the advice and approval of the teacher and principal. The student also must have parent approval. Students enrolled in a course may not drop after five days of school unless approved by a teacher, principal, and parents.

National Honor Society (NHS)

The National Honor Society exists to encourage an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students. Students (sophomores, juniors and seniors) must have at least a 3.4 grade point average to be eligible to apply to NHS.

Report Cards

JF

Report cards will be sent to students and parents following the end of each nine-week period.

Parent/Student/Teacher Conferences

JFAB

Parents and students are encouraged to request a conference with teachers any time it is convenient for all parties. All parent conferences regarding pupil progress are to be held at school.

Formal Parent/Teacher conferences will be held twice a year. The first one will be at the end of the 1st 9 weeks and the second one will be during the 6th week of the 3rd 9 weeks. Parents are encouraged to attend.

Library

The library may be open from 12:30 - 4:00 for students. Students may check out two books for two weeks at a time. The library will be available to students in the morning by special request. Books that are lost or damaged beyond normal wear must be paid for by the students.

Promotion and Retention

JFB

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

Seminar

Seminar will serve a number of purposes for the students and the faculty. Students will be engaged in academic work during seminar. Seminar will also be used for activities that would otherwise disrupt class time. Teachers and students should view seminar period as an opportunity to further enhance classroom instruction and learning. All procedures and guidelines will be followed by instructors.

Home Room

1. Each student is assigned a teacher for Home Room.
2. Home Room time is to be used for doing work assigned and reading.
3. Activities such as talking or socializing with friends, playing cards, or sleeping are not allowed during Home Room.
4. School organization's meetings can be scheduled during homeroom.

Computer Use/Internet Access

All students in USD 468 must sign an “Acceptable Computer Use Policy” before accessing the internet. This policy is to be signed by the student and the parents. The following guidelines will apply:

- Students shall have no expectation of privacy when using district e-mail or computer systems.
- E-mail messages shall be used only for approved educational purposes.
- Students must use appropriate language in all messages.
- Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or any individual computer.

Academic Dishonesty

A student cheating on schoolwork will receive a zero (0) for the work but still may be required to satisfactorily complete it at the discretion of the instructor and the principal. Other appropriate action may be taken. If you are letting someone cheat off of you, you will also receive a zero for your assignment.

Teachers' Aide

IDAA

Teacher Aide classes are restricted to junior and senior students. As a teacher's aide, you will receive the same credit as you receive in other classes. Therefore, the expectations regarding regular attendance, promptness, and work will be the same. All aides must have completed math/science requirements or be currently enrolled in their last required class. Students must have at least a 2.5 GPA to be an aide. The teachers plan for your assistance and they must change these plans when you are not present. It is very important that you notify the teacher in advance when you will be absent due to other planned school activities.

ATTENDANCE

Compulsory Attendance

JBD, JBE

By the Compulsory School Attendance Law, K.S.H. 72-1111, all students must attend school on a regular basis between the ages of 7-18 years.

School attendance is the responsibility of each student and his/her parent. Daily class participation is an integral part of the educational process. Students are expected to attend 447 school full time except for illness, professional appointments, religious reasons, family emergencies, family trips or special circumstances as approved by the principal. All absences will be unexcused unless excused by a parental phone call or note. Parents or guardians are asked to call the school office (398-2248) before 9:00 AM on the day of any student absence. The school will contact parents if a student is absent and the office has not received a call. If a phone call cannot be made, a note, presented on the day of return, will be accepted. The note will include the name of the student, the date of the return, the date of the absence, the reason for the absence, and the signature of the parent/guardian. If a note is not delivered to the office within two (2) days upon return to school, the absence will be considered unexcused.

Absences During the School Day

1. Students should bring a note from a parent requesting that their student be permitted to sign-out of school.
2. The student should present the note to the office at the beginning of the school day.
3. The student will sign out in the office prior to leaving the building.
4. Upon return the student will check in at the office. Without prior written permission or a phone call from the parent or guardian, school officials will not permit a student to sign out or leave the campus.

