

# **HANDBOOK FOR JUNIOR HIGH AND SENIOR HIGH SCHOOL STUDENTS**

## **WELCOME**

The faculty, staff, and administration of SFCHS would like to welcome you to a new school year. We look forward to watching you learn in the classroom and compete in the various activities offered by this school and the community that has faithfully supported it through the years. Our teachers provide instruction designed to make your education effective and meaningful, and we believe that all students can learn and better themselves intellectually with effort in the classroom.

The school offers opportunities for involvement in athletics, journalism, band, art, vocal, FFA, dramatics, cheerleading, and an impressive array of elective courses. These offerings are possible through the support of the St. Francis USD 297 Board of Education and the community this board represents. Your participation in these activities is both a recognition of this support and a token of your understanding of the importance of these activities in helping you to become a well-rounded, productive citizen, ready for the challenges you will face after high school.

## **MISSION STATEMENT**

The mission of the St. Francis Community Schools is to prepare each student for a productive life. We will provide the opportunities and encouragement for learning at all levels of ability, expecting all students to learn. We recognize that teaching students to think creatively, to find solutions to problems, and to use current technology are key skills for people in the 21st century.

In order to attain a quality, learner-focused educational program, we will do all we can to provide a well-qualified staff committed to our mission, a purposefully designed curriculum, and a safe and orderly learning environment. We seek to make the learning community inclusive by combining the efforts of families, school, and community.

ACADEMIC LIFE

ACADEMIC HONESTY

ACADEMIC LOAD

COMPUTER LABS AND THE INTERNET

GRADE-POINT AVERAGES

GRADUATION REQUIREMENTS

PARENT-TEACHER CONFERENCES

STUDENT PROGRESS REPORTS

SCHOLARSHIPS

STUDENT LIFE

ACCIDENTS AND INSURANCE

ACTIVITIES

ATTENDANCE

ATTIRE AND GROOMING

BAD WEATHER CONTINGENCIES

BOOKS AND EQUIPMENT

BULLYING POLICY

CELL PHONES AND ELECTRONIC DEVICES (Grades 7-8)

CELL PHONES AND ELECTRONIC DEVICES (Grades 9-12)

CITIZENSHIP

CONDUCT AND DISCIPLINARY MEASURES

COPY MACHINES

COUNSELING SERVICES

CRISIS MANAGEMENT PROCEDURES

DRIVING AND AUTOMOBILES

FEES

FIRE, TORNADO, AND EMERGENCY RESPONSE DRILLS

FOOD AND DRINK

Policy:

FOREIGN EXCHANGE STUDENTS

ILLNESS AND MEDICINE

JUNIOR-SENIOR PROM

LOCKERS

LUNCH HOUR AND THE CAFETERIA

OPEN GYM

OUTSIDE VISITORS

SCHOOL BUS REGULATIONS

SENIOR ACTIVITIES PERTAINING TO GRADUATION

SUBSTANCE ABUSE POLICY

## ACADEMIC LIFE

### ACADEMIC HONESTY

All teachers will have their own classroom policies regarding student cheating. Reasonable and clearly articulated punishments for academic dishonesty in those individual policies will be observed by the administration. Punishments may include, after the second offense, dismissal from the class and loss of the credit.

### ACADEMIC LOAD

Students are expected to take a full academic load each semester. In our eight-period schedule, we offer a full range of required classes and many elective courses. Every student will have the opportunity for a study hall at the end of eighth period. When scheduling for a new academic year, students will first schedule required courses and then fill out their schedules by choosing from the elective courses offered throughout the day.

**Aides:** Students can serve as teacher aides, but only if their desire to serve as an aide falls within the parameters below:

1. Aiding positions are prioritized for and intended for Juniors and Seniors. Sophomores may aide only in the rare case that a suitable class cannot be found or a rearrangement of his or her schedule will not make a suitable class available.
2. Aides are assigned only upon request from a teacher. No aides will be assigned to teachers who have not requested them.
3. Aides must stay in the teacher's classroom unless they are on a specific errand for the teacher.

4. Aides, if serving for a junior high coach, must report to their 8th hour homerooms if the junior high team is gone for a competition.
5. The student who wishes to be an aide is found to be in good academic standing by the principal.

