

# INDEX

WELCOME	1
SCHOOL INFORMATION SYSTEM	
CHAIN OF COMMAND	
CONFORMITY WITH STATE AND FEDERAL LAW	
USD #459 BOARD, ADMINISTRATION AND STAFF	
USD 459 MISSION STATEMENT	3
USD 459 STUDENT EXIT OUTCOMES AND STANDARDS	
SCHOOL HOURS	4
VISITORS	
INCLEMENT WEATHER	
ENROLLMENT PROCEDURES	
IDENTIFICATION OF STUDENTS	
RESIDENT STUDENTS	
NONRESIDENT STUDENTS	
ASSIGNMENT TO GRADE LEVEL	5
TRANSFERRING CREDIT	
TRANSFERS FROM NON-ACCREDITED SCHOOLS	
IMMUNIZATIONS	
KINDERGARTEN	6
HOME SCHOOL	
SPECIAL STUDENT GUIDE	
STUDENT TRANSFER TO ANOTHER SCHOOL	7
ENROLLMENT FEES	
ACTIVITY TICKETS	
MEAL PRICES	
INSUFFICIENT FUNDS CHECKS	8
ACADEMICS	
GRADUATION REQUIREMENTS	
FINANCIAL STANDING:	
COMMENCEMENT	
GRADING SCALE	
GRADE REPORTING	
PARENT-TEACHER CONFERENCES	
RECORDS	9
HONOR ROLLS	
HONOR BANQUET	
CLASS RANK	
CORRESPONDENCE COURSES	
CLASS CHANGES	
COLLEGE COURSES	

IMPORTANCE OF BASICS	
HOMework	10
PHYSICAL EDUCATION	
TESTING	
ACADEMIC DISHONESTY	
LIBRARY/MEDIA CENTER	
CURRICULUM	11
SPECIAL EDUCATION	
BEHAVIOR CODES OF CONDUCT	
COMPULSORY SCHOOL ATTENDANCE	
ATTENDANCE POLICY	
ABSENCE PROCEDURE	
TRUANCY	12
CLASS WORK MAKE-UP POLICY	
COLLEGE VISITATION FOR SENIORS	
PROCEDURES TO FOLLOW WHEN ABSENT	
LOSS OF CREDIT DUE TO ABSENCES	13
TARDY	
VACATIONS	
PROCEDURES TO FOLLOW WHEN ABSENT:	
STUDENT CONDUCT	
CELL PHONES AND ELECTRONIC MEDIA	14
BULLYING / CYBER BULLYING	
PASSING PERIODS	15
REPORTING CRIMES TO LAW ENFORCEMENT	
WEAPONS	
ALCOHOL, TOBACCO, OR DRUGS	
FIGHTING	16
FRESHMAN INITIATION	
DISPLAYS OF AFFECTION	
DISCIPLINE MEASURES	
DETENTION AFTER SCHOOL	
IN SCHOOL SUSPENSION	17
OUT OF SCHOOL SUSPENSION	
EXPULSION FROM SCHOOL	
PERSONAL APPEARANCE	
HARASSMENT	
SEXUAL HARASSMENT	18
RACIAL HARASSMENT	
TERRORISTIC THREATS	20

COMPUTER USAGE INTERNET USAGE	21
PERMIT TO LEAVE THE BUILDING POP AND CANDY PETS EXTRA-CURRICULAR ACTIVITIES CARE OF SCHOOL PROPERTY	22
STUDENT VEHICLES STUDENT HEALTH / WELFARE SCHOOL SAFETY HOTLINE TELEPHONE CALLS ILLNESS IN SCHOOL STUDENT ACCIDENTS	23
INSURANCE-STUDENT MEDICATION STUDENT SELF-ADMINISTRATION OF MEDICATIONS	24
FIRE DRILLS - TORNADO DRILLS CRISIS PLAN SCHOOL INFORMATION SYSTEM SCHOOL PARTIES ACTIVITY TRIPS	25
FIELD TRIPS LOCKERS PERSONAL PROPERTY TOYS CROSSWALKS – BICYCLES PERSONAL PURCHASES THROUGH THE SCHOOL CLOSED LUNCH VENDING MACHINES TRANSPORTATION	26
BUS RULES AND INSTRUCTIONS MISBEHAVIOR ON BUS VIDEO CAMERAS	27
GUIDANCE AND COUNSELING SERVICES SCHOOL PICTURES ACTIVITIES KSHSAA ELIGIBILITY RULES FOR ATHLETES	28
BUCKLIN SCHOOLS ELIGIBILITY POLICY TRANSPORTATION-ACTIVITIES	29

LEAGUE AFFILIATION	30
LOCKERS-ATHLETIC	
PEP RALLIES AND ASSEMBLIES	
PHYSICAL EXAMINATIONS	
RULES OF CONDUCT	
SCHOOL DAY-PARTICIPATION	31
STUDENT COUNCIL	
HIGH SCHOOL DANCES	
JUNIOR HIGH DANCES	32
DISCRIMINATION	

#### **WELCOME**

We welcome you to our schools, the home of the Bucklin “Red Aces”, where children are our most important business. The school system is glad to be of service to you and we hope that you make the most of our educational opportunities. Please take some time to become familiar with our Student-Parent Handbook as the contained information is beneficial to you as it explains our operational procedures and school policies. The administration, faculty, and staff at USD #459 are here to assist students in achieving the best in their personal education. We look forward to a great school year and with your cooperation, we know it can be.

#### **SCHOOL INFORMATION SYSTEM**

Please keep the school personnel informed of any change of address or phone numbers during the year for your residence and work. Please notify us if your job changes and you have a different telephone number in case of emergencies. It is imperative that we have this information in case we need to reach you about your child.

#### **CHAIN OF COMMAND**

Most problems can be solved by following the chain of command:

**TEACHER / COACH**  
**PRINCIPAL**  
**SUPERINTENDENT**  
**BOARD OF EDUCATION**

#### **CONFORMITY WITH STATE AND FEDERAL LAW**

Where state or federal statutes address or cover the subject matter of any policy set forth herein, such policy will automatically conform to the present wording of any state or federal statutes. In the event of a conflict between wording of any policy and the wording of any current state or federal statute, any rule or regulation, the current statute, rule or regulation shall prevail and the policy automatically amended to conform to such statute, rule or regulation.

**USD #459 BOARD OF EDUCATION, ADMINISTRATION AND STAFF**

**BOARD OF EDUCATION**

Rebecca Barnhardt -----	Member
Bill Carr -----	Member
Sherry Curtis -----	Member
Shane Jones -----	Member
Dwann Seacat -----	Member
Nathan Thompson -----	Member
Shana Tilley -----	Member

**ADMINISTRATION**

W.S. "Skip" Landis -----	Superintendent
Tim Dusin -----	7-12 Principal
Sandy Schadegg -----	PreK – 6 Principal
Molly Pegelow -----	Activities Director

**LICENSED EMPLOYEES**

Becky Barnhardt -----	ITV Spanish Instructor
Karren Bartholomay -----	Second Grade Instructor
Beverly Birney -----	Social Studies / Coach
Barbara Brown -----	HS Special Ed Instructor
Mike Brummett -----	Band, HS Vocal
Lloyd Buckley -----	Math
Jules Constantin II -----	Industrial Arts / Coach
Dale Coverdale -----	JH/HS Science Instructor
Tammy Draper -----	Speech Instructor
Melissa Dusin -----	First Grade Instructor
Elaine Evans -----	5-8 Special Ed Instructor
Kathy Feikert -----	Title I Reading & Math; Gifted
Jane Hokanson -----	Third Grade Instructor
Stephen Hokanson -----	Computer Instructor / Coach
Catherine Johnson -----	Elementary Vocal
Sue Kirk -----	P.E., Fifth Grade
Katrina Krier -----	HS Science Instructor
Thelma Liggett -----	HS Math Instructor
Bridget McGee -----	Kindergarten
Pam McLarty -----	K-4 Special Ed Instructor
Sheila Nech -----	Fourth Grade Instructor
Becky Price -----	Pre-K Instructor
Pamela Rhodes -----	HS English Instructor / Coach
Leighton Rudd -----	JH English Instructor
Rob Scott -----	JH Social Studies Instructor /
Coach	
Marilyn White -----	Fifth/Sixth Grade Instructor
Greg Wyrick -----	PE Instructor

**CLASSIFIED EMPLOYEES:**

Craig Bowman -----	Coach
Richard Carlin -----	Bus Driver
Carla Copeland -----	Special Ed Para
Lori Copeland -----	Bus Driver
Jessica Cuer -----	Special Ed Para
John Doherty -----	Coach
Heidi Duffield -----	Special Ed Para
Rick Evans -----	Custodian
Megan Evans -----	Coach
Mike Fisher -----	Custodian
Terry Fisher -----	Food Service
Lori Hearne -----	Secretary

Susan Klusman -----	Special Ed Para
Kelly Ledesma -----	Spec Ed Para
Kathy Leon -----	Cheer Sponsor
Donna Lewallen -----	Technology
Lida Lewallen -----	Special Ed Para
Glenda Mack -----	Food Service
Olga Martens -----	Para
Linda Martin -----	Bus Driver
Regina Murray -----	Special Ed Para
Sharon O'Neill -----	Special Ed Para
Genita Parr -----	Board Clerk
Molly Pegelow -----	Secretary
Judy Porsch -----	Custodian
Rachel Servis -----	ITV Facilitator
Nancy Stegman -----	Library / Music Para
Rhonda Stout -----	Food Service
Terah Thompson -----	Student Services Officer
Mary Warnke -----	Food Service

## USD 459 MISSION STATEMENT

The mission of USD #459 is to create successful educational experiences and develop responsible learners.