Excused Absences

Excused absences shall include but not be limited to the following:

- Personal illness and professional appointments
- Serious illness or death of a member of the family
- Emergencies calling for the student's presence at home
- Obligatory religious observances
- Participation in a USD 468 district-approved or Healy school sponsored activity
- Excused absences approved by student handbook

The administration reserves the right to judge the sufficiency of any claimed emergency. To be excused, all other absences shall have the prior approval of the administration. This prior approval should be obtained in advance of the date when the student will be absent. The prior approval must be obtained for family vacations and for non-school related activities, including working for parents. Medical and/or dental appointments should be made outside of the school day (Fridays) when possible. It is the student's responsibility to obtain from each teacher the work missed due to an absence. An authorized

school activity or excused absence allows the student to make up the work missed and receive a grade and credit when the make-up work is completed within the **number of days absent plus one day**. Assignments of all absences resulting from school activities will be submitted to the teacher before the activity unless the student has made prior arrangements. A student will not receive credit for any work not made up. Prior notification should be made to the office for absences due to family/non-school related activities.

Unexcused Absences

Those students without a parental phone call or parental note will receive an unexcused absence. An unexcused absence will deny a student the privilege of participating in that day's extra-curricular activities. Student time missed due to unexcused absences will result in make-up time. In all cases, unexcused absences will be dealt with in accordance with Kansas attendance laws.

1st Unexcused Absence: Detention 30 minutes

2nd Unexcused Absence: Detention 60 minutes

3rd Unexcused Absence: In School Suspension

4th Unexcused Absence: Contract County Attorney

Examples of Unexcused Absences (Not an all inclusive list)

- Babysitting.....Contingent upon circumstances
- Car Trouble.....Without verification by parent
- Hair appointments
- Home Chores.....Contingent upon circumstances
- Hunting
- Missing Bus
- Oversleeping
- Skipping School

Absences on Day of an Activity or Day Following Activity

_ Without prior administrative approval, a student must be in attendance on the day of a school activity in order to participate in extracurricular events. The student must be in school the day following a school event or they will not be able to participate in the next event unless approved by the administration.

Tardiness

Students at USD 468 will be counted tardy if they are not in class according to classroom procedure, when the final bell rings.

- Any student tardy to his first class of the day must report to the office before going to class if the tardy is excused.
- Any student detained by a teacher must obtain a pass from the teacher for admittance to the next class.

TARDY REGULATIONS: The following will be implemented by all faculty for tardies to individual classes:

1st Tardy: Warning by teacher

2nd Tardy: Teacher contacts parent

3rd Tardy: Teacher assigned 30 minute detention before or after school

4th Tardy: Administrator notified & 1 hour of after school detention

5th Tardy: Administrator notified & 2 hours of after school detention

6th Tardy: Administrator notified & 1 day in-school suspension

7th Tardy: Administrator notified and 3 day in-school suspension

8th Tardy: May result in out-of-school suspension or long term suspension from school Failure to serve teacher assigned detention 1 day ISS Failure to serve administrative assigned detention 1 day ISS and time must be served in detention

Truancy

JBE

Whenever a student is inexcusably absent from school for three consecutive days or five days in any semester or seven school days in any year, the student shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent from all or a significant part of a school day without a valid excuse. Meeting any of the above conditions regarding absences will result in the administration serving written notice to the truant child and family. The notice shall inform the student and parent that continued failure to attend school will result in a report being made to the office of the County Attorney. The family will have three days from the date of the letter to comply with the school's request to provide a valid excuse or comply with the request to attend school on a regular basis.

Leaving School

After a student has reported to school, he or she is not to leave at any time, except after reporting to the office, receiving permission, and signing out. The student should have a written note from a teacher or parent requesting that he or she be allowed to leave the building. The administration reserves the privilege to determine if it is necessary for the student to leave the building. It will be necessary to contact a parent of any student who wants to leave school, before that student is allowed to leave the building. Failure to follow proper procedure when leaving the building will result in an unexcused absence regardless of the reason. Failure to sign out in the office may be dealt with as skipping/unexcused absence.

Leaving the Classroom

Except for special reasons, students should not be allowed to leave the classroom during class time. The instructor and not the bell is responsible for dismissing the class at the end of the period. Students outside of the classroom during class time should have a written time stamped pass in their planner.

TRANSPORTATION

Bus Transportation Route

Bus transportation is for your convenience. Please read carefully the information listed below. A student is considered to be a passenger any time he/she is on the bus going to and from school or any school-related activity.