**Class Schedule Changes:** Students will be expected to abide by the scheduling choices they made when choosing classes at the beginning of the year. Understandably, a student might wish to make a change in his or her schedule before the semester begins, and those changes can generally be accommodated. Permission for changing classes after the first five days of the semester, however, will usually not be granted.

Certainly, some classes will be found to be challenging from time to time, but teachers are more than willing to help students succeed in any given class, providing the student sincerely seeks that teacher's help. Simply having difficulty in a course is not a rational reason for dropping a class in most circumstances. Certain qualifying conditions must be met in order for a change to be made in a student's course schedule after the first five days of a semester.

1. The change is needed in order to fulfill a student's required credits.
2. The change is needed in order to address unforeseen changes in the student's health that make participation in a class impractical or impossible.
3. Class changes may be made by the principal for disciplinary reasons.

## COMPUTER LABS AND THE INTERNET

The school maintains authority over the use of all school-owned electronic equipment including, but not limited to, computers, cameras, camcorders, copy machines, fax machines, microphones, audio recording devices, thumb drives, projectors, cell phones, and speakers. In addition, the school owns the bandwidth that is paid for by school monies. Therefore, the school reserves the right to restrict a student's use of these technologies and the internet for infractions against the Acceptable Use Policy.

Junior high and high school students must have signed the official school form related to the acceptable use of district technologies before they are allowed access to the internet.

## GRADE-POINT AVERAGES

Grade point averages are determined on a 4.0 scale.

A=4

B=3

C=2

D=1

F= 0

All teachers in the junior/senior high school will use the 90-80-70-60 grading scale. Grade point averages for individual classes and overall grade point averages are figured on a uniform basis by PowerSchool, the official grade book for St. Francis USD 297.

## GRADUATION REQUIREMENTS

**Credit Requirements:** St. Francis USD 297 requires a minimum of 24 credits for graduation, three more credits than are required by the Kansas State Department of Education. Below is a definition of a “credit” in USD 297 and the basic framework of required credits for admission into Kansas regent schools. In addition, the requirements to be considered a “Kansas Scholar” are provided.

**“Credit” defined:** A credit is defined in USD 297 as two semesters of a given course. Some examples might be helpful in order to understand that definition:

1. 2 semesters of English III = 1 English credit
2. 2 semesters of American History = 1 social science credit
3. 1 semester of American Government + 1 semester of Careers = 1 social science credit

### **USD 297 Credit Requirements for Graduation:**

- 4 credits of English
- 3 credits of math
- 3 credits of science
- 3 credits of social science
- 1 credit of health/P.E.
- 1 credit of fine arts
- 9 credits of electives

\*To fulfill the three extra credits required by the USD 297 Board of Education, a student may use any combination of extra electives or extra core credits (English, math, science, social studies)

**“Kansas Scholars” Requirements:** (The requirements students must fulfill to become a Kansas Scholar are very particular. Please see the link to the Kansas Board of Regents for a very concise description of these requirements.)

[Kansas Board of Regents: Kansas Scholar Requirements](#)

**“With Honors”:** A student who graduates “with honors” is one who finishes his or her final semester of high school with at least a cumulative 3.0 grade-point average and whose grade-point average is found to be in the top  $\frac{1}{3}$  of the class. The “With Honors” designation will be announced during the graduation ceremony for all qualified seniors.

**Qualified Admissions:** The information below is for students who will be attending college in Kansas. It is excerpted from the Kansas Board of Regents (KBOR) bulletin entitled “Qualified Admissions: Kansas Residents.” If a student is planning to attend Emporia State University, Fort Hays State University, Kansas State University, Pittsburg

State University, or Wichita State University, this information is very important and could impact his or her decisions on which classes to take throughout the course of his or her high school years.

The University of Kansas has different requirements from those listed in this section. If your child is planning to attend KU, then he or she will need to access those requirements on KU's web page.

Please note that the USD 297 Credit Requirements for graduating from St. Francis High School are different from the Qualified Admissions, which pertain very specifically to admission into the regent schools of Kansas.