### USD 459 STUDENT EXIT OUTCOMES AND STANDARDS

All students of USD #459 will strive to work to the best of their ability to be:

#### An Effective Learner who

- possesses a strong foundation of basic academic skills
- learns for the sake of learning
- takes responsibility for learning
- utilizes a variety of resources, including technology for learning
- can evaluate ones own progress toward learning goals

#### A Creative Problem Solver who

- identifies problems
- gathers and analyzes information
- evaluates alternatives and offers viable solutions
- makes decisions
- evaluates the results of these decisions

#### A Competent Communicator who

- reads with understanding
- listens with understanding
- clearly expresses thoughts and ideas in writing
- clearly expresses thoughts and ideas orally

#### A Productive Worker who

- demonstrates adaptability
- takes pride in work and accomplishments
- demonstrates good work ethics
- applies academic knowledge to practical situations
- uses creativity in a productive manner

#### A Community Contributor who

- displays citizenship
- shows respect for law and authority
- demonstrates positive interpersonal relationships
- demonstrates consideration for individual differences

#### A Well-Rounded Person who

- knows how to be emotionally and physically fit
- demonstrates integrity, honesty, respect, and strength
- accepts responsibility for individual actions
- possesses a positive self concept
- sets goals
- demonstrates life management skills
- demonstrates an appreciation for creativity

## **SCHOOL HOURS**

School doors will be opened at 7:45 a.m. for those wanting to participate in the breakfast program and 8:00 a.m. for all other students. Classes begin at 8:15 a.m. and school is dismissed at 3:15 p.m. Monday through Friday. School doors will be locked at 4:00 p.m. Monday through Friday. Children needing extra help, before or after school hours, should make the necessary arrangements.

### **VISITORS**

All visitors must sign in at the main office and be approved by the office personnel before entering other parts of the building.

Parents are encouraged to visit their schools, but will be asked to wait until after the first three weeks of school before they arrange, with the building principal and classroom instructor, their visit. The first three weeks of a new school year, is a period of time when the instructors are establishing their classroom management and discipline procedures. Parents are asked not to visit classrooms during the first half hour and last half hour of the school day. This will allow the instructor time to focus on the students' opening and ending of the school day without interruptions. Preschool children should not visit classrooms with their parents. Bucklin Schools encourage all parents to visit school during the parent teacher conferences. Children from other schools are not permitted to visit Bucklin Schools.

### **INCLEMENT WEATHER**

It is the responsibility of parents living in the country to determine whether or not to bring or send their children to school if severe weather conditions appear imminent. When for any unforeseen reason, it would be necessary to dismiss school early or not convene school, patrons will be notified by 1370 KGNO, K95 FM, 98.1 FM and Q97 FM radio and channels 6, 11, and 13 TV. This would apply in case of storm or any emergency that would disrupt the normal school day. When bus drivers deliver students to their homes in the country during stormy or blizzard weather, they will observe the student until he/she has entered the house. Parents are responsible for their children when they depart the bus.

Specific arrangements should be made in advance, should parents wish students to do otherwise than the normal bus route delivery.

## **ENROLLMENT PROCEDURES**

### **IDENTIFICATION OF STUDENTS**

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate. Students enrolling in grades 2 - 12 shall provide a certified transcript or similar pupil records. Other documentation which the board determines to be satisfactory may be provided.

### **RESIDENT STUDENTS**

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent that is a resident of the district. Homeless children located in the district will be admitted as resident students. For purposes of this policy, parent means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

### **NONRESIDENT STUDENTS**

Nonresident students are those who do not meet the qualification of a resident student. Nonresident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

A nonresident student who has been suspended or expelled from another district, or who has voluntarily withdrawn from school in another district for disciplinary reasons will not be considered for admittance to the district until they are returned to “good standing” in the district in which the problem occurred.

Students who have moved into USD 459 district with a parent or guardian will complete periods of suspension or expulsion (disciplinary action) outlined by the district last attended before being considered for enrollment.

Students who have moved to Bucklin district without a parent or guardian, circumventing suspension or expulsion within another district, will not be admitted.

Rationale: Applications of this nature require the Administration and counselor to make judgments as to other districts being right or wrong in their concept of correct student punishment. The full reasoning may, at times, not be given as there may be facts that remain confidential.

The administration will evaluate admission requests by non-resident students and will exempt any student for which they believe attendance is not of the best interest for both USD #459 and the student.

A non-resident student must complete the application form for admission to USD #459 prior to acceptance. The incoming family must be approved by the Principal and Superintendent and be in good financial standing with the district to be accepted.

#### **ASSIGNMENT TO GRADE LEVEL**

The superintendent shall assign students to the appropriate building. Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal’s decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

#### **TRANSFERRING CREDIT**

In the junior high and high school, full credit shall be given to units earned in other accredited schools or virtual schools.

#### **TRANSFERS FROM NON-ACCREDITED SCHOOLS**

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student’s documented past educational experiences and performance on tests administered to determine grade level placement.

#### **IMMUNIZATIONS**

KAR28-1-20 defines immunizations required for any individual who attends school or a preschool or a childcare program operated by a school. Except as provided in KSA 75-5209b and amendments thereto, each child or adolescent shall be required to receive the following vaccinations before enrolling in any Kansas school

- 1) Diphtheria, Tetanus, Pertussis: five doses required. Four doses acceptable if dose 4 is given on or after the 4<sup>th</sup> birthday. Booster dose of Tdap required at age 11.
- 2) Poliomyelitis: four doses required. Three doses acceptable if dose 3 is given on or after the 4<sup>th</sup> birthday.
- 3) Measles, Mumps, Rubella: two doses required.
- 4) Hepatitis B: three doses required through grade 9
- 5) Varicella (chickenpox): two doses required for kindergarten; one dose required grades 1-9 unless history of varicella disease documented by a licensed physician. Two doses are currently recommended by the ACIP for all ages.
- 6) Haemophilus influenzae type b (Hib): three doses required for children less than 5 years of age in preschool or childcare operated by a school.

- 7) Pneumococcal conjugate (PCV7): four doses required for children less than 5 years of age in preschool or childcare operated by a school.
- 8) Hepatitis A: two doses required for children less than 5 years of age in preschool or childcare operated by a school.

In addition to the immunizations required for school entry listed above, the 2009 ACIP recommendations also include the following for school children:

- 1) Meningococcal (MCV4): one dose recommended for eleven years of age or older; not required for school entry.
- 2) Human Papillomavirus (HPV): three doses recommended for females eleven years of age or older; not required for school entry.
- 3) Influenza: yearly vaccination recommended for all ages over 6 months of age; not required for school entry.

Proof of varicella disease shall be verified by one of the following:

- The signed statement of a physician indicating the child's or adolescent's date of this illness; or
- The signed statement of a parent indicating the child's or adolescent's date of this illness; or
- Laboratory evidence of varicella immunity.

Any student who fails to comply with the health assessment requirement within the allotted 90 days after admission to school, will be excluded from attending school until such assessment is completed or until a waiver has been signed.

### **KINDERGARTEN**

Kindergarten students must submit the following to the school office prior to the first day of school:

1. Current immunizations records as stated above.
2. Birth certificate -- state issued certificate, not hospital certificate
3. Completed physical form (health assessment form)
4. Social Security Number

The student will not be allowed to attend school until these forms have been submitted to the office.