1. The driver is in complete charge of the bus and passengers.
2. Pupils must be on time. The bus will not wait for those who are not ready.
3. Pupils do not stand in the roadway while waiting for the bus.
4. Pupils do not distract the driver with unnecessary conversation or misbehavior. Your life is in the driver's hands.
5. Trash is not to be thrown on the floor or left in the seats.
6. Pupils are not to extend arms, heads, or any body parts out the bus windows. The driver is to stop the bus until the situation is corrected.
7. The bus must be stopped before getting on or off. Students crossing the road must do so in FRONT of the bus.
8. Any damage to the bus interior is to be reported at once to the driver.
9. Any misbehavior by students or bus damage is to be reported by the driver to the Principal as soon as reasonably possible.
10. Only students and authorized personnel may ride the buses. Routes will not be altered to accommodate sporadic riders.

The principal can suspend a pupil's bus-riding privilege for destructive or disruptive behavior. The parents are then responsible for transporting that pupil to school. Suspension of privileges due to behavior or actions that are deemed inappropriate is at the discretion of the principals.

The following actions will be taken if this rule is not followed.

- 1st Offense: A written incident report will be given to the child and parent of a problem on the bus.
- 2nd Offense: Transportation to and from school for that child will have to be provided by the parents for a period of 1 week.
- 3rd Offense: The child will not be allowed to ride the bus for 2 weeks.
- 4th Offense: The child will not be allowed to ride the bus for the remainder of the year.

Mud Routes

When rural roads are impassable because of mud, snow, or ice, the district will rely on mud routes to get students to and from school. Parents will be notified when mud routes need to be run. Detailed mud routes will be distributed by the bus driver. The buses will remain on the blacktop for the duration of their routes. Afternoon routes will be run opposite the morning routes. If a parent/guardian feels that he/she cannot get her/his child safely to one of the drop off/pick up locations, call the school and any such absence will be excused. **The safety of the child will always be the paramount concern of the school district.**

Athletic and Activity Transportation

All students riding the school bus to an activity are expected to return on the same bus. The principal, or activity sponsor, in the absence of the principal, may make other arrangements in emergency situations. Students will be released to their parents if the parent personally requests that the sponsor release the student. Parents should sign the student out with the bus driver, coach or sponsor. Any other variance from this procedure must be approved in advance by the principal after a request has been submitted in writing. Requests in writing to release a student to other parents or relatives will ordinarily be honored. Requests to release a student to other students, boyfriends or girlfriends will ordinarily be denied. Violation of this rule will result in non-participation in outside activities for the remainder of the school year.

FOOD SERVICE

JGH

General Cafeteria Information

The cafeteria will serve breakfast from 7:30 a.m. to 7:50 a.m., and lunch to students and staff every full day of school. Students will not leave the building during the noon hour. Those students who leave school grounds during the lunch period without permission will be considered to have “skipped” and will be dealt with as per district guidelines. All students participating in the lunch program, as well as those bringing their lunches, are expected to eat in the cafeteria. Food is not to be taken from the cafeteria and every effort should be made to keep this area as clean as possible. As directed by the State Healthy Meals Criteria guidelines, pop is not allowed in the cafeteria during any meal time.

Free & Reduced Lunches/Breakfast

Free or reduced lunches and breakfasts will be available for those who apply and qualify under federal guidelines. Guidelines and applications are available to each family. For those who want to apply for free or reduced lunches:

1. Only one application is needed regardless of how many children you have in school.
2. The application should be completed accurately, in full, and turned in to the office.
3. You will be notified within 10 days from the date it is received by the school whether the application was approved or disapproved.
4. Recipients of free or reduced lunches & breakfasts are kept in confidence.
5. A new application must be filled out each new school year.

Modification of Meals

A student needing modification of meals at school due to a disability, food allergy intolerance or other Medical condition that does not rise to the level of a disability must have a “Medical Statement to Request School Meal Modification” form filled out and on file. This form can be found on the Kansas State Department of Education website or obtained from school. This must be filled out and signed by a medical authority authorizing modification annually PRIOR to the start of the school year.

Meal Charges

When the main entree is available for seconds an additional charge will be assessed in addition to the regular lunch cost, this also applies to those who receive free or reduced lunches. Salad bar and seconds on other items will not have an additional charge. **Student’s meal accounts should remain in good standing.** Lunch accounts are available for your convenience but will be required to be kept current.