“If you are a Kansas resident who will graduate from an accredited high school during the 2015-2016 academic year or later, you can guarantee admission to five of the state's universities by completing the Qualified Admissions or Kansas Scholars curriculum with a 2.0 GPA and by meeting one of the following requirements:

- ACT score of at least 21; OR
- SAT score of at least 980; OR
- Graduate in the top  $\frac{1}{3}$  of your class.

If you enroll in college courses while you are in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.”

Below are the basic requirements of the Qualified Admissions Pre-College Curriculum:

“One unit is equivalent to one year; or two semesters. Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the Qualified Admissions curriculum requirements. All courses must appear on your high school transcript, and courses completed in middle school or junior high do not fulfill the Qualified Admissions Math requirements.

English: 4 approved units,  $\frac{1}{2}$  may be Speech

Math: Must complete either:

- Option A: 3 approved units and meet the ACT college readiness benchmark of 22
- Option B: 4 approved units, one of which must be taken in the graduating year

Social Science: 3 approved units

Natural Science: 3 approved units, one of which must be a full unit of Chemistry or Physics.

Electives: 3 approved units”

A complete list of [approved] courses is available at the Kansas Board of Regents website: [kansasregents.org/qualified\\_admissions](http://kansasregents.org/qualified_admissions)

PARENT-TEACHER CONFERENCES

St. Francis USD 297 schedules the equivalent of two full school days for parent-teacher conferences, one in the fall, and one in the spring. The schedule for these conferences is designed to accommodate as many parents as possible and will be communicated to parents well in advance.

If, at any point during the school year, a parent or legal guardian wishes to arrange for a personal conference with a teacher or coach, he or she may call the high school office and make those arrangements through the building principal. Such arrangements can usually be made without difficulty but consideration will be given to the teacher's schedule and the reasons for the conference.

## STUDENT PROGRESS REPORTS

St. Francis USD 297 uses the PowerSchool student information system by Pearson. There are many useful tools that parents can utilize to track their student's academic progress, absences, grade-point averages, and other aspects of student involvement.

Parents are strongly encouraged to use the login information provided by the school to access and utilize these PowerSchool tools.

Progress reports will be sent home with students at the end of each nine-week grading period.

## SCHOLARSHIPS

Seniors of SFCHS are eligible for an impressive array of local and area scholarships, in addition to any scholarships that might be offered by the postsecondary school a student might wish to attend. Information on local scholarships can be found on the USD 297 website on the Counselor's Corner tab.

All students may apply for local scholarships using the St. Francis High School Scholarship Application form found on the Counselor's Corner tab. Many scholarships are based on a combination of ACT scores, grade-point averages, participation in activities, citizenship, attendance, and financial need.

# STUDENT LIFE

## ACCIDENTS AND INSURANCE

All accidents that occur at school should be reported to the building principal.

Junior high and senior high students participating in KSHSAA-sanctioned activities are automatically covered by a catastrophic-injury policy through that association. Students

who incur non-catastrophic injuries during the school day while at school or during participation in KSHSAA events will be covered through the parents' private insurance.

## ACTIVITIES

It is a privilege and an honor to participate in activities in St. Francis Community Schools. As stated on the bottom of page 11 of the Kansas State High School Activities Association handbook ( [KSHSAA Handbook](#) ), "Activities are a citizenship laboratory." As such, they are an integral component of life in the junior high and senior high schools and are considered highly important in the overall development of the student. Nonetheless, participation in school activities is dependent upon the student meeting certain academic and behavioral criteria.

Since St. Francis is a participating member of the Kansas State High School Activities Association (KSHSAA), both the junior high and senior high schools are governed by the regulations that KSHSAA adopts for all member schools. These regulations determine the eligibility of schools and individual athletes for competition and set the ground rules for all interscholastic competitions in the state of Kansas.

**Academic eligibility: (Updated for the 2019-20 School Year)** *In addition to the eligibility guidelines set forth by the KSHSAA*, which state that a student must have passed five subjects of unit weight in the semester before a season begins in order to be eligible to compete in interscholastic activities (Rule 13, Article 3), students in grades 7-12 will be subject to the following school-wide eligibility rule:

Grades will be checked by the principal or a designated staff member on the first day of weeks 4-18 of both semesters after 8:20 a.m. A student who is failing a class on grade-check day will be placed on Academic Improvement. He or she will have that week to complete a three-pronged Academic Improvement Plan that is designed to foster communication with the teacher, reinforce better academic habits, and promote general responsibility. An Academic Improvement Plan will require the student to do the following:

1. Attend the designated Seminar period throughout the week of ineligibility.
2. Make arrangements to turn in missing work and make up tests/quizzes that have been missed.
3. Show stability or improvement of the grade in question.