### **HOME SCHOOL**

Home school students are welcome to attend USD #459. Our mission is to help all students achieve their educational goals. However, students that attend less than a full day of school will be considered a "Special Student" which is defined in our Student Handbook.

Prior to admission, Home School Students must meet the following criteria:

- Must be recommended by the Principal/Superintendent and be in good financial standing with the district.
- Must be enrolled before the start of a new school year.
- Must pay a prorated enrollment fee, based on the number of classes taken.
- Must agree to follow all rules and regulations as stated in the Student Handbook.

### **SPECIAL STUDENT GUIDE**

The Special Student status will be determined at the discretion of the building principal at the time of enrollment. It will usually designate students whose schooling has been interrupted in some way. This may include but is not limited to a student who takes more than four years to complete the requirements for graduation, or a student who has to work or for other reasons cannot meet the regular school hours and responsibilities.

A special student will not be considered a regular member of the student body. They will not be allowed to join student organizations, represent the school in competition at any time or participate in any extra curricular activities. Band and vocal are not considered extra curricular activities.

A special student will have all the opportunities provided in the curriculum, will accept the authority of staff members, will be obligated to meet classes in which they are enrolled, and will have the privilege of using the library during school hours which includes checking out books and materials.

A special student will be denied school attendance privileges at any grading period when one or more grades are failing.

Special students may attend school dances and the Junior - Senior Prom providing they are students in good standing and receive prior approval of the school administration.

### **STUDENT TRANSFER TO ANOTHER SCHOOL**

Any student planning to transfer to another school will need to obtain a withdrawal form from the office. Each teacher will sign the form after materials are checked in. After all signatures are received, the sheet will be returned to the office for the signature of the principal.

### **ENROLLMENT FEES**

School enrollment fees (book rental) will be due upon the enrollment of students at the specified dates. If the fees can not be paid on that date, a 15% deposit will be required. The superintendent's office will establish a payment plan with the patron. If the fees are not paid according to the payment plan, the unpaid balance will be turned over to collection agency.

All textbooks and workbooks are furnished to the student at a cost of \$45 for K-4 and \$50 for students in 5-12. A reduced fee of half price per student may be applied for with the free/reduced price meal application.

Purchase of a 2009-2010 yearbook (KANZA) may be made at time of enrollment for \$50. Any orders or payments after the enrollment date, will be \$55.

A technology fee of \$10 will be assessed to all students 5-12 to help offset paper, ink, and other supplies associated with the computers and technology made available to them.

A drivers education fee of \$250 per course will begin the summer of 2009.

### **ACTIVITY TICKETS**

There will be Season Passes available for the school year. These will be good for all regular season home football, volleyball, basketball games for both Bucklin High School and Junior High games, except those playoff events sponsored by the KSHSAA. The Golden Age Passes are available at no cost for the senior citizens.

\$75.00 for family pass  
\$50.00 for individual pass

### **MEAL PRICES**

Meal payment is essential to the cash flow for operational costs of the food service program. Payment for meals is to be made prior to service. Families are encouraged to make application for free or reduced priced meals so accounts can be credited appropriately

There will be limited charges of meals due to cash flow for operational costs. Notice will be sent out on a weekly basis allowing you to know when your student has 5 meals left. Once an account is behind for five days of meals, there will be no charged meals until the account is paid in full. After the five charged meals, an alternative meal will be served for three days free of charge. If the account is still not paid, then meals will not be served to the student whose accounts is delinquent. Payment for a meal will be credited to the first charged meal so the student can not participate in the food service program on a daily basis by bringing cash if the account is in arrears.

Lunch prices are as follows:

Grades K-4	\$2.25 per meal	\$45.00 for 20 meals
Grades 5-12	\$2.40 per meal	\$48.00 for 20 meals
Reduced price	\$ .40 per meal	\$ 8.00 for 20 meals
Adults	\$3.50 per meal	\$70.00 for 20 meals

Breakfast prices are as follows:

Grades K-4	\$1.30 per meal	\$26.00 for 20 meals
Grades 5-12	\$1.35 per meal	\$27.00 for 20 meals
Reduced price	\$ .30 per meal	\$ 6.00 for 20 meals
Adults	\$2.00 per meal	\$40.00 for 20 meals

Extra milk or juice with meal: \$ .40 per serving.

### **INSUFFICIENT FUNDS CHECKS**

Persons that issue a check with insufficient funds to USD #459 for any reason will be placed on a cash basis status for the remainder of the school year.

## **ACADEMICS**

### **GRADUATION REQUIREMENTS**

The board of education has determined that students must have successfully completed a minimum of 25 credits for graduation. Successful completion of a unit of credit shall be defined as achieving a grade of "D-" or better. A half-unit of credit shall be defined as the successful completion of one semester. The following requirements must be met:

- Four units of English
- Three units of Social Studies (this must include a full unit of American History and a full unit of American Government)
- Three units of Science; one of which must be a lab science
- Three units of Mathematics
- One unit of Health and Physical Education
- One unit of Computer Technology
- One unit fine arts
- Nine units of electives

### **FINANCIAL STANDING:**

All bills owed the school district must be paid prior to issuing a diploma.

### **COMMENCEMENT**

Students who have successfully completed the graduation requirements of USD 459 may participate in commencement exercises. Students will be expected to wear caps, gowns and tassels for graduation. Dresses, slacks, collared shirts, and appropriate footwear are required. Diplomas will be issued only to those in good financial standing with the district.

### **GRADING SCALE:**

Grades 3-12:	A	90-100
	B	80-89
	C	70-79
	D	60-69
	F	0-59

### **GRADE REPORTING**

Kindergarten through Grade Two will use a comprehensive type of report card. The teachers will notify any parents of children not doing acceptable work. Down-slips will be mailed by the sixth week of each reporting period.

Teachers who wish to retain a child will notify the parents as soon as this decision is made.

Student progress reports will be mailed each nine weeks. Report cards will be mailed each semester. Parents may monitor their students' grades by going to the Power School website. For those who do not have access to a computer, you may request hard copies of progress reports which will be sent every three weeks. Additional correspondence concerning grades may take place at any time during the grading period.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be scheduled for the school year. Other conferences may be scheduled by the parents or the teachers at any time during the school year. Parents should make every attempt to attend these. Only one conference scheduled per pupil is recommended.

## **RECORDS**

Under the provisions of the Family Rights Act, a parent may see a child's cumulative records only after signing a request form. Other records are available at all times if a parent wishes to see them. Parents are required to sign a formal release form before any records are transferred to another school.

## **HONOR ROLLS**

Honor rolls will be published at the close of each semester. Students with a 3.5 average will attain the "A" honor roll. A student with a 3.0 average will attain the "B" honor roll. Students with a "D" or "F" will not attain either honor roll regardless of their grade point average. Only full unit of credit subjects are counted in determining the honor roll. Suitable awards will be given to graduating honor students.

## **HONOR BANQUET**

This banquet, sponsored by the student council, will be held during the second semester. High school students who have been on the A or B honor roll the previous two semesters are eligible to attend.

<b>CLASS RANK</b>	Freshman	1st year
	Sophomore	5 completed credits
	Junior	11 completed credits
	Senior	17 completed credits
	Special Students	5th year students

## **CORRESPONDENCE COURSES**

Correspondence courses are offered for the benefit of a student needing credits because of transfer, illness, or failure. They may also be used for the study of a course not offered in high school or to prevent conflicts in class schedules. Correspondence courses will be approved in advance by the principal.

## **CLASS CHANGES**

In order for a student to change a class, a student must obtain a transfer slip from the school counselor. This transfer slip must be signed by a parent/guardian and approved by both teachers and the principal. Completed transfer slips should be returned to the counselor. The last day to change classes will be the second Friday of the first semester and the fifth school day of the second semester. Any classes dropped after the deadline will constitute withdrawal with a failing grade, which is recorded on the student's permanent record. In order to change classes at semester a suitable alternative must be available. ITV classes will follow A-Plus network rules regarding class changes.

## **COLLEGE COURSES**

USD #459 recognizes the benefits of vocational, work-based learning and college track outreach classes. By agreement with and arrangement by Dodge City Community College and the Tech-Prep Consortium, sophomores, juniors and seniors can participate in these programs and explore possible careers and earn college credit.

Classes taken in cooperation with community colleges may be taken for both high school and college credit.