Food and Drinks at School

Students may have water to drink any time but it should be in a plastic container. Students are not permitted to bring pop into the school any time during the school day. They are not permitted to have food items in the classroom unless consent by the teacher is given.

STUDENT CONDUCT

Student Behavior

The faculty and administration of Healy Public Schools, with the support of the Board of Education of USD 468, believe that the school is here to serve those students who show by their conduct and study habits that they want an education. Student behaviors that disrupt, interfere, offend, and violate the rights of fellow students or classroom teachers will not be tolerated. No public display of affection will be allowed between students, including holding hands.

Bullying

USD 468 ANTI-BULLYING GUIDELINES:

The Board of Education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law. The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination.

What is Bullying? According to Kansas statute 72-8256 bullying is defined as:

1. Intentional, negative actions intended to harm another person (i.e., aggression)
2. Severe, persistent or pervasive acts

Experts also suggest that bullying involves an existing power differential between those who bully and those who are victimized. Administration and/or staff will consider an act of bullying in violation of district policy if it has any effect on the school day. Administration will act upon any acts of bullying that occur on school grounds, at any school-sponsored activity or event (on or off campus), on school-associated transportation, or through school-owned technology.

Forms of bullying behavior:

1. Physical bullying – Hitting, pushing, tackling, tripping, poking, tugging, or tearing at clothes.
2. Verbal bullying – Calling of names, making verbal threats of physical acts (whether or not they are carried out)
3. Attacks on property – Writing on lockers, taking objects to keep or display publicly, destruction of property.....
4. Social or relational bullying – Ostracism, social exclusion, gossip/”trash talking”/rumor spreading, nonverbal gestures such as eye rolling, directed laughter, mimicking
5. Cyber bullying – Bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites (i.e., circulating electronic images or videos, insulting text messages, harassment through online games, harassment through social media).

Reporting & Investigating Bullying: Students, families, and staff should report incidents of bullying to a teacher or to the Principal. Students may first report a bullying incident to a teacher who will then report the incident to the principal or help the student report the incident. The principal has the responsibility to investigate reported incidences of bullying. Upon completion of the investigation,

administration will take action regarding the reported bullying incident. However, they are not at liberty to share the outcome or disciplinary action with the affected party.

Sexual Harassment

GAAC, JGEC

Sexual harassment will not be tolerated in the school district. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual;
3. such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

Any student who believes that 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 filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint

Discipline Procedures– Classroom Discipline

Student Removal By Teacher

JDB

Before student removal is used, the teacher will have a conference with the student and discuss any necessary improvement to allow the student to self regulate their behavior. If this does not solve the issue the following steps will be used:

STEP 1. Teacher and student conference and documented by the teacher. Teacher will contact parents (phone or email) in reference to issue/concerns.

STEP 2. If problem continues to exist, the teacher will send the student to the office. The administration will have a conference with the student. Parents are notified. Teacher will also to fill out a discipline referral.

STEP 3. Problem continues. Student is sent to the office. Parents are notified. Student may be suspended from class. Teacher will also to fill out a discipline referral.
Teacher will submit a discipline referral to the office.

STEP 4. Problem continues. Teacher will also to fill out a discipline referral and student is sent to the office. The administration will then notify the parents of final decision, which may be suspension or recommendation for expulsion.

Student Detention

JDB

Teachers, at their discretion, may detain a student before or after school for up to one hour. Students should be given a twenty-four hour notice to enable them to notify parents and make arrangements for transportation when they are required to stay for detention. Students who have a detention for academic reasons may be allowed to ride the activity bus; this is subject to administrative review.

Suspension and Expulsion of Pupils

JDD

Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or principal, or by any other hearing officer appointed by the board.

Reasons for Suspension or Expulsion

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

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

Short-term Suspension (not exceeding ten school days)

- must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Suspension and Expulsion Procedures

- Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.
- At the informal suspension hearing, the student shall have the right to be present and notified of the charges and the basis for the accusation.
- The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion

- Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel.
- The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in the current Kansas law
- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.
- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation, the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

During the time a student is suspended or expelled from school, the student may not be on school property or in any school building without the permission of the principal. Attend any school activity as a spectator, participant or observer.

Student Rights During a Long-Term Suspension/Expulsion Hearing

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

Appeal to the Board

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

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing
- The hearings shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings
- The board shall record the hearing
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Out-of-School Suspension (OSS)

Students placed on OSS will not be in good standing during the time of their suspension.

