

**ERIE
HIGH
SCHOOL

STUDENT
HANDBOOK

2018-2019**

UNIFIED SCHOOL DISTRICT #101

HIGH SCHOOL HANDBOOK

TABLE OF CONTENTS

I. GENERAL INFORMATION

Welcome	1
Philosophy	1
Non-Discrimination Statement	1
U.S.D. #101 Administration	2
Notification of Asbestos.....	3
School Calendar	4
School Fees	5
School Closing	5
New Students.....	6
Safety Drills.....	10
Student Owned Computers.....	17
Summary of Selected Policies	18-19
Lunch Program	19

II. ACADEMICS

Valedictorian/Salutatorian	5
Graduation Requirement.....	5
Qualified Admissions Policy.....	5
Academic Enhancement	5
NCCC Scholarship Requirements.....	6
Dual Credit Criteria.....	6
Edgenuity	6
Academic & Ineligible Student	6
Honor Roll	7
National Honor Society	7
Examinations	7
Grade Reports	7
Grading System	8
Textbooks	14
Payment of Fees.....	14

III. ATTENDANCE

Withdrawal of Student.....	6
Drop Outs.....	6
Checking Out of School	8
Attendance.....	8
Illness During School	9
Truancy	10
Advance Notice of Absence	9
Make-Up Work	9
Tardiness	9
College Visitation Days	10
Discretionary Days.....	10

IV. STUDENT CONDUCT

Suspension Policy.....	10
In School Suspension	11
Out of School Suspension.....	12

Detention Session.....	12
Bullying	12
Academic Opportunity Assistance	12
SIT	12
Rehabilitation Act.....	13
Sportsmanship.....	13
Dress Code.....	13
Parking Regulations.....	13
Hall Pass.....	13
Breakfast & Lunch	14
Personal Items.....	14
Teacher Authority	14
Care of Property	14
Lockers	14
Student Relationships.....	14
Guidelines for National Competitions....	15
Transportation Policy	15
Medication	15
Head Lice.....	15
Vending Machines	17

V. EXTRA CURRICULAR

Substance Abuse Policy	15
Athletic Attendance.....	16
Student Drug/Alcohol Testing Policy...21/1-21/8	

VI. STUDENT ACTIVITIES

Attendance/Participation	16
Visitors.....	17
Dances.....	17
Student Insurance.....	17
K.S.H.S.A.A. Eligibility	16

VII. SELECTED BOARD POLICIES

Weapons.....	18
Student Health Services	18
Tobacco Policy	19
School Sponsored Activities	19
Change of Address/Parental Contact.....	20
Guidance & Counseling.....	20
Red Devil Time.....	20
Learning By Serving	20
Renaissance Recognition Program.....	20

WELCOME

The entire staff of U.S.D. #101 school district welcomes each student back to what will be another great year. We recognize the potential in every individual and together we will strive hard to develop your capabilities.

This handbook has been prepared to assist you in having a productive school year. The information presented cannot possibly anticipate every situation that arises. It should serve as a guideline and reference for questions that might arise.

Each of us is responsible for our own successes. We have unique capabilities that hinge upon perseverance and self-discipline. Please know we stand ready to assist you whenever possible.

Good luck to all in the school year.

PHILOSOPHY

U.S.D. #101 serves all students who reside in the school district. It is the goal of the Board, administrators, and teachers at U.S.D. #101 to create an environment for the maximum development of each student. The total program shall be student-centered, with the welfare of the student as the criteria on which all programs and proposals are evaluated. The schools are dedicated to providing not only academic and career and technical education, but also to help young people to understand themselves and the world around them. It is the final goal of this institution to provide sound leadership for students through qualified and interested administrators and teachers, and to influence students to become morally and socially responsible citizens.

NON-DISCRIMINATION STATEMENT

U.S.D. #101, Erie, Kansas does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact:

Superintendent of Schools
U.S.D. #101
P.O. Box 137
Erie, Kansas 66733

UNIFIED SCHOOL DISTRICT #101
ERIE ~ GALESBURG

Administration and Staff:

Superintendent.....Mr. Troy Damman
Board Clerk..... Mrs. Connie Buskirk
Board Treasurer.....Mrs. Pam Thiesing

Principals:

High School.....Mr. Noah Francis
Middle School.....Mr. Jared Han
Elementary School.....Mr. Barney Pontious

Unified School District No. 101
205 S. Main P.O. Box 137
Erie, Kansas 66733
(620)244-3264 fax: (620)244-3664

TROY DAMMAN, *Superintendent*

CONNIE BUSKIRK, *Board Clerk*

PAM THIESING, *Treasurer*

August 1, 2018

TO: Parents, Staff, Students
REF: Notification of Asbestos Reinspections
FROM: Troy Damman, Superintendent of Schools

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos hazard Emergency Response Act (AHERA), in the Fall of 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform reinspections of the asbestos materials every three years. During the months of January and February, 1995, accredited asbestos inspectors performed these reinspections. An accredited management planner reviewed the results of the reinspections and recommended actions we should take to safely manage asbestos material.

Asbestos containing material is still present in some of our buildings. However, it is in a non-friable state and therefore does not pose a hazard unless it is disturbed.

All of the asbestos is in good condition and should pose no problem. Any and all evidence of damage is to be reported to our Chief of Maintenance, Jeff Bohrer, immediately.

We will take every precaution to see that the material is not damaged. We will be having inspections from time to time to determine whether or not there is a problem.

The results of the reinspection are on file in the management plan in each school's administrative office. Everyone is welcome to view these anytime during normal school hours (M-F, 8:00 a.m. – 4:00 p.m.). The asbestos Program Manager, Jeff Bohrer, is available to answer any questions you may have about asbestos in our buildings.

2018-2019 SCHOOL CALENDAR
Erie-Galesburg USD 101

OFFICIAL

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST Enrollment Aug. 2 - 3
 13 First Day FB,VB,X-Country Practice
 13 Orientation Staff Development
 13-15 Staff Development (2.0)
 16 Work Day (1.0)
 17 First Day of School

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER
 3 LABOR DAY - NO SCHOOL
 17 Staff Development (0.5) NO SCHOOL

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER
 12 End of 1st Quarter (39 days)
 16/18 Parent Teacher Conference (4:00-8:00)
 19 No School (In-lieu of P-T Conferences)
 22 No School (Fall Break)

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

NOVEMBER
 5 Staff Development- NO SCHOOL (.5)
 19-23 THANKSGIVING VACATION - NO SCHOOL

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER
 18 End of 2nd Quarter (39 days)/1st sem (78 days)
 19-31 WINTER VACATION - NO SCHOOL

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY
 1 NEW YEARS - NO SCHOOL
 2 WINTER VACATION - NO SCHOOL
 21 Staff Development - NO SCHOOL (.5)

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY
 18 Staff Development- NO SCHOOL (.5)

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH
 1 End 3rd Quarter (39 days)
 12 Parent Teacher Conference (4:00-8:00)
 14 Parent Teacher Conference (4:00-8:00)
 15 No School (In-lieu of P-T Conferences)
 18-22 SPRING BREAK - NO SCHOOL

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL
 19 NO SCHOOL
 22 Staff Development - NO SCHOOL (.5)

MAY
 16 Last Day of School
 16 End 4th Quarter (46 days)/2nd sem (85 days)
 17 Staff Development Day (1.0)
 27 Memorial Day

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students	Teachers	
164.0	164.0	Students in Class
	2	Parent/Teacher Conferences
	8	Staff Development Days
	2	Add/Orientation-Work Day
164.0	176.0	TOTALS

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2017-2018 SCHOOL FEES

Book Rental Grade K-12	\$30.00
Student Lunch (K-5 grades).....	\$2.60
Student Lunch (6-12 grades).....	\$2.70
Extra Milk.....	\$.30
Student Breakfast (K-12).....	\$1.40
Adult Breakfast (School employee).....	\$2.25
Adult Breakfast (Patron).....	\$2.25
Adult Lunch (School employee).....	\$3.65
Adult Lunch (Patron).....	\$3.65
Summer Driver's Education.....	\$100.00
Laptop Fees.....	\$50.00
Art Class Fee.....	\$15.00

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. These events will be announced over radio stations KKOY Chanute, KLKC Parsons, KKOW Pittsburg, and KOAM-TV Pittsburg and KODE-TV Joplin. Reports in the morning will be between 6:30 and 7:30 a.m. Please do not call the school or principal's house. Telephone lines must be kept open for emergencies. The automated school message machine will be used in the event of a school closure.

GRADUATION REQUIREMENTS

- A. Units required for graduation: 25 (17 units are required courses.)
- B. All students will enroll in a full schedule of classes except seniors who qualify for college classes taught at their school.