Students must have sophomore, junior or senior standing before being permitted to take college credit classes. Students enrolling in these classes must take a college asset test to qualify.

Community college classes may be delivered through the Outreach Program, Interactive Television (ITV), or through the Tech Prep program.

Gifted students may take college credit classes for dual credit whenever such classes are recommended by their IEP regardless of age or class standing.

### **IMPORTANCE OF BASICS**

Certain skills are needed on the grade school level - reading, spelling and written communication, writing, and simple arithmetic are some. The importance of reading, both at school and at home, cannot be overly stressed. Without good reading skills, a child will have difficulty with all other areas where reading is required - either in part or as a whole.

Parents should encourage their children to read at home. Books and magazines, that are both interesting and enjoyable, should always be available at home. Daily reading periods at home can be both rewarding and entertaining.

Children with special reading problems will be referred to our special reading teacher for testing and possible extra help. All children will be encouraged to make use of our library. Teachers will be happy to work with parents when reading difficulties are apparent.

### **HOMEWORK**

A daily period of time should be set aside for homework as needed. The child should have a relatively quiet area in which to work. Reference books, pencils, paper, textbooks, assignments, and other necessary materials should be readily available. If the entire period of time, designated for homework, is not needed, the remainder of time could be used as a free reading period. A 15 - 45 minute period is usually sufficient for most daily homework, depending upon the age of the child. Parental supervision and encouragement is beneficial to the child's success.

### **PHYSICAL EDUCATION**

Physical education is required for grades 1 through 6. A child may be excused from participating only when a physician signs a statement stating the period of time that the child should not participate.

### **TESTING**

The State of Kansas, along with federal mandates, requires that a series of state assessments be given in grades 2 (reading diagnostic assessment) and grades 3-12 to assure that Kansas students are making adequate year progress (AYP). Students are taught to attain the ability to understand the core subject standards in Language Arts/Reading/Writing, Mathematics, Science, Social Studies. These assessments are given between the end of February through mid April. During the assessment period we request cooperation of parents in making sure students get adequate rest and that they are ready for these assessments.

Other testing that is administrated will be the Iowa Test of Basic Skills in grades 1-8. This assessment measures the student's basic academic skills as compared with all other students nationally who take this same series of tests during the same time yearly. The students' scores in the core subjects are provided in national percentages and learning grade levels. This test is considered a national normed reference test which is required by the state school accreditation guidelines.

Our 8<sup>th</sup> Grade, Sophomores, Juniors, and Seniors will be taking additional testing required for post-secondary educational programs. These assessments test all aspects of students learning in core subject areas. These are the EXPLORE, PLAN, P-SAT, SAT, and ACT assessments. These assessments require a fee to take the test and are scored by the National Testing Service.

### **ACADEMIC DISHONESTY**

Academic dishonesty (as in cheating or plagiarism) is not acceptable. Cheating includes copying another student's work such as homework, classwork, or test answers as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

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 as other disciplinary measures.

### **LIBRARY/MEDIA CENTER**

Children should be encouraged to make full use of the library. Most materials may be checked out and taken home by the child. Other books and materials may be taken home upon the approval of the librarian. Parents are asked to help the child care for the books or materials and see that they are returned when due. Children will be notified the day after books or materials are due. The library is an extension of the classroom and proper behavior is expected.

### **CURRICULUM**

The school districts curriculum will be evaluated annually through our state assessment program. Starting with 2007-08 school term the district will be formulating a Curriculum Council made up of administration, teachers, and board member representation to evaluate the districts Pre-K – 12 curriculum. Sub-committees in the area of textbooks and technology will be developed to provide instructional alignment for the state required learning standards. From time to time the patrons will be surveyed for their input. We are presently using the state aligned curriculum standards through the Southwest Plains Regional Service Center.

### **SPECIAL EDUCATION**

USD #459 receives special education services from the Southwest Kansas Area Cooperative District 613 (SKACD). Services made available through this membership include a school psychologist, speech and language therapist, physical therapist, and a gifted education coordinator.

## **BEHAVIOR CODES OF CONDUCT**

### **COMPULSORY SCHOOL ATTENDANCE**

All students are expected to be in school all day, every day. Kansas law requires students to attend school until the age of eighteen (18). Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma of GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education; or
- a court orders exemption; or
- the parent/guardian consents, in writing, to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

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

Waiver forms may be obtained from the district office or the principal.

Students age 16 or 17 who are not exempt shall be reported as truant.

### **ATTENDANCE POLICY: ABSENCE PROCEDURE**

Students who have a habit of good attendance generally achieve higher grades, enjoy school more, and are much more desirable to employers after graduation. We expect all students to attend school regularly and to be on time for all classes. We appreciate all parental cooperation and support in this endeavor. Compliance is the responsibility of the student and his/her parents/guardians. Decisions on the type of absence are the responsibility of the building administrator.

It shall be the policy of the board that student handbooks shall have a procedure for notifying parents on the day of a student's absence if the parents have not notified the school.

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the appropriate teacher on forms prescribed by the superintendent. The superintendent shall include an attendance report as a section of the annual report to the board and may report attendance problems to the board at other times, as deemed necessary.

Students may have up to five (5) days for each semester of excused absences as approved by the Principal for illness, family business, or emergencies. Family activities with the parent, or prearranged medical appointments do not count against these five days. Other excused absences will be those approved by the Principal that will include, but not be limited to:

- Funerals
- Illness, but only with notes from the doctor or dentist
- Church related activities
- Educational trips with organized groups or parents with prior approval of the Principal.

A meeting with the Principal and parents/guardians will be conducted after the 5<sup>th</sup> absence. Any absence past the five-day limit will not be excused unless verified by a licensed physician or approved in advance by the administration.

#### TRUANCY

According to the K.S.A. 1113 Section C: The building principal shall report students who are inexcusable absent from school to the appropriate authority. A student is truant when the student is inexcusably absent under any of the following circumstances, whichever occurs first:

- Three consecutive school days; or
- Five days in any term; or
- Seven days in a school year.

All absences and tardies start over each semester.

For the purposes of counting days, 1 to 3 hours missed will be counted as a half day; more than 3 hours will be counted as a whole day. If a truant child is returned to school by law enforcement officials, the principal shall notify the parent or guardian.

A truancy report will be filed by the Principal with the SRS office for any students under seven (7) years of age and students under the age of 18 will be referred to the county attorney if they violate the compulsory school attendance laws.

#### **CLASS WORK MAKE-UP POLICY**

In the event of an excused absence or an unexcused absence with parental approval from school that was not a school related activity, the student becomes responsible to make up missed assignments or tests. The guideline for make up work for an excused absence that was not a school related activity, will be the number of days absent from school plus one day to complete the missed assignments or tests. An example will be if a student is ill Monday, Tuesday, and returns on Wednesday. That student now has Wednesday, Thursday, plus Friday to complete the assignments or test missed on Monday and Tuesday due to illness. If a student fails to make up assignments or tests, the appropriate class grade will be entered in the grade book.

If the absences is a result of a school related activity, the student is responsible for all assignments and tests just as if they were in the classroom.

#### **COLLEGE VISITATION FOR SENIORS**

Seniors that are on track to graduate will be allowed two days for college visitation. Only arrangements need through the counselor's office will be excused.

#### **PROCEDURES TO FOLLOW WHEN ABSENT**

Parents/guardians are expected to notify office each day that a student is absent. To help in evaluating reasons for absences we urge parents/guardians to be specific when identifying the reasons for student absences.

When returning to school from an absence (one class or more) a note or phone call from their parent/guardian stating the reason for the student's absence is necessary. If the absence was for a doctor/dentist appointment, a note from the doctor/dentist will be required. The principal will then make the judgment on what type of absence will be given. If no notification has been provided by the time the student returns to school, the student will be sent home until parent can be contacted and absence is verified. If a parent declines to excuse the student's absence, truancy will be assessed and discipline will follow.

Prior to reporting either SRS (if the student is under age 7) or the county or district attorney (if the student is 7 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant. Copies of this letter will be placed in the student's file and the district office.

### **TARDY – K – Grade 12**

With the exception of a medical appointment, students may be tardy three times per semester without penalty. All tardies beyond three per semester requires the student to serve a 30 minute detention after school (same day as possible). A student is counted tardy if they are not in their classroom when the school bell rings at 8:15 a.m. or is late to other classes during the school day.

### **VACATIONS**

All vacations must be prearranged in the office at least five days prior to the start of the vacation. If any of the vacation days exceed the five day limit, they will be counted as unexcused. The parent will be responsible for notifying the office. Upon notification, the student will receive a homework assignment sheet.