Should the student fulfill these three aspects of the Academic Improvement Plan by Monday of the succeeding week, then he or she shall be eligible for all activities or trips during the following week.

If the conditions are not met by Monday (or the first day of the week) on the succeeding week, then the student will be ineligible for the following week. Before eligibility is restored in

subsequent weeks, the student will need to fulfill the Academic Improvement Plan or raise his or her grade to a passing level.

If a student is on AI, he or she may participate in all activities as normal.

Coaches are allowed to have their own rules regarding practice time or playing time as those things relate to a player's academic performance. For instance, a coach may deny "starting" privileges or curtail general playing time for a player who is on Academic Improvement.

**Bona Fide Student:** Rule 14, Section 1, Article 2 of the KSHSAA handbook states the following: "A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal."

Misbehavior by students who are members of athletic teams and who are representing the school in either athletic contests or other school activities casts a negative light on the school, their teams, and themselves. Considering this reality, students should realize that when they agree to participate on a team, become members of school-sponsored groups, or go on school trips that are related to membership in such groups, they are agreeing to be held to a higher standard of behavior than the average student. They are implicitly agreeing to be held accountable to both the team's code of conduct and the school's policies regarding citizenship, participation in activities, and substance abuse.

Individual coaches have their own standards for their players' behavior and their own sanctions that will apply in the event that an athlete violates those standards. When such a violation occurs, the coach's sanctions will be recognized by the administration when they are both reasonable and at least as demanding as those called for in related school policy.

When the conduct of any athlete or any student participant in a KSHSAA-sanctioned event is deemed to bring "discredit to the school or to the student, as determined by the principal," then KSHSAA Rule 14, Section 1, Article 2 will apply. Sanctions imposed by the principal can, if deemed necessary, supersede team rules of conduct. Below are examples of conduct that could call Rule 14 into effect:

1. Offenses against the Substance Abuse policy.
2. Conduct on social media that directly targets one's teammates, the coaching staff, or the school with threatening or abusive language that could be reasonably supposed to create a substantial disruption to the team or the school.
3. Habitual poor sportsmanship that brings the school negative publicity.
4. Egregious unsportsmanlike behavior during competition that warrants disqualification during an athletic contest, whether or not the athlete is, in fact, disqualified by an official.
5. Offensive, blatant disrespect toward a school official or staff member, licensed or non-licensed.
6. Truancy.

### **Graduation Activities: JFC Graduation Exercises JFC (Board Policy Handbook)**

*Students who have completed the requirements for graduation may be allowed to participate in graduation exercises **unless participation is denied for appropriate reasons.** Graduation exercises shall be under the control and direction of the building principal.*

Reasons for being denied the opportunity to participate in graduation activities include but are not limited to the following:

1. Being under suspension or expulsion through the end of the senior's normal school year.
2. Being under investigation by a law-enforcement agency for criminal activity.
3. Conduct that could reasonably be judged to have the potential to trigger a criminal investigation.
4. An act of aggression against a school staff member.
5. Being noticeably under the influence of drugs or alcohol at the time of the graduation ceremony.
6. Egregious behavior in the community that would bring discredit to the school if the student were to be allowed to participate in the ceremony.
7. Deliberate destruction of school property resulting in considerable cost to the school district, or repeated instances of deliberate destruction of school property.

### ATTENDANCE

There are few factors more important to a student's academic success than regular school attendance. Poor attendance not only jeopardizes any chance a student has to be successful in the classroom but also represents one of the most problematic personal habits one could have in adult life. Employers are interested only in employees who consistently show up to work, and who do so in a punctual manner.

Considering both the importance of regular school attendance to a student's proper academic and social development and the fact that students are legally required to attend (Kansas Statute 72-1111), the administration and staff of USD 297 will take every reasonable measure to ensure that students are in regular attendance. Certainly, there are legitimate reasons for missing school, and Board policy takes that into account when distinguishing between excused and unexcused absences.