Required Courses ~ Beginning with the Class of 2009

- | | |
|---|-------------------------------|
| English..... | 4 Units |
| Math(one of which must be Algebra I)..... | 3 Units |
| Science..... | 3 Units |
| Social Science..... | 3 Units |
| American History..... | 11 th grade 1 Unit |
| American Government..... | 12 th grade ½ Unit |
| Physical Education..... | 1 Unit |
| Fine Arts..... | 1 Unit |
| Personal Finance..... | 1/2 Unit |
- Beginning with the Class of 2020, Erie High School Graduates will be required to complete one semester.
- C. A student must have passed at least 6 units to be considered a sophomore, 12 units to be considered a junior, and 18 units to be considered a senior.
 - D. Seniors not meeting unit or course requirements will not be permitted to participate in commencement exercises. Students are ineligible to receive a diploma if they have outstanding debts or remaining detention time not served.
 - E. Graduation dress - Seniors that want to be part of commencement ceremonies are required to wear:
 1. Dress shoes
 2. Hair should be clean and well-groomed
 3. Appropriate dress: ladies-dresses, skirts or slacks; men-slacks, dress shirts
 4. No writing, pictures, or graphics on gowns

QUALIFICATIONS FOR VALEDICTORIAN/SALUTATORIAN

Valedictorian and salutatorian will be recognized at graduation. The student(s) with the highest GPA who has also taken the Kansas Scholars Curriculum will be considered valedictorian at Erie High School. The second highest GPA while completing the Kansas Scholars Curriculum will be designated salutatorian.

QUALIFIED ADMISSIONS POLICY

To qualify for admission to any of the six (6) Kansas Regents Universities, you must meet one of the following requirements:

For Graduates through 2014-2015 and after

These standards apply to freshmen entering high school fall of 2011 and subsequent years.

1. Complete the precollege curriculum with at least a 2.0 GPA and achieve one of the following:
 - * ACT score of 21 or higher
 - * SAT score of 980 or higher
 - * Graduate in the top one-third of their class

AND

Achieve a 2.0 GPA or higher on any college credit taken in high school

2. Curriculum:

English.....4 units

Science3 units

 one unit must be Chemistry or Physics

Math.....3 units

 And must meet the ACT math benchmark of 22

 or

 4 units with one taken the graduating year with three units selected from Algebra I, Geometry, Algebra II or any course with Algebra II as a prerequisite.

Social Science.....3 units

 US History, US Government, Geography

Electives.....3 units

 from the following: English, Math, Science, Social Science, Fine Arts, Computer, Foreign Language, Personal Finance, Speech/Debate/Forensics, Journalism, Career Technical Education.

For more information see the High School Guidance Counselor

ACADEMIC ENHANCEMENT

Students may be placed in Academic Enhancement Courses as a credit earning course, or be assigned Academic Enhancement Assistance during advisory time, based on the recommendations of the high school counselor and academic specific instructors. The placement decision will be based on a student's individual performance on academic assessments and student performance levels that have been documented in the specific academic area.

NCCC SCHOLARSHIP REQUIREMENTS

NCCC will allow in-district sophomores with gifted IEP's and GPA's of 3.6 or higher to receive the NCCC High School Scholarship. NCCC scholarships will be merit based (3.6 GPA) only. In order to receive a NCCC High School Scholarship, principals will sign off on the permission to enroll form. NCCC will send scholarship award notification to all students meeting the 3.6 GPA eligibility requirements. Students and/or parents must sign to accept the scholarship and return the award acceptance to NCCC. Only those students that officially "accept" the scholarship will receive it.

DUAL CREDIT CRITERIA

1. A student must make application to the principal/counselor PRIOR to enrollment in a college, vocational school, or technical school class in order to receive high school credit for the class.
2. Students must meet the entrance requirement of the college or university.
3. The responsibility for tuition, books and any incidental fees for the class are the responsibility of the student.
4. A 3, 4 or 5 hour college class will count as ½ credit for high school credit.
5. If the dual credit application is approved and the class is taken off the local high school campus, the student must present evidence of course completion to the principal/counselor in order for the course to be credited to the high school transcript. This is the responsibility of the student.

EDGENUITY

Edgenuity courses will be for credit recovery only, unless exceptional need arises. Exceptional need cases will be determined by the Principal. Edgenuity courses require written permission from parents/guardian and will be approved by the Counselor and Principal.

All Credit Recovery Edgenuity courses will be on a pass/fail basis. All Edgenuity on-line work and outside arrangements are under the supervision of a certified classroom instructor. Credit is determined by compilation of on-line and assigned work as well as teacher input.

Students have eighteen (18) weeks to complete a semester Edgenuity credit. Edgenuity courses not completed during the 18 week time period will not earn credit and will receive a grade of fail on their high school transcript.

WITHDRAWAL OF STUDENTS

Parents of a student planning to withdraw from school should report their intentions to the office. It is important that the student's record be marked to this effect, textbooks checked in, equipment and properties checked in, detentions served, and settlement of outstanding bills made. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school.

DROP OUTS

Students who are 16 or 17 years of age and wish to be exempt from the compulsory attendance law must, along with their parents, sign a disclaimer before dropping out of school and attend a counseling session with the school counselor or principal. Disclaimer forms are available from the school office.

NEW STUDENTS

Any student enrolling in U.S.D. #101 for the first time must have required immunization, proof of identity, i.e. birth certificate and social security number.

Any non-resident student must make annual application prior to attending classes. This application is subject to approval by the building principal and USD #101 Board of Education.

ACADEMIC AND INELIGIBLE STUDENT

Student Eligibility for Activities: IDA-R

Student eligibility will be based on a semester basis. Any student receiving more than two (2) "F" in a subject of unit weight will be ruled ineligible for the following semester.

Any student entering the high school for the first time must meet KSHSAA guidelines.

Any student who is determined to be ineligible shall not be allowed to participate in the following semester activities. An activity is defined as any type of out-of-classroom performance, contest, etc. Also, students who are determined to be ineligible shall not be allowed to ride school transportation to any extra curricular activity.

When a student is ruled ineligible, the student and his parents shall be notified in writing.

To insure that a student is eligible to practice or participate he/she must be in school at least the last four (4) class hours of the day.

Students who do not attend school fourth hour through seventh hour of the school day shall not participate in school activities, including practice sessions, school performances, or any school-sponsored events, unless a

previous arrangement for the absence has been made through the school office. Activity sponsors are responsible for enforcing the regulation.

HONOR ROLLS

The Honor Roll will be announced at the end of each quarter. To achieve the honor roll, a student must have at least one A and all the rest B- or above.

NATIONAL HONOR SOCIETY GUIDELINES

All USD 101 High School NHS chapters are affiliated with the NASSP Department of Student Activities and follow the most recent addition of the NHS Handbook when conducting chapter activities.

Membership is open to qualified juniors, and seniors during of each school year. CUSD 101 National Honor Society members must exhibit superior scholarship, leadership, service and character.

SCHOLARSHIP: The scholarship requirement is based on cumulative high school grade point average and success in courses identified by grade level. The minimum GPA allowable for all candidates is 3.6 (3.549). In addition to the GPA requirement, candidates must also be enrolled in or have successfully completed the following courses:

Junior candidates:

All sophomore courses AND English III, Chemistry or Physics, Algebra II and Geometry, American History.

Senior candidates:

All sophomore and junior courses AND English IV or Composition I/Literature I, Chemistry and Physics, Pre-calculus or Calculus or other 4th year Math, American Government.

LEADERSHIP: The leadership criterion is highly important. Leadership is interpreted in terms of offices held, as well as effective participation in school and community activities and organizations.

SERVICE: Service is considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation. Contributions the candidate has made to school, classmates and community will be reviewed.

CHARACTER: A student of character demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship.

STUDENT ACTIVITY INFORMATION: The building principal annually appoints a NHS Faculty Council of no less than five members.

Students who meet the scholarship requirements will be asked to complete a signed activity information form and return it to the NHS chapter advisor by a deadline.

Information provided on the student activity form will be reviewed by all members of the Faculty Council.

Sophomores must be able to complete at least one entry in each category. Juniors and seniors must be able to complete at least two entries in each category.

FACULTY COUNCIL EVALUATION

The Faculty Council will review the student activity information forms and complete and sign a confidential faculty evaluation form, rating students in the areas of leadership, service and character. Invitations to membership will be issued to candidates who earn at least superior rating averages in each area.

NOTIFICATION OF INDUCTEES

As a courtesy, all students who return the completed activity information sheet by the deadline will be notified by the chapter advisor as to the decision reached by the Faculty Council regarding their invitation to membership.

TRANSFER STUDENTS

An active member of the National Honor Society who transfers to the district will be automatically accepted for membership. This transfer member must maintain membership requirements in order to retain membership.

EXAMINATIONS

Teachers may administer tests in their classes at their discretion during the school year. A definite date and time may be provided for final semester examinations. Students who fail to take semester examination may be given no credit for the examination. All examinations (except finals in May), tests, term papers, and major assignments handed in by students will be corrected and returned by the teacher.

Students using inappropriate means to complete school work will be given "0" for that work and will be referred to the office.

GRADE REPORTS

There will be two nine-week periods in each semester, with one final grade at the end of the semester. Students will receive a progress report at the end of the first nine weeks, showing both percent of success and a letter grade, ie; 70 percent, grade C-. At the end of the semester, the grade will be the accumulation of the student's scores during the semester and that will determine the grade to be placed on a permanent report card.