- During the suspension the student is not allowed on school property.
- The student is not allowed to attend, perform participate, practice or compete in any school activity within USD 468, or at any other school or site, involving Healy High School/Junior High students.
- Students on OSS will be allowed to make up work during the time of their suspension as long as the suspension does not exceed 10 days. To receive credit, all work must be turned in when the student returns to class. Someone shall pick up make-up work assignments in the office other than the suspended student.
- A student regains his/her student-in-good-standing status upon his/her return to school the first day following the end of the suspension.

In-School Suspension Policy (ISS)

In-school suspension means that students guilty of undesirable behavior will be confined to a suspension room for a period of one (1) to five (5) school days when deemed advisable by the principal.

- Students will be required to do all regular class assignments and will be denied usual privileges.
- Students will receive credit for work turned into the facilitator the day of the suspension.
- Any work not completed will be recorded as a “o”.
- In-school suspension students will eat lunch earlier than their classmates.
- They will not be allowed to participate in, or attend extracurricular activities held before, during or after school while serving the In-School suspension. This includes practices, performances, programs, recitals, or games.

This is not an all-inclusive list. Sleeping in in-school suspension is not acceptable. Parents will be notified verbally and in writing within 24 hours if their student is placed for a half-day or more in in-school suspension. Because we are not always able to notify parents when problems occur at school, this notification may take place after the fact.

- Students assigned to in-school suspension will be required to report to the office at 7:55 a.m. and must remain in in-school suspension until 4:00 p.m.

Expectations:

- If possible, the student's teacher will be notified before 4:00 p.m. of in-school suspension the following day
- The teacher is responsible to provide an assignment. It should take up to fifty-five (55) minutes to complete
- Teachers will give a grade for these assignments. It is the student's responsibility to turn the work in to the instructor. If the work is not turned in, a “o” will be given.
- Should students not make an effort to work, another day of in-school suspension may be assigned or an out-of school suspension may occur.
- ISS is not for sleeping or wasting time.

Vandalism, Fighting/Acts of Violence

Cases of vandalism and acts of violence will be reported to the legal authorities. Vandalism includes willful destruction of school and personal property.

- First Offense: A suspension not to exceed 5 days
- Second Offense: 5-10 day suspension/hearing

Alcohol, Tobacco, Narcotics, Marijuana, Addictive Drugs

JCADD

The possession, use, consumption, sale, or an attempt or intent to do the same, of alcohol, tobacco, narcotics, marijuana, addictive drugs (as defined by State statutes) on public school property or at school activities is prohibited. In the event any student shall violate this regulation, such student shall be suspended from school under the provisions of Board Policy in Healy Unified District No. 468. Athletic squads may have additional policies. Be sure to refer to your team policies if you have questions.

DRESS CODE

JCDB

We feel that proper dress of the students and staff has an influence on the overall atmosphere of our school. The following will be used as guidelines for good grooming and dress for the school:

- Dress must be reasonable and non-disruptive.
- Shirts must be long enough to cover the torso.
- Leggings are permissible as long as the shirt worn with them covers the mid-thigh.
- All tops must have at least a 3 finger wide strap.
- No torn clothing or shirts slit down the side.
- Body shirts are subject to administrative approval.
- Shorts, skirts, or dresses should be of appropriate length (fingertip length)
- Clothing with obscene, suggestive, or sexual double meanings, whether printed or pictured, will not be permitted.
- Clothing alluding to or portraying alcoholic beverages, other drugs, or smoking materials is unacceptable.
- Sunglasses unless required by a physician are unacceptable. They must be left in one's locker
- Jewelry that is disruptive is unacceptable.
- Headdress such as caps, hats, sweat bands, “doo-rags”, scarves, and hoods are not appropriate school apparel and need to be removed when entering the building and kept in the student’s locker. At the end of the school day, hats should not be worn until students exit the building. Bandannas are not allowed in the building.
- Bare feet or stocking feet will not be permitted.
- Clothes must be neat and clean.
- Undergarments are to be covered at all times.

The items listed above serve only as a guideline. There may be other dress code issues that are not included in this section and are at the discretion of the administration. The dress code applies at all school-sponsored activities (i.e. sports events, dances, ...) and the school reserves the right to determine what is appropriate dress. Your personal appearance may not disrupt the school day or the classroom atmosphere. Students wearing inappropriate clothing will be asked to change regardless of having access to a coat or sweater. Students failing to follow the dress policy will be assigned detention after the first incident.