### **UNACCEPTABLE BEHAVIOR**

Disciplinary action will also be taken for the following offenses: repeated violation of school rules or regulations, intimidation of students or any school personnel, obscenity, destruction or damage to school property, weapons, offensive language, stealing or possession of stolen property, theft, threats (by word or deed), smoking and/or tobacco use on school grounds, fighting, fireworks, littering, pushing, shoving, and running in the halls. This list is not all-inclusive, nor is it intended to be. It is impossible to list every infraction that may occur; however, any misconduct on the part of a student may result in a suspension.

### **STUDENT CONDUCT**

In order to provide a proper educational atmosphere and to protect the rights of all students, it is necessary to have certain expectations regarding student conduct. Students who are incorrigible, unwilling to learn, and who are disrespectful to fellow students, teachers and other staff may be dismissed from school. The state law will be closely and vigorously followed in dealing with students who will not abide by the rules and regulations of the school.

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

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

### **CELL PHONES AND ELECTRONIC MEDIA**

Cell phones, pagers, digital music devices (i-pods, MP3 Players, Walkmans, CD Players, etc) and hand held electrical games will not be used during school hours. We encourage students to leave these electrical devices at home. However, if students must bring such devices to school, they must be left in their lockers or in their bookbags. Students should not carry electrical devices on themselves

(jeans pockets, sweatshirt pockets, etc...) The school is not responsible for theft or damage of these items.

The first time being caught using the device, the administration will keep the device in a secure place in the office until the end of the day. The second time the office will notify the parent/guardian to come in at the end of the day to pick up the device. This will be a documented warning. Subsequent offenses will be viewed as insubordination resulting in disciplinary actions up to a short term suspension.

### **BULLYING / CYBER BULLYING**

Any student who believes that he or she has been subject to bullying or who has witnessed a bullying act should discuss the alleged bullying with the teacher, bus driver, paraprofessional, or building administrator. Any bullying complaint must be relayed immediately to the building principal.

Bullying will not be tolerated on school property, in a school vehicle, or at a school sponsored activity or event. (Board Policy 3.515)

Bullying is defined as repeatedly and purposely attempting to control or intimidate another person by verbal or physical acts. The person being bullied is often unable to defend themselves. Bullying behaviors include, but are not limited to the following:

- Physically hurting (slapping, kicking, tripping, or punching)
- Threatening to hurt someone (verbally, gesturing, or electronically)
- Excluding someone socially
- Destruction or defacing of personal property
- Insulting others
- Teasing to cause someone to be emotionally upset
- Gender Identity / Expression, Sexual Orientation
- Name calling
- Starting rumors
- Gossip

Cyber bullying will also not be tolerated. Cyber bullying is when students or individuals bully each other using the internet, cell phones, or other cyber technology. This can include, but not be limited to:

- Sending mean text, e-mail, or instant messages / text messages
- Posting inappropriate pictures or messages about others in blogs or on web sites
- Using someone else's user name to spread rumors or lies about another person/student

The initial disciplinary action for bullying will be a documented warning with additional discipline ranging from detention to Out of School Suspension.

### **PASSING PERIODS**

Students have a four minute passing period between classes. Class periods are regulated by bells that ring in the hallways and rooms.

### **REPORTING CRIMES TO LAW ENFORCEMENT**

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

- in possession of a weapon,
- in possession of controlled substance or illegal drug; or
- to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the building principal or his designee shall report such act to the appropriate law enforcement agency.

### **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of "Probation".

Any student placed on probation shall be given a written list of the terms and conditions of his probation. The student shall sign a statement to the effect that he/she had said terms and conditions fully explained to him/her, that they understand them that they are willing to abide by them and that, if they fail to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

As used in this policy, the term "firearm" means any weapon (including a starting gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term "Destructive device" means any explosive, including fireworks, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

#### **ALCOHOL, TOBACCO, OR DRUGS**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

- A punishment up to and including long-term suspension or expulsion.
- A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete an acceptable drug and alcohol rehabilitation program.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed an acceptable drug and alcohol rehabilitation program.

#### **FIGHTING**

Assault or battery of any kind will not be tolerated. A student will be suspended from school for at least three days if either occurs and the Ford County Sheriff's Department will be notified.

#### **FRESHMAN INITIATION**

There will be no initiation as such for freshmen or any new students or class. This includes parties or dances where the freshmen furnish the "entertainment" or are subjected to ridicule.

#### **DISPLAYS OF AFFECTION**

Any act of affection which might influence or embarrass members of the student body or faculty is prohibited. This policy is in effect any time school is in session, on school transportation, or during

any school related activity. First time infractions of this behavior code will result in a documented warning and disciplinary actions thereafter.

### **DISCIPLINE MEASURES**

Disciplinary actions will generally be within the following categories: detention after school, restriction of student privileges, in-school suspension (ISS), out-of-school suspension (OSS), or expulsion from school. Bucklin School believes there are varying degrees of involvement with many violations. With due consideration of student rights, consequences will depend upon the severity or frequency of the offense.

We believe that good discipline is conducive to learning. Therefore discipline will be stressed in all phases of school and especially in the classroom. If a child is referred to the principal often for disciplinary action, the parents will be called in for a conference with the teacher and the principal. Parents will be notified of any continuing disciplinary problems.

Parents may use the following points in helping their children in the area of discipline:

1. Instill in your child a sense of responsibility for what he says and does. Help him to understand that disruption and disorder at school hurts everyone.
2. Create an atmosphere in which your child feels free to confide in you about school problems and concerns.
3. Review your own attitudes toward discipline and behavior. Do you have clear, reasonable, firm rules, and are they enforced? If not, it is too much to expect the school to promote discipline.
4. If your child does get into trouble in school, please make sure you have accurate facts before reacting. Often a mere misunderstanding escalates into real trouble before it can be stifled.

### **DETENTION AFTER SCHOOL / STAYING AFTER SCHOOL**

Children may be required to stay after school to make up work, for extra help, or for disciplinary purposes. Parents of children who ride buses will be given a one day notice. Parents of children not riding the bus will be called on the same day if the child is to be kept longer than 15 minutes.

After school detention will be from 3:15 - 4:00 p.m. Monday through Thursday.

- If transportation is available, detention will be served the day of infraction. Otherwise, detention will be served the next school day with transportation being the responsibility of the student/parent.
- Students not attending assigned detention will receive another detention.
- Absences from assigned detention due to illness will not relieve students from fulfilling required time.
- The teacher will be responsible for contacting the parent to explain why the student was assessed detention. This will be done preferably by phone the day the student receives detention. If the parents cannot be reached by phone, a note will be sent home.

### **IN SCHOOL SUSPENSION**

I.S.S. is an alternative to removing students from the school setting because of behavioral problems or violation of certain school rules. Under the I.S.S. program students are provided the opportunity to continue their schoolwork. At the same time they lose their privileges to socialize with the student body. Students will receive credit for work turned into the facilitator the day of the suspension. Any work not completed will be recorded as a "0" and can not be made up. Absence from I.S.S. due to illness or other emergency reasons will not relieve the students from fulfilling their required time.

### **OUT OF SCHOOL SUSPENSION**

The student will be removed from attending classes and will be under the direct supervision of the parent/guardian. Students will not participate in nor attend any school activity during the suspension. Short-term suspension is up to and including ten school days. Long-term suspension is eleven or more school days but not beyond 90 school days.

Students assigned out-of-school suspension (OSS) will be provided assignments while suspended. The student will be responsible for picking up their work after 3:30 p.m. in the school office and having that work completed when they return to class. Any work NOT provided to the students while on suspension could be made up within three days after returning to school. A student who misses a test while suspended will take the test after arrangements are made with the teacher.

### **EXPULSION FROM SCHOOL**

Expulsion will be used as a last resort after all other means of correcting behavior have been exhausted. Students may be expelled from school for one year if they bring a firearm or lethal weapon to school (State Statute 79-89a01) or if they cause excessive intentional damage to school property. They may be expelled for making threats or causing physical harm to students or staff members. The guidelines for the procedures for expulsion are cited in state statute 72-8901 to 72-89b04. During a three to five day suspension from school and within seventy-two hours, a certified letter will be sent to the parents/guardian outlining the expulsion process and setting the date for the expulsion hearing. After the hearing, if the recommendation is to support administration's recommendation to expel the student, the student can appeal the decision to the board of education. The board of education's action will be final.