Progress reports will be sent to parents of students currently averaging D's and F's following the midpoint of each nine-week period.

Semester grade cards will be mailed to the parents/guardians.

GRADING SYSTEM

The following grade scale will be used in all Attendance Center of U.S.D. #101:

A 90-100% B 80-89% C 70-79%
D 60- 69% F 59-bel

CHECKING OUT OF SCHOOL

1. After a student has reported to school he/she is not to leave the building at any time except after reporting to the office and receiving permission.
2. If a student finds it necessary to leave during the day, he must report to the office for permission, which requires approval from parents/guardian.
3. Failure to follow the proper procedure when leaving the building will result in disciplinary action taken at the discretion of the administration.

ATTENDANCE

Absences and excuses: JB

The purpose of this policy is to aid in meeting the district educational goals and comply with state law and district attendance requirements.

Requirements

All students enrolled in U.S.D. #101 schools are required to attend all classes promptly and regularly beginning with the official first day of school.

Credit toward graduation is awarded on the basis of .5 unit of credit for the successful completion of each semester of a course.

Academic credit may also be assigned for completing academic standards that are embedded in other academic courses. The instructor of the course will be responsible for the documentation of academic standards for any proposed embedded credit. All proposals, for credit granting of embedded standards, must be approved by the high school counselor and high school principal.

Absences from class for school sponsored activities are not considered as being absent from school, but all work missed must be made up.

The attendance standards will also apply to special education students unless otherwise stipulated in an I.E.P. or as modified at the discretion of the Multi-Disciplinary Team.

Absences and Excuses: JB-R (Grades K-12)

Responsibilities

Students and Parents: The primary responsibility for regular attendance rests with students and parents (or guardians). Parents are responsible for notifying school

attendance personnel prior to planned absences, or on the first day of an unplanned absence. Planned absences must be in the best interest of the student (when being absent is more important than being in school). Written notes will be accepted from parents, who do not have phones, if the note accompanies the student on the first day of return, or prior to planned absences. Missing class without such notice is considered to be an absence without parental and school approval. Faked Phone Calls Will Result in Suspension.

Toll Free phone numbers are available for parents to call the attendance center their child attends. The numbers are:

District Office1-800-498-1013 or 244-3264
High School1-800-498-1014 or 244-3288
Middle School..... 1-800-573-2470 or 763-2470
Elem. School1-800-498-1015 or 244-5161

The Administrators are authorized to consider unusual circumstances and resolve absences in the best interest of the students.

Students returning to school after an absence must report directly to the office. Students must coordinate make-up work for all excused absences with their teachers.

PARENTAL/GUARDIAN ABSENCES

Students will be allowed up to four (4) days of PARENT/GUARDIAN EXCUSED ABSENCE per semester, for each class, and make-up work will be allowed to be completed for credit. Parents/Guardians must phone or visit the school by 9:30 a.m. in order for the student absence to be excused. If a phone call or visit has not occurred by 9:30 a.m. the day of the absence, the school will attempt to contact the Parent/Guardian.

Absences other than the FOUR PARENT EXCUSED ABSENCES will be determined, EXCUSED or UNEXCUSED, by the building administrator.

Class work assigned during an UNEXCUSED absence can be made up without credit given.

EXAMPLES OF EXCUSED ABSENCES

1. Student illness verified by a Doctor's Statement
2. Death or serious illness in the family
3. School sponsored activities
4. Emergencies
5. In-School Suspension
6. Medical and Dental Appointments by Doctor's Statement
7. Court Attendance documented by court Statement

EXCUSED ABSENCES which do not require notification of the building administrator by the parents include:

1. School sponsored activities
2. In School Suspension

All necessary medical and dental appointments should be verified with a Doctor's Statement on their official stationary.

UNEXCUSED ABSENCES

Absences which have NOT been cleared by parent notification, a verified Doctor's statement or reasons acceptable to the Building Administrator, according to school policy, will be considered UNEXCUSED.

Student time missed to unexcused absences is valuable learning time lost. When an absence is termed unexcused, the student has one day for each day of absence plus one to get their make-up work handed in to receive credit for it. The student will also need to make up the time lost. If the student fails to make up the time for the unexcused absences, they will lose the privilege of leaving during the school day for school sponsored events or to use discretionary days until the time is made up.

EXAMPLES OF UNEXCUSED ABSENCES

1. Vacations
2. Fairs-unless a participant
3. Shopping
4. Senior Pictures
5. Ski Trips
6. Hunting
7. Hair appointments
8. Missing Bus
9. Oversleeping
10. Working
11. Car trouble (without verification by parent immediately)
12. Paying court fines (when not required to see a judge)
13. Babysitting (contingent upon circumstance/emergency)
14. Home Chores (contingent upon circumstance/emergency)
15. Skip Days

EXCESSIVE ABSENTEEISM

The school principal has discretionary authority to consider each case individually. Extended illness, serious accident, or serious family problems, for example may be excluded from this policy. Absences due to illness which are documented by a statement from a Doctor are also excluded from the policy. Visits to a Dentist, Ophthalmologist, etc., which are documented by a statement from the Doctor are also excluded from the policy. Attendance at a court procedure, which is documented by a statement from the court, is also excluded from the policy.

RETURNING TO SCHOOL & MAKE-UP WORK

Students must have an admit slip from the School Office before returning to class after an absence.

It is the responsibility of each student to make-up all work missed due to excused absences. An authorized school activity or an excused absence allows the student the privilege of making up the work missed, and receiving a grade and credit, when the make-up work is completed within a reasonable amount of time. A reasonable amount of time for doing make-up would be interpreted as the same number of days absent plus one day.

The school principal will exercise discretionary authority to consider each case individually. Extended illness, serious accident, or serious family problems, for example may be excluded from this policy. The administration reserves the right to judge the sufficiency of any claimed emergency. All other excused absences shall have the prior approval of the Administration. This prior approval should be obtained well in advance of the date when the student will be absent.

TARDINESS

Students will be counted tardy if they are not in class according to classroom procedure when the bell rings. Excessive tardies will result in disciplinary action. Any student detained by a teacher must obtain a pass from the teacher for admittance to the next class. Students are allowed three tardies per quarter. Additional tardies will result in disciplinary action.

ILLNESS DURING SCHOOL

If a student becomes ill during the day, he may not leave without checking out through the office. Students not ill enough to leave school will remain in their classrooms. Those students waiting for parents or rides may wait in the office area.

ADVANCE NOTICE OF ABSENCE

It will be the student's responsibility to plan ahead and forewarn each instructor in a timely manner of a planned absence or activity, and obtain assignments. Teachers are responsible to provide advanced assignments to students who need to be absent when requested.

MAKE-UP WORK

In many cases, classes are taught in a progressive manner and in a logical sequence. One lesson may be the groundwork for all succeeding lessons. It is to the discretion of each teacher to determine specific requirements for make-up work in each class. An expected requirement would be conferring with the student outside of regular class time (before, during, or after school), to help bring him up to date.

A reasonable amount of time for make-up would be interpreted as the number of days absent plus one-day. Students will be given number of days absent plus one day to complete the make-up work. If the work is not made up during the time allowed, the student will be given a "0" for all work not completed.

TRUANCY

Regular attendance is required by law for students under the age of 18. Any student under 16 years of age who is absent more than three (3) consecutive days or five (5) days in any semester or (7) days in a year without valid excuse acceptable to the principal is considered truant in the legal sense of the term.

When a student is truant, the principal will notify the District Superintendent by letter stating:

1. Student's age and birthday
2. Parent's name, address and telephone number
3. Number of days and dates truant
4. Efforts taken by the school (home visits, telephone calls, etc.) to remedy the situation.

The principal will notify, by letter, the student, parents or guardian, county attorney, or SRS and pass on the above information.

Regular attendance is required by district policy for all students regardless of age. Students absent from school without the expressed permission of their parent(s) or guardian(s) and approval of the high school principal are not excused.

DISCRETIONARY DAYS

AWARDED FOR PERFORMANCE ON STATE ASSESSMENTS

Exemplary Status: Students meeting the exemplary standard of a state assessment test will receive 3 days that they may be absent from school without an excuse needed. The student will complete a form similar to a personal leave form used by adults, and turn it into the office at least one week prior to their use of the days. These days may not be used when final examinations are scheduled.

Exceeds Standard Status: Students exceeding the standards on a state assessment test will receive 2 days that they may be absent from school without an excuse needed. The student will need to follow the same procedures stated above in exemplary status.

Meets Standard Status: Students meeting the standards on a state assessment test will receive 1 day that they may be absent from school without an excuse needed. The student will need to follow the same procedures stated above in exemplary status.

Added Note: Students that have not made up their time for unexcused absences or excessive tardies will not be granted a discretionary day until the time is made up.

COLLEGE VISITATION DAYS

Each senior, in good standing, is permitted two (2) career days and juniors, one (1) career day if arrangements are made in advance through the Guidance Office. College visitation days will not be excused if taken within two (2) days before or after a school vacation. To count as a

college visitation day, the student must visit with a college official and bring verification upon return to school.