- First offense will be a warning and changing of the clothes.
- Students will receive a 30-minute detention for the 2nd offense.
- 60-minute detention for the 3rd offense.
- Dress code offenses beyond the 4th offense will result in a parent conference and possibly a contract outlining solutions to the problem.

Continued disregard for the school dress code policy will result in a hearing for long-term suspension.

Cell Phones

Cell phones may be used in the school before and after school hours, during passing periods, and at lunch. Cell phone are to be put into the phone holders in each classroom or left in the student's locker during classes. Cell phones that are used during class will be confiscated and taken to the office. A detention may be assigned for violation of the cell phone policy.

Cell Phone Violation:

1st Offense: Cell phone taken to office and picked up by the student at the end of the day.

2nd Offense: Cell phone taken to office and picked up by the parent at the end of the school day.

3rd Offense: Cell phone taken to office and picked up by the parent.

Weapons and Dangerous Instruments

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This includes possession of knives and lighters. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon, any electronic device designed to discharge immobilizing levels of electricity, commonly known as a taser or stun gun. Possession of a firearm or other weapon shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency(ies), and if a juvenile, to CFS or the Commissioner of Juvenile Justice. It is a crime for any person to possess a firearm at school, on school property or at a school supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution. As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver or any such weapon, or any firearm muffler or silencer; or any destructive device. As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Theft

Cases of theft will be reported to the legal authorities and restitution will be required.

- First Minor Offense: If the stolen item(s) is of a minor monetary value, the student had no intention of returning the item(s); the student will receive a suspension not to exceed 5 days.
- Second Minor Offense or First Major Offense: 5-10 day suspension and a hearing.

Searches

JCAB, JCABB

With reasonable suspicion, administrative staff may conduct searches of students, vehicles, school property, including lockers and backpacks in accordance with board policy. A certified police canine unit will conduct random building and parking lot searches. These searches will be conducted in the least obtrusive way.

ACTIVITIES

Students are encouraged to participate in school sponsored activities, as a well-planned activities program gives each student the opportunity to become involved and discover and develop leadership abilities. Everyone who joins an organization will be expected to attend meetings regularly and to actively participate in the activities. Each student should be certain to maintain a proper balance between academic and extracurricular activities.

Activity Sponsors

Each club, organization, and class has one or more faculty sponsor who shall act as an advisor and liaison representative with the office. Organizational officers are responsible to the sponsor. Questions concerning organizations and clubs should be directed first to the sponsor, then to the principal. The faculty sponsor or liaison designee shall be responsible for getting administrative approval for all organizational activities and seeing that it is placed on the weekly calendar.

Athletics

IDFA

Students are encouraged to participate in sports during their high school/junior high years. The athletic program is administered by well-trained and competent coaches. The overall objective of the athletic program is to furnish experiences through which students are expected to receive training for life situations.

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY RULES FOR ATHLETICS YOU ARE ELIGIBLE IF:

- You are a bona fide undergraduate student in good standing.
- Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or school.
- You are not nineteen years of age on or before September 1 of the school year in which you compete.
- You have not completed eight semesters of competition and/or attendance nor more than four seasons in one activity in a four year school, six semesters and three seasons in a three year school, four semesters and two seasons in a two year school.
- You have passed five subjects of unit weight your last semester of attendance. (if you are a first semester high school student, you must have passed five subjects of unit weight in your last semester of junior high attendance.)
- You are attending and enrolled in five subjects of unit weight.
- The last two semesters of possible eligibility are consecutive.
- You do not engage in outside athletic competition in the same sport while you are a member of a school squad.

Consult your coach, AD or principal before you participate individually or on a team in any game, training session, or try out conducted by an outside organization.

- You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardian. (The completed form must be in the hands of your principal prior to your first practice.)
- You are regularly enrolled and in attendance no later than Monday of the fourth week of the semester in which you participate.
- You are a transfer student and have met the requirements of the Transfer Rule. Contact the AD or principal concerning this regulation.
- You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
- You have not competed for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

Students who wish to participate in athletics at Healy High School/Junior High must also meet the academic eligibility requirement. Each head coach will set the rules and regulations that he or she deems necessary for his or her particular sport. The athletic handbook is the main resource used by our coaches for our athletes.