- **Excused Absence:** "Excused absence is absent because of illness, because of participation in school activities, or because of other reasons with the approval of parents." Some typical examples of excused absences include the following:
  - a. School-related trips (Not counted toward PowerSchool absence total)
  - b. College visits (Not counted toward PowerSchool absence total)
  - c. Written documentation from a dentist, chiropractor, physician, doctor, or other health care provider establishing a student's presence at that provider's office. A note from the provider's secretary is sufficient; no further explanation for the student's presence at that office is necessary. (Counted toward PowerSchool absence total)
  - d. A phone call from a parent or guardian to the school secretary or principal *explaining the need* for the student to be gone from school. (Counted

- toward PowerSchool absence total)
- e. Unforeseen emergency situations (Counted toward PowerSchool absence total)
- **Absence Counted Toward Truancy:** “Any absence other than excused absence . . .”

“Truancy” is defined by USD 297 as happening when

1. a student who is legally required to attend school is not attending.
2. a student is not attending school after having left home to do so.
3. a student leaves school without permission.

**Penalties:** As noted above, being absent from school for an illegitimate reason is a serious offense. The penalties enumerated below reflect that fact and correspond with board policy and state law.

**First Offense:** The student will meet with the principal, and the parents or guardians will be notified. The student will be considered for in-school suspension and will face the possibility of losing the privilege of competing in athletic contests.

**Second and Subsequent Offenses:** A meeting will be held with the parents or guardians, the student, and the principal in which the documented absences that count toward truancy will be presented. The student will face out-of-school suspension and loss of privileges. The appropriate officials will be notified, according to state law.

## ATTIRE AND GROOMING

Proper attire and hygiene are important elements of student conduct in USD 297. The following regulations apply to all students:

1. Hats, caps, sunglasses, or other head coverings will not be worn in the school building during regular school hours.
  - a. The items above shall not be carried in the halls unless the student is arriving to school, leaving school, or departing for a school activity.
  - b. Coaches shall communicate their own guidelines for the above items.
2. Clothing with advertisements for, representations of, or references to alcohol, tobacco, or other controlled substances shall not be worn to school or to school activities.
3. Clothing that is excessively soiled, ragged, or torn shall not be worn.
4. Clothing that displays vulgar writing or symbols, communicates sexual innuendos, or refers to various anatomical elements specific to gender shall not be worn.
5. Clothing that is deemed by a teacher or administrator to be excessively revealing shall not be worn.
6. The expectations regarding attire for commencement exercises will be communicated to the graduating seniors by the administration and the senior class sponsor. Since graduation ceremonies are deemed by state law to be privileges, a

student can be denied participation in them by failing to abide by reasonable and clearly communicated guidelines for participation.

7. Athletes are subject to their coaches' attire and grooming regulations while in practice, during competitions, and on trips related to athletic contests. They are also subject to the KSHSAA rules governing that particular sport.

## BAD WEATHER CONTINGENCIES

Occasionally, the weather dictates the school's schedule. In that event, many of the school's operations are affected, causing logistical challenges for parents, students, and school staff. Over the years, the school has adopted the use of various media to inform parents and students of these changes.

If any change is made to the schedule of the school day or to events that had been scheduled for that day, the school will immediately publicize those changes. Parents will be officially notified through the following media:

1. Remind
2. Indian News: 785-332-8111
3. School-wide phone messages and email
4. Area TV and radio stations

**Bus Routes:** Most weather-related changes in the school's schedule will involve a decision as to which bus routes will be used for the day. Parents of students who ride the bus should call Indian News to inform their decisions on their children's transportation for that day.

**Sports Practices and activities:** Since each coach will have varying expectations for the athletes regarding inclement weather, all coaches will review their plans regarding sports practice on bad-weather days with the principal prior to the beginning of the school year. Coaches will all operate with the understanding that out-of-town athletes should not be expected to attend practice when the weather creates hazardous travel conditions.

In the event that school is dismissed early or cancelled for the day, out-of-town athletes will not be expected to attend practice. Parental decisions as to whether out-of-town athletes attend practice on such days should be made solely on the basis of the safety of the student, and solely by the parents or guardians themselves.