SAFETY DRILLS

Fire and tornado drills are held regularly to develop safety practices that will help students react quickly and safely in a real emergency. Rules of safety and evacuation routes are posted in each classroom. All persons are asked to take seriously these drills because personal safety in a real emergency depends on our readiness to react to any situation.

DISCIPLINE

SUSPENSION POLICY

The Board of Education authorizes the principal to suspend from school any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any school, or
3. Conduct which substantially impinges, or invades the right of others, or
4. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal status of the United States, or
5. Disobedience of any order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school, or substantial and material impingement upon or invasion of the rights of others.
6. Possession of a weapon as designated in board policy JCDBB.
7. Physical attack of a staff member.

A written notice of any short term suspensions and the reason therefore shall be given to the student involved, to his parents or guardian, and to the Board of Education within twenty-four (24) hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place the student and representatives should meet. All suspensions will be in compliance with K.S.A. 72-8901 and in accordance with due process as outlined by Kansas's statute.

PRINCIPAL – STUDENT – DISCIPLINE

The administrator at each attendance center has the discretion of professional judgement when administering discipline.

1. Possession of a weapon as designated in board policy JCDBB.

2. Physical attack of a staff member.
Suspension for remainder of semester and/or expulsion and recommended filing of complaint with police. Proper authorities will be notified.
3. Electronic devices.

Use of Cellular Telephones in School: Use of cell phones or other electronic devices will not be permitted in the classroom environment, unless approved by the classroom teacher for educational purposes. Students have the privilege of cellular phone use before and after school, during passing periods and at lunch. If an infraction of this policy occurs within the classroom, school personnel have the authority to confiscate the device and disciplinary action may be enforced.

Use of Laser Device: Students shall not possess a laser device while on school property or while attending a school-sponsored activity on or off school property.

4. Academic Dishonesty:
Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures up to and including suspension or expulsion.

Acts of unacceptable behavior that may result in some form of suspension upon first offense, depending upon the severity of the infraction, or which may result in suspension for repeated infractions, are included but not limited to the following:

1. Possession, consumption, sale, or being under the influence of alcoholic beverages, narcotics, marijuana, addictive drugs, and deleterious substances, and possession of drug paraphernalia.
2. Vandalism
3. Excessive tardiness
4. Theft or possession of property belonging to another student, staff, school or outside agency while under school supervision
5. Threat or use of lethal weapons
6. Defacing and/or destruction of school property
7. Possession, use, consumption, or sale of tobacco in any of its form or possession, use, consumption of any e-cigarette, e-cigar, e-pipe or any other type of vaporizer or vape liquid.
8. Fighting and/or provoking a fight
9. Student dress which is disruptive to school
10. Harassment
11. Possession or ignition of fireworks
12. Possession of weapons as designated in Board Policy JCDBB
13. Open defiance of authority
14. Repeated violation of school regulations
15. Temper tantrums
16. Extortion of any type and/or amount
17. Unauthorized absences
18. Assault or physical attack of a student of staff member

19. Verbal, written, or implied threat to teachers or staff
20. Computer system tampering
21. The use of profanity, vulgarities, obscenities, and/or inappropriate language
22. Failure to comply with reasonable request from administrator, teaching staff, or other school employee
23. Intimidation, threatening by word or deed including veiled or implied threats
24. Academic dishonesty: plagiarism/cheating
25. Conduct which disrupts the school's activities and educational mission
26. Inappropriate use of computer.
27. Possession of any kind of knife, pocketknife, box cutter or razor blade.

IN SCHOOL SUSPENSION

There is no intention of substituting the In-School Suspension to cover all discipline problems. Some discipline problems will continue to result in a student being removed from school.

Students assigned to In-School Suspension will be required to report prior to the start of school with appropriate texts, papers, and writing instruments. Students assigned to In-School Suspension will be allowed a lunch period under continuous supervision at a time when other members of the student body are not at lunch. Students will not be allowed to participate in or attend extra curricular activities while assigned to the In-School Suspension Room.

The student will not be allowed a choice of selecting in-school or out-of-school suspension. This assignment will be made by the administration. The absence resulting from In-School Suspension will be the same as an excused absence in so far as awarding of credit is concerned.

A special assignment sheet will be sent to each of the student's teachers from the office at the time the student is assigned to In-School Suspension. These forms will be returned to the office by the teachers along with the necessary materials. Students in In-School Suspension are to work toward the completion of assigned work. Time not spent in the endeavor will be disallowed toward the assigned time.

Rules for In-School Suspension:

1. **LOCATION:** To be determined by Principal.
2. **PREPARATION:** Students will bring all their textbooks, paper, reading materials, pencils, and assignments with them upon the time being assigned to ISS.
3. **ASSIGNMENTS:** Students must complete all assignments while in ISS.
4. **SEATING:** This will be arranged by the faculty member in charge.
5. **TARDINESS:** Is a violation of rules and either time will be added or may result in out of school suspension.
6. **LUNCH:** Students may not leave the room. Lunch will be brought to the students.
7. **ACTIVITIES:** Students will not be allowed to attend any scheduled activities while confined to ISS (Athletics, Clubs, Band, Vocal, etc.)
8. **SLEEPING:** Will not be permitted.

9. COMMUNICATIONS: Teachers and students will be notified of ISS by the building principal. Teachers are to provide sufficient and necessary work for the duration of ISS.
10. OFFENSE: Students who refuse to adhere to the above rules of this learning experience or choose to be dishonest, disruptive, destructive, or disrespectful will be subjected to the following:
 - 1st offense: Out of School Suspension

OUT OF SCHOOL SUSPENSION

Students assigned to out of school suspension are not allowed to be on school property or be at school events on the days that they are suspended. These students will be given the opportunity to do their coursework at home and make up tests and labs that they have missed. Parents or guardians will be responsible for picking up the students assignments from school.

DETENTION SESSIONS

School detentions may be assigned by the administration to enforce school regulations. Detention time will be assigned by administration.

Students are urged to observe all #101 school regulations if they have other obligations.

Failure to attend detention will result in doubling of time for first offense. Suspension will result thereafter.

Detention Procedure:

1. Tardies will result in an additional hour being assigned by the supervisor to be served the same session.
2. All work, assignments, and materials should be brought by the student. Students will not be dismissed from class to go to lockers.
3. Students are required to stay busy on legitimate school work the entire time.
4. Leaving early will result in additional detention sessions.
5. No food, candy, pop, electronic devices etc. are to be brought into the classroom.
6. Absolutely no disruptions will be tolerated. Any lack of cooperation, rudeness, sleeping, failure to work, excessive tardiness, horseplay, eating or violation of any school session policy will result in removal from the session. All acquired time will be forfeited and double time will be assigned for another session.
7. Supervisors need not ask a student to correct their conduct. Students may be dismissed without prior warning. Consequently, students must observe all guidelines at the start of the session.
8. Students will not participate in any extra-curricular activities until assigned detentions are served.

BULLYING POLICY

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity of event. The administration shall propose, and the board shall review and approve a plan to address bullying on a school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

ACADEMIC OPPORTUNITY ASSISTANCE

Teachers should detain after regular school dismissal any student who could benefit from academic opportunity assistance.

Some signs of the necessity of an academic opportunity assistance conference include:

1. Back work (daily lesson assignments, book reports, special projects, tests, etc.) that has not been completed within a reasonable amount of time.
2. Failing work for the previous week
3. Poor citizenship

The academic opportunity assistance is scheduled to begin after school and may not be more than one (1) hour. One day's notice will be given to all students scheduled for academic opportunity assistance in order that transportation home can be arranged. Academic opportunity assistance not served may result in suspension, or detention session, and loss of all extracurricular privileges.

SIT

CUSD #101 has initiated Student Improvement Teams (SIT) in each school, district-wide. The purpose of SIT is to provide a collaborative problem – solving process for teachers, parents, and students to develop intervention plans that attempt to assist students with academic or behavior concerns in the classroom and ensure success for every student. The SIT process allows schools to focus and connect resources for students experiencing such difficulties. The SIT process seeks to connect students with appropriate available resources and, at the same time, promote building evaluations, which encompass every student.

SECTION 504 of THE REHABILITATION ACT and AMERICANS WITH DISABILITIES ACT

Notice of Non-discrimination

Applications for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with USD 101 are hereby notified that this school district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:

USD 101 Section 504 Coordinator:
Stephen Woolf, Superintendent
USD 101 Central Office
Erie, Kansas 66733
(620) 244-3264

You may also contact the Section 504 Coordinator at the Kansas State Department of Education.

SPORTSMANSHIP

A school never produces a truly championship team unless students, fans and spectators have exhibited good sportsmanship. Good sportsmanship is contagious and will be the top priority of every school.

The acceptable best way to support one's team is to do just that - **Cheer For Your Team, Not Against the Opponent!!!** Good sportsmanship is resisting any negative behavior that tends to influence the outcome of a contest. Yelling during free throws, obscenities, and booing of players and/or officials, chanting You! You! are evidence of poor sports-manship. Suspensions may result for unacceptable sports-manship/conduct.