Activity Transportation

Whenever students ride transportation to an activity provided by the school, they should also ride home on that transportation. Students representing Healy Public Schools will be required to ride school transportation unless special permission is granted by the administration. Exceptions to this policy shall be granted providing:

1. Parents notify the sponsor or coach **in advance** of a change in transportation plans. This can be over the phone or in person but, a note must be signed by the parent.
2. Parents speak personally with the sponsor or coach at the site of the activity.

Senior Trip

The senior trip will take place during the spring break. Itineraries for the Senior Trip must have administrative approval and include educational and recreational activities. All participating seniors must complete the Senior Trip Rules Agreement Form (Appendix F) and the “Consent to Participate in Field Trip or Other Activity and Consent for Treatment” Form. See “Senior Trip Rules Agreement Form”(Appendix B). The senior trip buy-in shall be determined by dividing the end of the year balance by the number of students signed into the class at the end of the junior year.

HEALTH AND SAFETY

JBC

Illness

USD 468 employs the Lane County Health Nurse as our school nurse. She is only here when needed. Health concerns will be looked at by the classroom teacher and then sent to the office for further help. Parents will be contacted when we feel it is more than a simple ailment. Students will be sent home if they are suspected to have an infectious or contagious disease. There may be times that a doctor's permit will be necessary to excuse the absence. Students should remain at home if any of the following conditions exist:

- Temperature of 100 degrees within the last 24 hours. Please do not give fever reducing medication at home and send your student to school.
- Severe cold symptoms.
- Nausea/Vomiting/ Diarrhea.
- Sudden appearance of rash, unless it is known to be non-contagious.
 - Head lice, infested students must receive appropriate treatment of head lice and nits.
 - Red/discharging eyes.

Medication at School

JGFGB

If a student is in need of taking or keeping prescribed medication at school, the parent or guardian should contact the school to make arrangements. The container should be labeled with the following information:

- 1) child's name
- 2) doctor's name
- 3) name of drug
- 4) time and amount of dosage.

Store purchased medication (i.e., aspirin, Benadryl , Tylenol) is subject to school jurisdiction.

Immunizations

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(es) may be excluded from school during any outbreak.

Human Sexuality

USD 468 Board of Education policies provide parents a provision to request that their child be excused from instructional topics which (a) involve human sexuality and AIDs, or (b) topics that are objectionable on religious grounds. Parents who believe either situation applies for their child should contact the school principal for detailed information about the procedures.

Emergency Safety Interventions

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 behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. Emergency Safety Intervention is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

Fire Drill

Fire drills will be held each month according to the State regulations. The signal for a fire drill to take place will be a continuous blast on the emergency buzzer. Students will follow teacher directions and pass orderly and quickly to the basketball court located on the southwest corner of the playground. Students out of their assigned classroom are to exit the building via the nearest exit and report to the outdoor basketball court.

Tornado Drill

Tornado drills will be held 3 times a year according to the State regulations. The signal for a tornado drill will come via the intercom. In the event of a power failure, a series of interrupted blasts from a hand operated horn. • Leave everything where it is and proceed at once to your designated area. (Elementary students go to Girls Jr. High locker room) (Jr. High/High School students go to the Boys Jr. High locker room)

SCHOOL PROPERTY

Computer Use/Internet Access

All students in USD 468 must sign an “Acceptable Computer Use Policy” before accessing the internet. This policy is to be signed by the student and the parents. The following guidelines will apply:

- Students shall have no expectation of privacy when using district e-mail or computer systems.
- E-mail messages shall be used only for approved educational purposes.
- Students must use appropriate language in all messages.
- Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information on district computers or computer systems is subject to monitoring by the staff and / or administration. The school retains the right to duplicate any information created by students in a computer system or any individual computer.

Lockers

Each student will be assigned a locker. Lockers should be kept locked at all times. Locker difficulties should be reported immediately to the office. The administration reserves the right to search a student’s locker if it is deemed necessary. Students taking a P.E. class or are out for a sport are assigned gym lockers. Students must lock gym lockers with a padlock. Gym lockers are to be cleaned out on a weekly basis to keep the locker room clean.

Textbooks

All texts are loaned to students for their use during the school year. The student purchases all other supplies. Those students who damage or destroy textbooks will be expected to pay the replacement cost of those textbooks.