### **PERSONAL APPEARANCE**

The personal appearance of students attending Bucklin Schools is the responsibility of the parents. Students are expected to present themselves cleanly and neatly. The personal appearance of students shall become a responsibility of the school administration only when their mode of dress or personal grooming habits are disruptive to the function of the school and/or other members of the student body.

- Wearing apparel that is excessively short, excessively tight, or excessively low cut may not be worn. Bare midriffs, tank tops, halter tops, sophie shorts, and one piece body suits are not appropriate school attire.
- Saggin' pants or shorts, hats and/or caps, billfold chains will not be permitted.
- Heelys will not be permitted on school property
- Writing or pictures on clothing shall not display alcoholic beverages, illegal drugs, tobacco products, suggestive or obscene language or violent acts.

The principal will determine what is proper student attire.

First time infractions of this behavior code will result in a documented warning and disciplinary actions will be taken for infractions thereafter.

### **HARASSMENT**

Every student enrolled at Bucklin Schools is entitled to an environment without undue duress or harassment. Any student who feels this right has been violated is encouraged to speak with a teacher, counselor, or principal in an attempt to correct the situation. Other authorities will be called if the situation warrants.

### **SEXUAL HARASSMENT**

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

Sexual harassment shall include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile work environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;

- Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; or
- Sexual assault or battery as defined by current law.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Violation of this policy shall result in disciplinary action, including termination, against any employee. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints.

Employees who do not believe that the matter is appropriately resolved through these meetings may file a written complaint under the district's discrimination complaint procedure. (See Title IX)

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

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

Confidentiality shall be maintained throughout the complaint procedure.

### **RACIAL HARASSMENT**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin (racial harassment) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrator, certificated and support personnel, student, vendors and any others having business or other contact with the school district is strictly prohibited.

All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Racial harassment is racially motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

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

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

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

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

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

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

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

### **TERRORISTIC THREATS**

The Board recognizes the danger that terroristic threats or acts by students present to the safety and welfare of District students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk causing such terror or inconvenience.

A terroristic act shall mean an offense against property or involving danger to another person. The Board prohibits any District student, at any time, regardless of whether school is in session, from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, school building or property. Any such threat, either real or intended as a joke, or any terroristic act will not be tolerated in or around the Bucklin School District, its properties or in or on any vehicle owned, leased, rented or used in connection with any school activity and hereby adopts a “zero tolerance” of any such actions.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

On confirmation that an actual terroristic threat or act has occurred at school, on school property or at a school-sponsored activity, the Superintendent or Building Principal shall immediately report this information to local law enforcement.

If such terroristic threats or acts are known to involve students of USD 459, the parents or guardians of the students will be notified immediately and informed of the involvement of their student. Parents will be asked to provide any information or knowledge they may have relevant to the terroristic threat or act and will continue to be informed as investigation of the matter progresses.

Staff meetings will be held at the earliest possible time to inform all staff members of known terroristic threats or acts and to enlist their help in investigating the matter. Staff members will be given directions for appropriate responses to students, parents or guardians, community members and the media.

Appropriate student groups will be informed using one of the following guidelines:

- General Assembly – brief statement and immediate release of students to regular classroom or small group sessions.
- Regular Classroom – brief statement over public address system; or brief statement read to students by regular classroom teacher.
- Small Group Sessions – brief statement read by adult group leader.

All students are to receive the information at the same time to avoid rumor and misinformation.

Staff members and students shall be responsible for informing the Superintendent regarding any information or knowledge they may have relevant to a possible or actual threat or act. Failure to bring forward information or knowledge relative to a possible or actual threat or act shall result in disciplinary consequences for students up to and including permanent expulsion and for staff members up to and including discharge.

When the Superintendent has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

The Superintendent shall immediately suspend the student.

The Superintendent shall promptly report the incident to the Board President.

Based upon further investigation, the Superintendent will determine whether the student shall be reported to law enforcement officials.

The Superintendent, based upon further investigation, shall recommend expulsion, if appropriate, of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

### **COMPUTER USAGE**

School computers are an educational tool and will be handled as such. The Internet Usage Policy applies to all who use USD 459 property. Those using school computers for other purposes will be restricted from them.

### **INTERNET USAGE**

We are pleased to offer students of the USD 459 Public Schools access to the district computer network for electronic mail and Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return the user agreement form to the school office.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. The purpose of computer usage and on-line services is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of computers, the Internet and other on-line services must be in support of education and research consistent with the educational objectives and the outcomes for USD 459.

Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, USD 459 supports and respects each family's right to decide whether or not to apply for access.

#### **Acceptable Use**

The purpose of Internet access through USD 459 is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. Network access must be in support of and consistent with the educational objectives of USD 459. Access to the Internet is made possible through an appropriate provider to be designated by USD 459 at its sole discretion. All users of the Internet must comply with this Acceptable Use Policy.

#### **Unacceptable Use**

- Sending or displaying offensive or anonymous messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for personal advertising or solicitations

Users will agree that the use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Violations may result in a loss of access as well as other disciplinary or legal action. Users will agree that administration, faculty, or staff will decide what is inappropriate use.

### **PERMIT TO LEAVE THE BUILDING**

Students will not be allowed to leave the school grounds during school hours without permission from the principal or accompanied by a teacher or staff member.

Students checking out of school during the day must have permission by form of note or phone call from their parent/guardian before they will be allowed to leave. Students must sign out in the office. Students who leave the school grounds without signing out or having proper permission will be considered unexcused.

### **POP AND CANDY**

Pop and candy are not allowed in classrooms during the school day unless prior permission has been obtained from the office by the teacher. Vending machines are available for use during breaks. These vending machines are a privilege and if abused will be removed.

There will be no pop allowed on the buses.

### **PETS**

Pets should not be allowed on the school grounds. Dogs, in particular, can be both a nuisance and a potential danger. Any living animals for "show and tell" must be approved by the teacher before being brought to school.

### **EXTRA-CURRICULAR ACTIVITIES**

A complete schedule of interscholastic activities is arranged each year. We encourage all students to attend these activities and give their support to our team. We insist all who attend these activities display courtesy and good sportsmanship at all times.

Piano try-outs for the League Music Festival will be under the supervision of the school's vocal music and band teachers.

Cheerleaders are selected in the spring for the following school year. A team of college cheerleaders will, when possible, judge the cheerleader tryouts and will select the cheerleaders. There are no alternate cheerleaders.

Students must be at school by the start of 4<sup>th</sup> hour of the day to participate in practice, games or activities. Exceptions: family emergencies, funerals, doctor's appointments with proper notification.

### **CARE OF SCHOOL PROPERTY**

1. Each student is responsible for taking care of all materials issued them. If lost or damaged, the student must pay for the replacement or repair.
2. Any student who damages USD 459 property will reimburse the district for cost of replacement or repair.
3. Each student will keep the inside and outside of the school building and surrounding areas as neat and clean as possible. The tidiness and appearance of the school building during the day depends on each student's cooperation in keeping all areas in order.

### **STUDENT VEHICLES**

Unless prior permission is obtained from a parent/guardian, students are not allowed to use their vehicle during the school day.

## **STUDENT HEALTH / WELFARE**

### **SCHOOL SAFETY HOTLINE**

The 1999 Kansas Legislature has appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline would give students the opportunity to anonymously report any potential violence.

The Kansas School Safety Hotline Number is 1-877-626-8203.

### **TELEPHONE CALLS**

Students are not allowed to use the phones in the classrooms. Students who become ill may call a parent/guardian from the office. Phone calls for other reasons will be made from the phone in the lobby. Phone calls should be made between class periods or after school. Except in the case of an emergency, students will not be summoned to the office to receive phone calls during class periods. The phone in the lobby is not for private use.

### **ILLNESS IN SCHOOL**

The family is notified when a student becomes ill during the school day. Transportation for the student is the responsibility of the family. When both parents work, a friend or relative should be designated to care for the student who becomes ill during school. Parents are requested to report to school personnel any communicable diseases that their child contracts. This is necessary for school reports.

Children with a contagious illness must have a signed physician's permit to return to school. Children running a temperature should not be sent to school. Parents should use their own discretion for other illnesses and when in doubt contact a physician.

Students with head lice will be sent home. The student may return after the hair has been treated and all of the nits combed and removed.

Students with ringworm will be sent home until the condition is treated.

Parents are requested to report to school personnel any communicable disease that their child contracts. This is necessary for school reports.

We are asking that every parent leave alternate phone numbers with the school so that someone may be reached in case of an emergency or a sudden illness during the school day.