We never get a second chance to make a good first impression. Let us strive to insure that sportsmanship is noticeable in all #101 schools.

DRESS CODE – STUDENTS

Each student attending #101 schools shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards, which will result in a neat, clean personal appearance.

Extreme, offensive, sloppy, styles, which are disruptive, will not be allowed. Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco, illegal substances, or sexual connotations will be prohibited.

No body pierced jewelry will be allowed that is distracting to the learning environment.

The building principal is responsible for requiring students to make improvements in grooming when such appearance does

not give indication of effort to dress appropriately, to be neat and clean, or whose appearance is disruptive.

Students who participate in or attend interscholastic activities will be expected to adhere to the personal appearance standards developed by the directors or coaches of those activities and as approved by the building principal.

The following items listed are some (not an all-inclusive list) that are considered inappropriate for school wear:

1. Hats – to be left in lockers during regular school hours; may not be carried around
2. Sunglasses
3. Shirts with spaghetti or string straps, tube tops, midriffs, tank tops, or any shirts or tops that expose cleavage are not allowed.
4. Obscene, offensive, suggestive, double-meaning, alcoholic, or drug clothing or hats
5. Shorts and skirts must be within 5 inches from the top of the knee cap. The pants and shorts that are bought with holes in them can not have any skin or underwear showing above that 5 inch limit.
6. Shirts must have at least a 3 inch width at the strap area, have a normal sleeve gap below the arm pit and have no midriff showing.
7. Dangling chains and clothing with spikes on them are not allowed.
8. House slippers and pajamas are not appropriate attire for school.
9. Students are not to wear the "hooded" part of hoodies, while in the building.

PARKING REGULATIONS

To provide for the safety of all parties concerned, the following driving and parking regulations are in effect for all #101 schools.

1. The parking lot is considered an extension of the school and all school regulations apply thereof.
2. Maximum speed is 10 mph.
3. The parking lot is not to be used as a turn around; therefore, when you enter the lot you should be ready to park.
4. Once you have parked the car, it is not to be driven during the school day without permission of the office.
5. Students are not allowed to be in the parking lot during the school day without permission from the office.
6. Any violation in a car on school property will be considered a violation of the policy of the school
7. These regulations also apply to other types of vehicles driven or ridden to school.
8. The school expects students to drive courteously and at a safe speed at all times and will not hesitate to take the steps necessary to eliminate reckless driving.
9. Parking privileges may be revoked for violation of above rules.

HALL PASS

A hall pass must be issued by teachers in all occasions requiring a student to be absent from a classroom.

Hall passes may also be used by administrators and counselors when requesting a student from classrooms. Usually a counseling appointment will not involve the entire period.

Other personal reasons (locker privileges, restroom, etc.) will be handled by the teacher. These reasons should be of an emergency nature and not because the student necessarily desires to do so. These will be issued on a limited basis, and if abused, the privilege will be withdrawn.

TEXTBOOKS

The student is responsible for maintaining his book in good condition and for returning it to the issuing teacher at the conclusion of the course or upon withdrawal from the class. A student who damages a book must pay an amount sufficient for restoring the book to its original condition. If a book is stolen, the student to whom the book was issued is responsible. All books for which a student is responsible must be returned to the teacher or paid for before grade cards, transcripts or diplomas will be released. This applies to library books also. Student planners, which are lost or misplaced, will be replaced at the student's expense.

PAYMENT FOR FEES, CHARGES, RENT AND FINES

All students are expected to resolve promptly all financial obligations that are school related.

BREAKFAST & LUNCH

Students must remain at school during the lunch period. Lunches must be paid in advance.

Refer to the Student lunch policy on page 17 for student accounts with negative balances and alternate meal procedures.

PERSONAL ITEMS

Students are encouraged not to bring valuables or money to school. If valuables or money were brought to school, the student would be wise to leave the valuables secured in their school lockers or PLP work stations. All personal clothing should be labeled with the student's name. The school will not assume responsibility for the loss of personal items.

Student radios, MP3s, iPods, headphones, etc. may be used in the classroom at the teacher's discretion.

TEACHER AUTHORITY

Teachers are expected to maintain a proper school atmosphere. This authority extends beyond their own classrooms and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action. A student is expected to give his own name if asked for by a teacher who is dealing with a problem situation.

CARE OF PROPERTY

We have a good school building and campus due to the care given it by our custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing, or destroying school property the student will be suspended in accordance with Board of Education policy. The student will also be required to pay a dollar amount, including labor, cost, for repairing the damages. Damage resulting from accidents or horseplay may result in full payment by the student(s) responsible. Parents and taxpayers are legally required to pay taxes that build and maintain our school. Damage done to facilities or equipment, athletic uniforms or equipment, buses, or books must be paid for with your own family's money. Help protect your school and report vandalism by others. Remember most trouble starts as fun.

LOCKERS

Students are assigned lockers at the beginning of school. These lockers and lock combinations are recorded in the office for the student's convenience. Students are not to change lockers for any reason. All lockers are to be kept shut when not in use. Only school owned locks may be used.

Lockers will not contain nude pictures, advertisements or paraphernalia pertaining to alcohol or drug use or any other material the administration deems unacceptable or unsuitable for display in the school.

Lockers are school property and are subject to being opened and/or searched at any time by the school administrator or his/her designee without prior notice.

STUDENT RELATIONSHIPS

Over physical displays of affection are not acceptable at any time. Physical contact, which exceeds handholding, will result in disciplinary action. Repeat offenders may be suspended.

GUIDELINES FOR NATIONAL COMPETITIONS

The school provides:

- Transportation
- Lodging
- Eighteen dollars per day on meals per person.

The school group will pay:

- Entry fees
- Fees for any side events the group may take part in while on the trip

TRANSPORTATION POLICY

All students in our #101 schools who ride a bus are subject to regulations. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone. Students must abide by the following:

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
2. The driver may assign a seat to each student. Each student must be provided a seat. (Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion).
3. Students must be on time. The bus cannot wait for those who are tardy.
4. Students must never stand in the road while waiting for the bus. All students must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember, safety is in the driver's hands.
6. Outside of ordinary conversation, classroom conduct is to be observed. Profanity will not be allowed.
7. Students may not throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean and sanitary at all times.
8. Students must not at any time extend arms or head out of bus windows.
9. Students must not try to get on or off the bus or move within the bus while it is in motion.
10. When leaving the bus, students must observe directions of the driver. If one crosses the road, do so in front of the bus after making sure the highway is clear.
11. Any damage to the bus is to be reported at once to the driver
12. Students riding a bus during a stormy season are advised to listen to their home radio for storm warnings and to unsafe conditions, such as heavy snows or floods, and not attempt to reach school when so forewarned.
13. Use of tobacco inside a bus is prohibited. Lighting of matches is prohibited.
14. Intoxicating liquor, alcohol, or illegal drugs are not allowed in a bus.
15. Do not bring objects on the bus that is not necessary school items.
16. Electronic and communication devices may be used on activity trips at the discretion of the sponsor or the driver of the bus.

17. Eating or drinking may be allowed on the bus at the discretion of the sponsor or driver of the bus.

Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused bus transportation but required to attend school.

Students in activities are required to ride school transportation to the activity to be eligible to participate.

In the event the parent/legal guardians of a student desire to transport their youngsters home from an activity, the parents/guardians must sign a form furnished by the sponsor at the activity, wherein they acknowledge and accept the release of the student from the supervision, care, custody, control, and responsibility of the district to the parents/legal guardian. A student may not be signed out by someone else's parent or guardian.

A student/athlete, after signing a consent, has permission to walk or ride to and from a sport practice in a personal vehicle operated by him/herself, another student, and/or person over 18 years of age.

MEDICATION

Students who must take prescription medication while at school must make arrangements with the office. Over the Counter medicine that needs to be administered at school must have the proper paperwork on file in the school office.

HEAD LICE

USD #101 schools have a "no nit" policy regarding head lice that is strictly enforced for the protection of our students. K.A.R. 28-1-6(1) on head lice should be called to attention which states "(1) Pediculosis: Students infested with lice and/or nits shall be excluded from school until treated with an anti parasitic drug and until all nits have been removed." Students must be clear of lice and nits before they return to school and provide a statement from their doctor or health department that have been checked and found to be lice and nit free.

EXTRA CURRICULAR SUBSTANCE ABUSE POLICY

Twenty-four (24) hours each day during the season of practice a participant shall not use or consume, have in possession, buy, sell or give away any beverage containing alcohol or any controlled drug or substance.

First Violation: The participant shall lose eligibility for the next contest at their level of participation. For the participant to regain eligibility it will be recommended for him/her to receive an evaluation and any necessary counseling from a professional chemical dependency counselor at their own expense.

Second Violation: The participant will be dismissed from that activity for the remainder of the participating season. Chemical dependency counseling is also recommended at their own expense.