The supervisors of other school activities will operate under the same guidelines as stated above.

## BOOKS AND EQUIPMENT

Students are responsible for taking reasonable care of the books and equipment checked out to them. In the event that a student loses, destroys, defaces, or otherwise damages school books or equipment, that student will be assessed a reasonable fine, according to the condition of the materials before such damage. Grade cards will be withheld until the

fine is paid.

## BULLYING POLICY

The issue of bullying presents a great challenge to USD 297 for various reasons, and school staff and administrators take the issue very seriously. Alleged bullying situations nearly always occur when teachers or coaches are not looking, and the students who perpetuate this behavior are very creative in hiding it.

It is also true that certain normal, though regrettable, student behaviors do not fall under the purview of the bullying policy and cannot reasonably be construed as bullying.

Considering the emotional turmoil that victims of constant harassment or bullying endure, school officials will do everything possible to protect students from bullies. It is also true that addressing bullying is a *team effort* that calls on parents, students, and school officials to work together. Below is a framework for an ideal team effort when confronting bona fide bullying situations.

- Students, parents, and school staff must read and understand the USD 297 Bullying Policy. The definition of bullying, which is critically important when dealing with an allegation of bullying, is found in the plan.
- Students should do their part in addressing bullying not only by reporting it to school teachers and administrators when they see it but also by using positive peer pressure to discourage such behavior.
- Parents should do their part in addressing bullying by teaching their children not to bully others and by endorsing the school's sanctions against their children when a bullying situation has been verified. Parents can also document alleged bullying of their children by taking the following steps:
  - a. Print Facebook chats, Instagram messages, or any other printable bullying messages that occur over digital media.
  - b. Store or otherwise keep any text messages sent to their children by cell phone.
  - c. Instruct their children to take the steps listed above.
- School staff should do their part by carefully investigating alleged bullying situations and following the USD 297 Bullying Policy.

### CELL PHONES AND ELECTRONIC DEVICES (Grades 7-8)

Junior high students may not use cell phones in the hallways, classrooms, or in the cafeteria during the school day unless they are specifically asked by a teacher to do so. In the event that a junior high student would need to use his or her cell phone to make an important call, he or she may ask a teacher for permission to do so.

### CELL PHONES AND ELECTRONIC DEVICES (Grades 9-12)

In an academic setting, cell phones and other electronic devices can be both useful and distracting. They are useful in their ability to make readily available to students such things as the internet, calendars, online books, and the other digital conveniences students use on a daily basis. These devices can be distracting, however, when they interfere with instruction or are used in such a way as to create disturbances in the school.

**In the classroom:** Quite simply, each teacher will dictate how electronic devices are to be used in his or her classroom. Some instructors, for various reasons, will not allow them to be used at all. Other instructors will have a more liberal approach to the use of student-owned technology in their classrooms. In all cases, a simple guideline to follow is this: Always ask the teacher first.

- Teachers who discover students to be using electronic devices during class time in a way that does not comport with classroom rules may confiscate the device temporarily. All confiscated devices will be turned in to the office.

**In the hallways:** The school's policy on cell phones and electronic devices should not be viewed as giving students permission to peruse or update the various social media accounts they may have or to text or call friends. When asked by a staff member to put away their devices, students must readily comply. Failure to do so will expose the student to the disciplinary actions below:

1. First offense: The device will be confiscated and held until the end of the school day.
2. Second offense: The device will be confiscated, held until the end of the school day, and not released until a meeting with the student's parents or guardians and the principal.
3. Third offense: The student will be subject to either in-school or out-of-school suspension.

**Prohibitions:** The use of electronic devices to create or exacerbate conflict between students is strictly prohibited in school buildings and on school grounds. If proof of such activity can be found and verified, the offending student or students will be subject to disciplinary action, including but not necessarily limited to confiscation of the device.

The use of electronic devices to capture images is also strictly prohibited in locker rooms and bathrooms. Students and parents are advised to be aware of at least one Kansas statute ( [Electronic Eavesdropping](#) ) regarding the use of cameras in locker rooms and bathrooms. The ramifications of using any device to take pictures in these settings go far beyond the school disciplinary policy and could subject the student to much more serious trouble, including criminal prosecution in the worst of cases. Current events reveal not only the serious nature of this type of misbehavior but also the responsibility of students to use their electronic devices responsibly.