It is important that if a parent or guardian change phone numbers, residences, or jobs, phone numbers and addresses need to be given to the school office.

### **STUDENT ACCIDENTS**

Accident and illness may occur in the classroom and on school grounds. All school personnel shall be prepared to follow the necessary first aid procedures and other rules described in this section.

Any school employee who discovers an accident involving a student on school property shall report the accident to the building principal or designated representative and follow the rules approved by the board.

Generally, school employees are not trained to administer medical treatment to students.

In the event of a student accident which appears to require medical treatment other than emergency first aid, all school employees will follow the plans and procedures which have been developed by the superintendent and building principals to cover such emergencies.

Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or who have otherwise been approved by the superintendent to administer treatment.

An accident form should be completed with copies in student file and district office.

### **INSURANCE-STUDENT**

USD 459 recommends that all students be covered with some type of accident insurance. Since USD 459 carries only a Catastrophic Insurance Plan for KSHSAA activities, parents are encouraged to provide their student with accident coverage.

Voluntary student policies will continue to be available for students in grades K-12 if parents wish to purchase them.

### **MEDICATION**

USD 459 will not dispense nor supervise non-prescribed medication of any kind to students. This includes aspirin or any pain reliever. Parents who feel it necessary to have their children take such

oral medication should provide it with instructions given to the child and assume all responsibilities. School personnel will aid in the administration of prescribed medication if there is a doctor's directive and parental request. External medication such as Band-Aids and disinfectants for school-incurred injuries will be provided.

### **STUDENT SELF-ADMINISTRATION OF MEDICATIONS:**

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy health care provider means a physician licensed to practice medicine and surgery, an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

#### **Student Eligibility:**

An eligible student shall meet all of the following requirements:

- A written statement from the student's health care provider stating the name and purpose of the medication(s);
- The prescribed dosage;
- The time the medication is to be regularly administered;
- Any additional special circumstances under which the medication is to be administered;
- The length of time for which the medication is prescribed;
- The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

#### **Authorization Required:**

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

#### **Employee Immunity:**

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

#### **Waiver of Liability:**

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

#### **Additional Requirements:**

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency.
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency.

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

### **FIRE DRILLS - TORNADO DRILLS**

All public schools are required by state law to have one fire drill each month and three tornado drills each year. A report is filed on each drill every month and final report is sent in to the State Department at the end of the school year. The staff and the children have designated exits in case of fires and assigned areas inside the buildings in case of tornadoes. After the last person has exited the elementary classroom, it shall be the teacher's responsibility to see that all doors to the hallway are closed.

### **CRISIS PLAN**

Besides fire and tornado drills, we will have crisis drills for the added protection of our students and staff. The district has adopted a Crisis Plan and we will be holding crisis drills which review certain areas as an armed intruder in the buildings, chemical or hazardous spill, or bomb threats in which classes may be removed from the buildings and sent to another location.

Each classroom instructor shall be responsible for helping evacuate any handicapped student they have in their classroom whenever evacuation of students is needed.

### **SCHOOL INFORMATION SYSTEM:**

Please keep the school personnel informed of any change of address or phone numbers during the year for your residence and work. Please notify us if your job changes and you have a different telephone number in case of emergencies. It is imperative that we have this information in case we need to reach you about your child.

### **SCHOOL PARTIES**

All parties will be under, and with, the direct approval of the teacher(s). There will be no gift exchange or gifts for the teachers at Christmas time or for birthday parties.

### **ACTIVITY TRIPS**

Students will be assigned, individually or by groups, to certain vehicles going to ball games, league activities, etc. They must return on the same assigned vehicle unless: (1) prior arrangements have been made by parents and approved by the school officials, or (2) parents are at the activity and notify the school official in charge that the child will ride home with them, or (3) school officials make any changes at the activity

### **FIELD TRIPS**

Field trips, when properly planned, can be a rich learning experience. Field trips are intended for the students in the class. Parents may be asked to help sponsor the class, but no other siblings are allowed. Only the class and those who are asked to sponsor may attend the field trip. Each class will be allowed only one field trip per year.

### **LOCKERS**

Each student is assigned a locker and a lock at enrollment. Only locks assigned by USD 459 may be used on lockers. As property of the school district, lockers may be inspected by school officials at any time. In compliance with Kansas State Fire Marshall Safety Codes, lockers must remain closed when not in use. No clothing/coats may be hung on locker doors, no items may be stored above the lockers, and no items may be stored or left on the corridor floors. USD #459 will not be responsible for articles left in the school, lockers or school vehicles.

### **PERSONAL PROPERTY**

School personnel cannot be responsible for money, clothing, or other personal items lost, stolen, or misplaced at school or on school related activities. All personal items, such as clothing, should be marked with the child's name. Parents may check at the office for missing items.

### **TOYS**

Toys should not be brought to school unless prior teacher approval is obtained. Toys may be confiscated and not to be returned until the end of the school year. Pokemon cards, Baseball cards, etc. are considered toys.

### **CROSSWALKS - BICYCLES**

Students should use the marked crosswalk when possible. Children riding bicycles should observe all bicycle safety rules. All drivers of vehicles are asked to be especially careful at school crosswalks and at street corners where children cross. Please observe the speed limits posted at the north and south corners of the street in front of the school.

### **PERSONAL PURCHASES THROUGH THE SCHOOL**

There is a growing problem of patrons ordering items through the school and then not wanting to pay for them when they come in. For ex. – a jacket may be ordered in September for Christmas so when it gets here, they do not want to pay for it until Christmas, but then they have found something else, so they will pay for it when their tax refunds come in, etc. until we are holding the jacket for several months.

Items ordered through the school must be paid for in full (including any tax and shipping) prior to ordering.

### **CLOSED LUNCH**

A closed lunch period will be used at Bucklin Schools; all students will eat in the cafeteria. Students who wish to bring their own lunch may do so, but they will be required to eat in the cafeteria at their designated time. Food may not be delivered to the school without the consent of the principal. Administration can make exceptions for students with special dietary needs.

### **VENDING MACHINES**

Vending machines are available for use during breaks. These vending machines are a privilege and if abused will be removed. Copies of the USD #459 Wellness Policy is on file in the Principal's office and the District office.

### **TRANSPORTATION**

All students living more than 2.5 miles from school are eligible for transportation.

Bus drivers will try to stay as close on schedule as possible. They will wait only 5 minutes before leaving the school or 2 minutes at a home unless prior arrangements have been made with the driver. Parents will be responsible for children who miss their bus or return to school from a trip after school hours. It is the parents' responsibility to notify the bus driver, either by message or phone call, if a child does not ride the bus.

### **BUS RULES AND INSTRUCTIONS**

Our goal is to provide a safe trip to and from school and for all activities for all students. Buses are an extension of the classroom and proper behavior is expected. Two buses are equipped with video cameras.

1. The driver is in charge of the students and the bus. The driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus.
2. The bus driver shall have the authority to assign a seat to each passenger.
3. Students must be on time. The bus cannot wait for those who are tardy. Students must walk on the left side of the road facing traffic when going to the bus stop.
4. Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road.

5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Outside of ordinary conversation, classroom conduct is to be observed. Remember: Your safety is in his hands.
6. Students must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
7. Students shall not extend any part of their body out of bus windows.
8. Students must not try to get on or off the bus or move about within the bus while it is in motion.
9. When leaving the bus, students must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the road is clear.
10. Any damage to the bus is to be reported at once to the driver.
11. Running the bus stop sign is against state law.

#### **MISBEHAVIOR ON BUS:**

Penalty at discretion of principal depending on circumstances (May include removal from bus for 1 to 10 days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

#### **VIDEO CAMERAS**

The district may use video cameras to monitor student activity.

Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Video tapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student record and shall be subject to current law for the release of student record information.

#### **GUIDANCE AND COUNSELING SERVICES**

The purpose of the guidance department is to help promote a better understanding of oneself in relation to their aptitudes, interests, and skills through testing, values-clarification, study skills, etc. Some of the major services offered by the guidance department are as follows:

1. Private consultation for students dealing with social, personal, or school related problems.
2. Help with school curriculum planning and advisement.
3. Orientation to the school and its policies for new students.
4. Career awareness, counseling and advisement.
5. The guidance department is in charge of school testing ranging from achievement tests to interest inventories and will give group or individual interpretation of tests.
6. Help establish parent-student-teacher conferences where needed or requested.