Note: This includes school sponsored athletics, activities, clubs, and organizations that represent CUSD #101

EXTRA CURRICULAR DRUG/ALCOHOL TESTING

In an effort to protect the health & safety of USD #101 students from illegal and/or performance-enhancing drug use and abuse or injuries resulting from the use of drugs/alcohol, and to set an example for all students the USD #101 Board of Education has adopted the "Student Drug/Alcohol Testing Policy" for drug testing of high school students participating in extracurricular activities. Refer to Page 21-1 thru 21-8 of the High School Student Handbook for the entire USD #101 Student Drug/Alcohol Testing Policy

ATHLETIC ATTENDANCE

Practice and meetings are mandatory. Absences from practice, meetings and/or games will not be tolerated. Participants may be excused by coach for educational activities, family situations, and death in the family. The coach has the discretion to discipline participant if the above excused absences are being abused.

INCENTIVES FOR UNEXCUSED ABSENCES:

1. 1st time: Loss of full contest.
 2. 2nd time: Dismissal from team for remainder of season.
- We understand that there are always extenuating circumstances that cannot be foreseen. Coaches will deal with them as they occur.

Weekend practices must be approved by building principal.

ATTENTION PARENTS AND STUDENTS ELIGIBILITY CHECK LIST

For Junior and Senior High Students to Determine Eligibility When Enrolling

If a negative response is given to any of the following questions, the enrollee should contact his/her administrator in charge of evaluating eligibility. This should be done before the student is allowed to attend his/her first class and prior to the first activity practice. If questions still exist, the school administrator should telephone the KSHSAA for a final determination of eligibility. (Schools shall process a Transfer Form E on all transfer students).

1. Are you a bonafide student in good standing in school? (If there is a question your principal will make this determination.)

_____ Yes _____ No

2. Did you pass at least **five** subjects last semester? (The KSHSAA has a minimum regulation, which requires you to pass at least five subjects of unit weight in your last semester of attendance.)

_____ Yes _____ No

3. Are you planning to enroll in at least **five** subjects of unit weight this coming semester? (The KSHSAA has a minimum regulation, which requires you to enroll and be in attendance in at least five subjects of unit weight.)

_____ Yes _____ No

4. Did you attend this school or a feed school in your district last semester?

_____ Yes _____ No

If the answer is "no" to Question 4, please answer Sections a and b.

- a. Do you reside with your parents? _____ Yes _____ No
- b. If you reside with your parents, have they made a permanent and bonafide move into your school's attendance center? _____ Yes _____ No

NOTE: Transfer Rule 18 states in part, a student is eligible transfer-wise if:

BEGINNING SEVENTH GRADER – A seventh grader, at the beginning of his or her seventh grade year, is eligible under the Transfer Rule at any school he or she may choose to attend.

PARTICIPATION OF ACTIVITIES

In most cases students absent a significant part of the day (fourth hour through seventh hour), the day of the activity are not eligible to participate, practice or be in attendance in that day's activity. The principal will be responsible in reviewing the circumstances and he alone will render a decision of eligibility. All cases are contingent upon circumstances. As a rule if a student is too sick to attend class all day then participation will be denied. Arrangement for exceptions to this must be made in advance whenever possible.

Those students who have been suspended either in school or out-of-school may not participate in any activities or be on school property (except to serve the in-school suspension time) until reinstated by the building principal.

Individual coaches/sponsors may set group/team training rules, codes of conduct, etc. Students are obliged to adhere to such policies if they plan to participate in activities.

Any student earning a letter for any activity must remain in "good standing" throughout the season.

Such items as tardiness, absenteeism and disciplinary action will be reviewed. Office will approve the final list of all lettering students.

Revisions are to be made prior to the end of the school year to take effect the following year. The school will be responsible for purchasing the chenille letters, appropriate emblems and

bars. Students will be presented with the chenille letter and appropriate metal emblem the first time a letter is earned in any activity. Metal bars are presented for subsequent lettering in the same activity.

VISITORS

No student visitors will be allowed during the school day. Parents are invited to visit but must check in the office prior to attending any class.

DANCES

Outside guests may attend the Junior-Senior and Prom Outside guests must be in the ninth grade or above.

No outside guest allowed who are 21 years of age or older.

Guest's names must be turned into the office by their hosts at least one school day prior to the function.

Guest must pay regular admission price if any is charged to the students.

The guest will arrive and leave the social function with their host.

The guest will adhere to all USD #101 student discipline policies. Refer to page 9-10 of the student handbook.

Once the host and guest leave the building (without permission of the sponsors) they will make no attempt to return. They will immediately leave the parking lot and not return.

The guest and host will dress appropriately for the occasion and remain so dressed throughout the function.

For violating any of these items, in the opinion of the sponsors, the host and guest will immediately leave the function. The guest, if not a member of the student body, will not be allowed to attend any future social functions. The host, and guest (if a member of the student body) must appear before the administration who will determine their status of attending future social functions. They may also face suspension or expulsion if the situation warrants it in the opinion of the administration. Any member of the student body, even though they do not have an invited guest, will be expected to adhere to the above items.

STUDENT INSURANCE

The U.S.D. #101 Board of Education will not purchase an "All School Plan" insurance policy.

BOARD POLICY: JGA – Student Insurance Program – The school does not provide individual insurance for students while attending school or participating in, practicing for, or traveling to and from student activities. Parents should expect to file claims through their own policies if their child is injured at school or at a school event.

Parents of 6-12 students who will be participating in interscholastic athletic competition will be required to certify that they maintain insurance for their child.

VENDING MACHINES

Vending machines are located at the high school attendance centers. All litter is to be disposed of properly. Failure to do so may result in loss of privileges of using the vending machines.

STUDENT OWNED COMPUTER/ELECTRONIC DEVICE AGREEMENT

USD #101 realized that some students may already have computer/electronic devices that they wish to use during the regular school day. Students may choose to use their own personal computer/electronic device provided they meet all the minimum hardware requirements and agree to the terms and conditions.

Minimum Requirements:

Computer/Electronic device must comply with the following minimum configuration:

Screen: 5-inch or larger

Processor: Pentium 4 or above

Disk: Minimum 16GB for tablets and 80GB for laptops

Memory: 1 GB RAM for laptops or more

OS: Windows XP or higher, Mac OS 10.4 or higher

CD/DVD drive for laptops

At any time a member of the staff of USD #101 may monitor the usage of any computer/electronic device whether the computer/electronic device is school owned or owned by the student. This includes control of administrative rights to the computer/electronic device.

Students will be responsible for all hardware maintenance and repair. USD #101 will not carry insurance on student owned computer/electronic devices. USD #101 will make every effort to have rental laptops available to students at a cost of \$10 per week. Please understand there may be periods of time where rental laptops will not be available for students. This option is based solely on availability.

Students who chose to bring their own computer or electronic device to school do so with the understanding that USD #101 is not responsible for any damages that may occur. Student will be responsible for a lost, stolen or broken computer.

During the term of the school year, all software will be the responsibility of the student. USD #101 will provide student and parent with a required standard software package list (i.e. Microsoft Office, Open Office "free", and/or Google Doc, Adobe Acrobat or PDF Viewer). As technology changes, software requirements may change and USD #101 is willing to work with the student and parent to accommodate these changes. For special situations, please feel free to contact the technology director at 244-3264.

Prior to being issued permission to access USD #101's network, students are required to have USD #101's virus protection on their computer. USD 101 will install virus software during setup.

Student will make laptop available on Monday, Tuesday or Wednesday following enrollment for setup and configuration of student owned computer/electronic device.

Student must have a current signed Acceptable Use Policy and Student Owned Computer/Electronic Device Agreement on file with the school/district office prior to any access of USD #101's network, virus protection software being installed or configuration of the student owned computer/electronic device.

SUMMARY OF SELECTED BOARD POLICIES

GRADUATION REQUIREMENTS: IHF

The Board may adopt graduation requirements beyond the minimums set forth by the State Board of Education.

Credits for graduation shall be 25 credits.

Early graduation from high school may be granted by the Board of Education.

ANIMAL & PLANTS IN THE SCHOOL: ING/ING-R

Plants and animals are not to be brought in the building without first checking with the principal.

DRESS CODE: JCDB

Students will conform to dress and personal appearance in their school attendance center, which will not disrupt the learning process and the educational setting.

DRESS CODE: JCDB-R

Students will not represent their attendance center or district in activities if their dress or personal appearance does not meet specific conditions acceptable to the principal and instructor.

WEAPONS: JCDBB:

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices:

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 any explosive;
- the frame or receiver of any weapon described in the preceding example;
- 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; or any pocket knife, box cutter or razor blade.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). 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 reported to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

STUDENT HEALTH SERVICES: JGC

The district will endeavor to maintain a healthful environment for each student in school attendance and in school-sponsored activities. All students participating in cheerleading and interscholastic athletics are required to provide the building principal with evidence of having passed a physical examination in accordance with KSHSAA regulations. Students are not able to participate or practice without a physical.

EMERGENCY DRILLS: JGFA

Each building principal on a periodic basis will conduct the minimum emergency drills required by law to instruct students in the proper procedures to follow in contingencies, such as tornado alert, civil defense disaster, fire or any other such emergencies. Since many parents may not be at home during an actual emergency period when there is less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during such emergency periods. Parents may come to the designated premises to pick up their children if they so desire under procedures as outlined in the rules and regulations which pertain to this policy or to a specific publication designed to implement civil defense procedures pertaining to emergency situations.

Each teacher will be responsible for assisting any disabled students in his/her charge to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any disabled visitors to the nearest accessible exit or safe refuge area. Disabled occupants will be assisted to a meeting place outside the school designated by the building administrator.

DISMISSAL PRECAUTIONS: JGFC-R

School will not be dismissed because of storms that arise during the school day, as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm conditions exist or when road conditions are such as to create a definite hazard.

If adverse weather conditions exist before school begins, the building principals will consult with the Superintendent concerning dismissal of school.

If the Superintendent decides the weather to be of such a nature that the safety of students is threatened, he will notify the radio/TV stations, KOAM-TV Pittsburg, KKOW-Radio Pittsburg, KODE-TV Joplin, KKOY-Radio Chanute, KLKC-Radio Parsons, and have a school closing announcement broadcast.

CONTESTS FOR STUDENTS: JM

No student shall enter any contest as a representative of a school in the district, unless such contest is acceptable to the KSHSAA and approved by the Board of Education. Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA. Each faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students aware of those activities, which put them in violation of this policy and KSHSAA regulations.

AWARDS AND SCHOLARSHIPS: JN

Student awards for having represented a school in the district shall be limited to those approved by the administration and the Board of Education. Awards for interscholastic activities shall be limited to those approved by the KSHSAA.

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA.

Each faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students aware of those activities, which put him/her in violation of this policy and KSHSAA regulations.

COMPLAINTS AND GRIEVANCES: KN JCE

In order to provide an opportunity for the expression of legitimate concerns of students with respect to the application of any school rule or regulation, the District will consider complaints and grievances through the procedures established in the Board's rules and regulations implementing this policy.

DRUG FREE WORKPLACE

The board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

TOBACCO POLICY: Effective July 1, 2010

Tobacco use of any kind is not permitted by any person (staff, student, or visitor) at any time in or on USD #101 properties, whether owned, leased, or rented. Staff, students, and parents who violate this policy will be subject to disciplinary measures in accordance with applicable school and district

policies. Visitors who violate this policy will be asked to refrain from tobacco use or leave such district property and may be referred to school security personnel or local law enforcement if continued refusal occurs.

This policy further prohibits tobacco industry advertising, marketing, and sponsorship on district property, at school functions, and in school publications. In addition, the exhibition of tobacco-oriented gear or paraphernalia by staff and students is prohibited.

USD #101 will use signage and, when possible, written and verbal notices in district communications to advertise this policy. This district will make available current information regarding smoking cessation programs.

PROHIBITED ACTIVITIES: JDD/JDDA

1. Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.

2. The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances.

EXPECTATIONS FOR SCHOOL SPONSORED ACTIVITIES

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guest, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- parent notification;
- police involvement;
- suspension or expulsion; and/or; exclusion from future extracurricular activities.

SCHOOL LUNCH PROGRAM

District 101 participates in the National School Lunch and Breakfast Program. Breakfast is available to morning Pre School and K-12. Lunch is available to K-12.

Free and Reduced price meal applications are available to all families and may be obtained at enrollment or anytime throughout the school year at your student's attendance center. All information concerning free and reduced meal qualification submitted by your household will remain confidential according to state and federal guidelines. Kindergarten snacks do not qualify under the free and reduced price meal program.

Each student will receive a meal card at the beginning of the school year and is responsible for having this card at the scanning stations for meals each day. Teachers will hand out K-5 cards just before lunch and a book of scan codes will be used for K-5 breakfast.

All schools have a closed lunch period.

LEARNING BY SERVING

Students will receive one milk and one juice for breakfast as well as one milk for lunch. Water is available to all. Any additional milk or juice will be an extra charge whether you have free, reduced or paid meals.

There are no caffeinated beverages allowed in the Elementary or Jr. High cafeteria and should not be included in sack lunches from home. No fast food containers or advertising restaurant containers allowed in any of the cafeterias.

If a student has a food allergy that rises to the level of a disability, they should submit a food allergy form. These required forms will be available at enrollment or at the student's attendance center throughout the school year. Substitutions cannot be provided until these forms are on file.

A student's account is expected to have a positive balance at all times. You may make payments to either your students school office or online via credit card. If you are having trouble keeping the account in a positive way, you can contact the school for payment plans.

Students with a low or negative balance will receive a phone reminder weekly.

CHANGE OF ADDRESS/PARENTAL CONTACT INFORMATION

The office should be notified of any changes in address, telephone number, work number, email address, emergency contact information or parent's marital status occurring after enrollment.

GUIDANCE AND COUNSELING

Guidance and counseling services are available to all students. Appointments to see the counselor can be made before, during or after school, during activity period or during class time with teacher's permission.

Applications for transcripts are to be requested from the Guidance Office.

RED DEVIL TIME

During Red Devil Time, students will have 30 minutes of academic time built into their school day on Tuesday, Wednesday, Thursday and Friday. Monday will be used for character education and school recognition/reinforcement activities in order to receive additional academic assistance for any class that they are currently enrolled. This is also the time when extra-curricular clubs and organizations will schedule their organizational meetings. "Priority" academic assistance will take priority over students attending extra-curricular meetings during "Red Devil Time".

The primary goal is to create community awareness and teach volunteerism to our students for a brighter tomorrow. Our program is designed to help meet the need for volunteers within our communities and provide recognition for student volunteers. In order to receive special recognition at graduation, a student must perform and properly document 100 hours of community service while attending Erie High School. For more information contact the high school office.

RENAISSANCE RECOGNITION PROGRAM

Erie High School participates in the Renaissance Recognition Program, which is designed to recognize, reward, reinforce and celebrate student and staffulty successes and accomplishments. Throughout the school year, students have opportunities to earn rewards that are based on daily attendance, academic performance, student conduct and student involvement.

USD 101 STUDENT DRUG/ALCOHOL TESTING POLICY

In an effort to protect the health and safety of USD 101 students from illegal and/or performance-enhancing drug use and abuse or injuries resulting from the use of drugs/alcohol, and to set an example for all students, the USD101 Board of Education has adopted the “Student Drug/Alcohol Testing Policy” for drug testing of high school students participating in extracurricular activities. The Board recognizes that all students have certain rights of privacy guaranteed by our federal and state constitutions. This policy will not infringe on those rights.

STATEMENT OF PURPOSE AND INTENT

- A. It is the desire of the USD 101 Board of Education, administration, and staff that every student in USD 101 refrains from using, possessing, or distributing illegal drugs and/or alcohol. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular activities. This policy is intended to supplement and complement all other policies, rules, and regulations of USD 101 regarding possession and/or use of illegal drugs and /or alcohol.
- B. Participation in school sponsored extracurricular activities is a privilege. Accordingly, students participating in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.
- C. The purpose of this policy is to prevent illegal drug use and to strive within USD 101 to create an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular activities. If the school’s discipline policy regarding drug/alcohol use is violated, the student will be subject to the penalties of the discipline policy.
- D. The purpose of this policy is to prevent drug/alcohol use; educate students as to the serious physical, mental, and emotional harm caused by drug use; alert students with possible drug problems to the potential harms of use; prevent injury, illness, and harm as a result of drug use; and maintain in the school district an environment free of drug use and abuse. USD 101 has adopted this policy for use by all students participating in extracurricular activities in grades 9-12.

DEFINITIONS

Alcohol- The product of distillation of any fermented liquid, whether rectified or diluted, whatever its origin, and includes synthetic methyl alcohol.

Extra-curricular Activities- Those activities that take place outside the regular course of study in school and those students involved in those activities, including all USD 101 sponsored athletics and activities and interscholastic athletics and activities. Examples would include, but not be limited to, competitive athletics, cheerleading, student clubs, student organizations, non-academic required school activities and trips, FFA, FBLC, FCA, KAY, Student Council, National Honor Society and school-sponsored dances.

Co-curricular Activities- Participation in activities that are required as an assignment for a specific class. Examples would include, but not be limited to debate, forensics, drama, band, and choir.

Drug Use Test- A scientifically substantiated method to test for the presence of illegal drugs, performance-enhancing drugs or alcohol in a person's urine, saliva, hair or breath.

Illegal Drugs- Any substance that an individual may not sell, possess, use, distribute, purchase under federal or Kansas law. Examples would include, but not limited to, all scheduled drugs as defined by Kansas law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose, as well as alcohol.

Participation- A student who has violated the policy and is under suspension from participation may still participate in practices, if his/her eligibility will be reinstated before the end of the season.

Performance-enhancing drugs- Includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. Dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions are not included in the term "performance-enhancing drugs."

Positive Result- A toxicological test result that is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. "Positive" when referring to an alcohol test administered under this policy means a breath analyzer test result that is considered to demonstrate the presence of alcohol.

Reasonable Suspicion- Based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could also include unusual increases in size, strength, weight, or other athletic abilities.