#### **SCHOOL PICTURES**

Individual pictures are taken each fall and spring. Dual photos and group pictures are usually taken in the early spring. Pictures may be picked up and paid for in the high school office.

#### **ACTIVITIES**

## **KSHSAA ELIGIBILITY RULES FOR ATHLETES:**

1. You are a bonafide undergraduate student in good standing.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or school.
3. You are not nineteen years of age (sixteen, fifteen or fourteen for junior high school student) on or before September 1 of the school year in which you compete.
4. You have not completed eight semesters of competition and/or attendance for more than four seasons in one activity in a four-year school, six semesters and three seasons in a three-year school, four semesters and two seasons in a two-year school.
5. You passed in five subjects of unit weight your last semester of attendance. (If you are a first semester high school student you must have passed five subjects of unit weight in your last semester of junior high attendance.)
6. You are attending and enrolled in five subjects of unit weight.
7. The last two semesters of possible eligibility are consecutive.
8. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
9. You have passed an adequate physical examination by a practicing physician and have the written consent of your parent or guardian. (The completed form must be in the hand of your principal prior to your first practice.)
10. You are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which you participate.
11. You are a transfer student and have met the requirements of the transfer rule. Contact the principal concerning this regulation.
12. You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. You have not competed under a false name.
14. You have not competed for cash or merchandise and have observed all other provisions of the amateur rule.

This is a brief summary of important eligibility requirements. Consult your coach and principal on any questionable items. Read amateur rules carefully.

## **BUCKLIN SCHOOLS ELIGIBILITY POLICY (Grades 6-12)**

The eligibility policy is designed to:

1. Determine eligibility for participating in or attending interscholastic activities.
2. Encourage teacher/student communication.
3. Help students to recognize and maintain classroom goals.
4. Formulate positive objective(s) to be reached by the student who is having academic difficulties.

This policy is not to be used for disciplinary reasons.

1. The policy will go into effect after the third week of each semester and remain in place for the remainder of the semester.

2. On each Thursday, teachers will notify the office of all students with a “D” or an “F”.
3. The teachers will note the grades of any student receiving a “D” or an “F”.
4. If a student is receiving a “D” or an “F”, the student’s parents will receive written notification from the principal.
5. Any student receiving an “F” will be ineligible. However, students will receive a one time, per semester, probation period for one week. During the probation week, a student may participate if they attend before or after school study hall or get teacher tutoring before or after school. If the student does not attend before or after school study hall or after school tutoring, the student will be automatically ineligible.
6. The teacher assigning the “F” will:
  - a. Assess the student’s work;
  - b. Formulate a plan of improvement;
  - c. Discuss the plan with the student;
  - d. Give the student and the building administrator a written copy of the plan.
7. If the objectives are not met by the following Thursday and the student still has an “F”, the student will continue to be ineligible and will not participate in any inter-scholastic activities during the following week.
8. The week is defined as Sunday through Saturday.
9. If an ineligible student is in the process of improving their grade, they may practice but will not be allowed to compete with other schools.

#### **TRANSPORTATION-ACTIVITIES**

All students will ride to and from activities on the school transportation provided. Parents/guardians may take their child after signing them out with the activity sponsor. Students may not ride home with anyone other than his/her parents unless prior arrangements have been made in writing with the principal or the coach/sponsor. All parents or authorized persons taking children home must sign their student out with the coach or sponsor of the activity.

1. The bus will depart promptly at the designated time. To avoid being left, plan to be here at least five minutes early.
2. Students will remain in their seats at all times while the bus is in motion.
3. No alcohol, tobacco, or drugs are allowed on the bus or at the activity.
4. Customary and accepted rules of behavior will be observed
5. The back door is to remain closed until the bus is stopped and the motor turned off.

Students not abiding by these rules will lose their bus privileges.

#### **LEAGUE AFFILIATION**

Bucklin is a member of the Southern Plains-Iroquois Activities Association. Member Schools are Ashland, Bucklin, Fowler, Greensburg, Haviland, Jetmore, Meade, Minneola, Mullinville, Pawnee Heights, South Central, South Gray and Spearville.

#### **LOCKERS-ATHLETIC**

A locker and lock for athletes will be made available to each student prior to each season. Only locks acquired from USD 459 may be used on lockers. The school will not be responsible for articles left in lockers or the dressing rooms.

### **PEP RALLIES AND ASSEMBLIES**

Pep rallies and assemblies will be approved in advance by the principal, Participants of all assemblies and pep rallies deserve the respect of the audience. Booming and/or comments made during a program violate good taste standards.

### **PHYSICAL EXAMINATIONS**

All students participating in interscholastic competition must have a physical examination prior to participation in any session. In any KSHSAA activity requiring a physical, the KSHSAA physical form and the USD #459 Insurance Release Form must be signed by the parent/guardian before the student will be allowed to practice or participate in the activity.

### **RULES OF CONDUCT**

Conduct of students at all activities should bring credit to the Bucklin School system and the community. In an effort to bring a better understanding of what is expected of our student body the following list has been compiled. It is our sincere hope that our behavior and sportsmanship will bring credit to our school and community.

1. Unsportsmanlike conduct will not be permitted. This includes but is not limited to the following:
  - a) Harassment of opposing team, officials, coaches, cheerleaders, or guests.
  - b) No swearing, off color cheers or jokes, or obscene gestures.
  - c) Counting of dribbles at a free throw.
  - d) Turning of backs or covering of face at introduction of players.
  - e) Booming.
  - f) Artificial noisemakers, laser lights
  - g) Finger pointing at opposing players.
2. No alcoholic beverages, tobacco products or illegal drugs may be consumed at any school activity. Possession will be sufficient cause for suspension from school and school related activities.
3. Courtesy will be extended to all participants in all school-related activities. Discourteous actions will be sufficient cause for suspension from school activities.
4. If a school employee makes a request at an activity, this request should be carried out in a polite and courteous manner.
5. Student dress code is in affect during activities. Hats may be worn.

Please show respect to our opponents and game officials. Violations will be sufficient cause for suspension from school activities for the remainder of the school year.

### **SCHOOL DAY-PARTICIPATION**

Students will be expected to attend classes on the days activities are scheduled. Any student who has been ill for more than one-half of classes prior to leaving time of activity will not be allowed to suit up or participate in school activities. Doctor appointments and pre-arranged absences are excluded.

### **STUDENT COUNCIL**

The object of the student council shall be the promotion of student activities, gaining a better understanding among the students and faculty members, and to work for the general welfare and betterment of the Bucklin School system. Student council membership shall consist of two members from each class plus a representative from other activities organizations. A candidate must be enrolled in not less than five academic classes and have a minimum of a "C" grade point average. To be a candidate for Student Council President, a student must meet all scholastic requirements, been a member of student council for at least one year, and be completing their sophomore year.

## **HIGH SCHOOL DANCES**

The high school shall sponsor no more than four dances per school year, with one being the Junior-Senior Prom. The Student Council will recommend calendar dates for dances to the principal for approval. The principal and/or sponsors for the dance may screen the music to be played. Behavior and dress will be in accordance with the policies and procedures of USD 459 Student Handbook.

With the exception of prom, high school dances will be limited to Bucklin High School students, approved guests, and special students who are in good standing and have received prior approval from the principal.

The Bucklin Junior/Senior Prom will be limited to the junior and senior classes of Bucklin High School, approved guests, special students who are in good standing and have received prior approval from the principal, and sponsors authorized by the principal.

A student has the opportunity to sign up to bring a guest to a school dance. All guests must be currently enrolled in another high school or have graduated from high school in the past three years. A guest form must be filled out and submitted to the office the day before the dance by 3:45 p.m. Students may not sign up any guest but their own and are personally responsible for their guest's behavior. Forms are available in the high school office.

Students and guests will be admitted into a school dance within 30 minutes following the scheduled start time. Exceptions will be made only if prior arrangements have been made for a late arrival. All students and guests will check their coats in at the door and sign the check-in sheet upon entering and when leaving the dance. Students and guests leaving prior to the end of the dance will not be readmitted.

These policies are intended to allow students to bring legitimate dates and not to open up school dances to the general public. If these policies are abused, school dances will be closed to only Bucklin High School students and alumni, or cancelled.

## **JUNIOR HIGH DANCES**

If approved by the principal and the team leaders club sponsor, junior high school students will be allowed one dance per school year. This dance will be limited to only Bucklin Junior High students and sponsors authorized by the principal.

## **DISCRIMINATION**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800)795-3272 or (202)720-6382 (TTY). USD #459 is an equal opportunity provider and employer.