Random Selection- Each participant who has returned a signed consent form will be assigned a random number for testing purposes. The participant's drug test number will be used by the laboratory, which conducts the drug tests to select the participants to be tested

School Days- Days that school is actually in session in USD 101.

EDUCATION

The school shall provide a drug policy education session for students within one week of the policy implementation. The session will include a detailed explanation of the "USD 101 Student Drug Testing Policy". In addition, it is recommended that each coach/sponsor conduct a player and parent meeting that will include information about the impact of the drug testing policy on participants. Parental attendance is strongly encouraged at each session. Each student will be provided a copy of the policy and a consent form.

PROCEDURE

- A. Each student in extracurricular and/or co-curricular activities shall receive copies of the "Student Drug Testing Consent Form" which shall be read, signed, and dated by the student and parent/guardian. All students wanting to participate in extracurricular activities must sign the consent form. Failure to turn in the properly signed consent form will keep a student from participating in extracurricular activities. Transfer students will be placed in the testing pool upon turning in the signed consent form. **If a student refuses to register and later determines to participate in activities, he or she may participate, but may be required to submit to a drug test at the student/parent's expense.**
- B. When a student is selected for drug testing he/she must provide written medical prescription or actual medications of any substance in which they are currently taking. The prescription or medication is to verify appropriate medical authorization for any drug, which they may have taken. Students who cannot provide adequate authorization for a drug that is identified during testing will be in violation of the substance abuse policy in the activities handbook.
- C. Students will be required to provide urine samples as follows.
 1. On a random selection basis, from a list of all students in the testing pool, names of 5-10 extracurricular participants may be drawn at random to provide a urine sample approximately once per month. Student selection will be generated by a random sampler, supervised by the testing service provider.
 2. At any time requested by the administration, based upon reasonable suspicion.
- D. A professional laboratory approved by USD 101, using scientifically validated toxicological methods, will administer any drug use test required by USD 101 under the terms of this policy. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.
- E. Students attending school-sponsored extracurricular and/or co-curricular activities may be required to submit to an alcohol breath analyzer test prior to entry to determine the presence of alcohol or at anytime requested by administration, based upon reasonable suspicion.
- F. All aspects of the drug-testing program, including the taking of specimens, will be conducted in a manner to safeguard the personal and privacy rights of students to the

- G. maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility. The student will empty his/her pockets and remove his/her coat and other excess clothing prior to entering the restroom or other private facility. Neosho County Health Department policies and procedures will be followed during the sample collection and drug testing procedures. When collecting a urine sample, the monitor shall not observe the student while the specimen is being produced, but shall be present outside the bathroom in order to guard against tampered specimens and to ensure an accurate chain of custody. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure. At this time the monitor will inform the principal, who will then determine if a new sample should be obtained.
- H. If the test confirms a positive test, the laboratory will report the results to the designated school administrator.
- I. The principal will contact the head coach/sponsor, student, and parent/guardian to schedule a conference. At the conference, the principal will solicit any explanation of a positive result. If parent/guardian questions the results of the initial drug screening, they may, at their own expense have a second test conducted, from the original collection specimen that will be initiated by the Neosho County Health Department. The results of the initial screening will determine student eligibility until further test result data is presented.
- J. If the student asserts the positive test results are caused by something other than consumption of an illegal drug, performance-enhancing drug, or alcohol, the student will be given the opportunity to present evidence of such to the principal, athletic director, and head coach/sponsor. The school district will rely on the professional opinion of the laboratory that performs the confirmation test in determining whether the positive test result was produced by something other than the consumption of an illegal drug, performance-enhancing drug, or alcohol. The principal, and coach/sponsor will make the decision within five (5) working days.
- K. This decision may be appealed in writing to the USD 101 superintendent within five (5) working days. The superintendent will then make a written decision within five (5) working days. During this time of this appeal, the student will not be eligible to attend, participate in, or compete in extracurricular activities.
- L. The superintendent's decision may be appealed in writing to the USD 101 Board of Education within five (5) working days. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in extracurricular activities.
- M. A student who has tested positive for illegal or performance-enhancing drugs will be required to undergo one or more additional drug tests to confirm that the student is no longer using illegal or performance-enhancing drugs. A student may participate in activities after his/her initial suspension is served. However, the student will need to pass a second test within two months of the suspension to maintain participation privileges.
- N. All parents/guardians of students who do not test positive for illegal drugs or performance-enhancing drugs in the initial screening will be contacted by USD 101 personnel within ten (10) working days after testing.

VIOLATIONS

Any student who tests positive in a drug/alcohol use test under this policy shall be subject to the consequences listed below. Violations under this drug testing policy are cumulative throughout grades 9-12 and do not start over each school year.

1st Offense- The student shall be suspended from participation in all extracurricular activities, including all performances and competitions for a period of four weeks (20 school days). During this time it is recommended that the parent/guardian obtain an acceptable substance abuse evaluation and education/counseling program for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school-approved substance abuse program, the suspension will be reduced to ten (10) school days.

2nd Offense- The student shall be suspended from participation in all extracurricular activities, including all performances and competitions, for a period of nine school weeks (45 school days). During this time it is recommended that the parent/guardian obtain an acceptable substance abuse evaluation and education/counseling program for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school-approved substance abuse program, the suspension will be reduced to six school weeks (30 school days).

Subsequent Offenses- The student shall be suspended from participation in all extracurricular activities, including all performances and competitions, for eighteen school weeks (90 school days).

SELF-REPORTING

A student who has never tested positive under the USD 101 policy has the option to voluntarily “self-report” the use of an illegal drug/alcohol. Under this self-reporting clause, the student must self-report to the principal prior to being selected in a random draw. Any student who self-reports a 1st offense shall have a five (5) school day suspension from all activities. Students cannot self-report if they have already tested positive as a 1st offense.

REFUSAL TO SUBMIT TO A DRUG TEST

Any student in the pool who refuses to submit to a drug/alcohol test authorized under this policy shall be considered “POSITIVE” for drugs and be subject to the appropriate suspension as stated previously in the USD 101 Student Drug Testing Policy.

TRANSFER STUDENTS

Any student transferring to USD 101 who wishes to participate in extracurricular activities must have a signed “Student Drug Testing Consent Form” on file with the principal’s office within five (5) school days of his/her initial enrollment.

DISCLAIMER

The USD 101 Student Drug Testing Policy does not supersede the student handbook of Erie High School with regard to students found to be in possession of, using, providing, or under the

influence of illegal substances or alcohol while on school property or at a school activity (home or away). Therefore, a student who violates the policy, as set forth in the student handbook should expect further consequences as deemed appropriate by the building principal.

This policy shall not supersede any state and/or federal law or KSHSAA policy on this topic.

Erie High School

Student Drug/Alcohol Testing Consent Form

Student Name: _____ Grade ____ Date _____

Policy Statement

The USD 101 Board of Education has adopted the "Student Drug Testing Policy" for drug testing of students participating in extracurricular activities.

General Authorization Form

The students and parent/guardian have read and understand the USD 101 Student Drug Testing Policy. We understand that as a condition of the student being allowed to participate in extracurricular activities, the student may be required to undergo and successfully pass a random screening for alcohol, illegal drugs or other banned substances, as set forth in the drug testing policy. We agree to all terms and conditions contained in the policy.

The student and parent/guardian hereby consent to participate in the random drug and alcohol/testing program and to the disclosure of testing results to designated USD 101 personnel and to the parent/guardian. We further understand that the student's refusal to submit to a drug screening will be treated in the same manner as if the student had tested positive for banned substances.

If the consumption took place at school or at a school activity, we understand there may be disciplinary consequences as determined by the administration as outlined in the student handbook of the school.

The privilege of being allowed to participate in extracurricular and/or co-curricular activities is contingent on the signing of this consent form.

This consent form shall remain in effect for a period of twelve (12) months from the date it is executed. Any revocation of this consent form shall disqualify the student from participating in extracurricular activities.

Student Signature _____

Parent/Guardian Signature _____

Address

City

State

Zip

All high school students wanting to participate in extracurricular activities for USD101 must sign this consent form and return it to the high school office. Students will not be allowed to practice or participate in any extracurricular activity without both parental and student signatures.

Erie High School

Student Drug/Alcohol Testing Withdrawal Form

I, _____, wish to withdraw from the Erie USD101
Print Student Name Here
Student Random Drug Testing Pool for the _____ school year.

I will submit this form to the principal's office. I want my name to be withdrawn from the testing pool on the date this form is received by the principal's office. Completing this form will impact my participation in all athletic programs and extracurricular activities. By withdrawing, I understand I can no longer participate in or attend any of these programs and activities. I may re-enter the testing pool and enjoy the privileges listed above at the beginning of the next school year by filling out a new consent form, or during the current school year, by submitting to a drug test and receiving confirmation of a negative test prior to re-gaining eligibility status for the current school year.

Students have ten (10) school days, from submitting their withdrawal form, to reconsider their decision and re-enter the pool with no consequences.

Printed Student Name

Grade

Date_____

Student Signature_____

Parent/Guardian Signature_____

Address

City

State

Zip