[California case](#) [Case in Texas](#)

If a student is suspected of having used any kind of device in a locker room to capture

images, the device will be confiscated and inspected by school officials. If it cannot be determined that the device was certainly NOT used for that purpose, then law enforcement will be called to inspect the device. If the device is inspected and inappropriate images are found, then law enforcement will be contacted immediately.

**Confiscated devices:** In the event that an electronic device is confiscated by a teacher or administrator for any reason other than that stated above, the following protocols will be followed:

1. The device will be turned in to the office.
2. The parent must pick up the device in the high school office after second and subsequent offenses.

## CITIZENSHIP

Good citizenship is one of the most important cornerstones for success in SFCHS, and it is expected from our students at all times. Although “good citizenship” is somewhat difficult to define, there are certain student behaviors that always seem to be associated with that concept:

1. A good citizen is friendly and respectful to his or her teachers, coaches, and other school staff.
2. A good citizen treats his or her peers with respect and doesn't cause or exacerbate conflict among them.
3. A good citizen conducts himself or herself in a way that reflects respect for school rules and regulations.
4. A good citizen observes team rules and treats teammates respectfully.

Considering the importance of good citizenship, a student's ability to serve in positions of honor (prom server, honor guard) and participate in school activities (trips, contests, athletics) will depend, in part, on an evaluation of his or her citizenship (KSHSAA Rule 14, Section 1, Article 2).

## CONDUCT AND DISCIPLINARY MEASURES

Kansas schools are charged with the responsibility of making the learning environment as safe and orderly as possible for all learners and school employees. Accordingly, Kansas statutes give schools a legal framework for preventing behaviors that either make the learning environment unsafe or make it substantially disruptive for students and staff.

It should be noted that, in addition to the behaviors listed below, other sections of the Student Handbook outline aspects of student conduct that are prohibited and can result in either suspension or expulsion. The SUBSTANCE ABUSE POLICY, the ATTENDANCE section, and the BULLYING POLICY all address such behaviors.

Nonetheless, below are some behaviors that can, specifically according to K.S.A.

72-8901, constitute grounds for suspension or expulsion:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
2. Conduct that substantially disrupts, impedes, or interferes with the operation of any public school;
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
4. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
5. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult or;
6. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

## COPY MACHINES

The copy machines are to be used by school staff and teacher aides. Other students who are acting under the direct supervision or permission of a teacher may use the copy machines.

## COUNSELING SERVICES

USD 297 is fortunate to have a full time counselor. Besides general personal counseling, the counselor is responsible for academic counseling, guidance with scholarship applications, financial aid counseling, and post-secondary advisement.

Professional personal counseling services are also available for students through the Northwest Kansas Educational Services Center.

## CRISIS MANAGEMENT PROCEDURES

Every school in Kansas is required by law to create a crisis management plan. This plan, which encompasses the entire district, is on file with and coordinated with the appropriate emergency response personnel throughout Cheyenne County. In the event of a crisis that impacts the operations of the school, school staff will consult the plan to take the

appropriate actions. The staff and administration of USD 297 will be familiar with the district's crisis management procedures.

## DRIVING AND AUTOMOBILES

Every student who drives to school assumes the responsibility for operating his or her vehicle safely. Behind and around each school building there is much pedestrian traffic, and much of that traffic is comprised of young students who are boarding busses, walking on the street between the two buildings, or crossing the street in front of the high school. Therefore, safe student driving is absolutely essential. Student drivers who operate their vehicles in such a way as to endanger the safety of others will be promptly reported to law enforcement officials.

The following regulations apply to student driving:

1. Students may not drive their vehicles to and from art class.
2. Students may not drive school vehicles.

The following regulations will apply to student parking:

1. Students *may not* park . . .
  - a. in the circle drive.
  - b. in the designated "Visitor" parking spaces on College Street.
  - c. directly east of any part of the junior-senior high school building in the space between the building complex and the fence bordering the track and football field.
  - d. on the south side of the driveway that runs along the north end of the school.
  - e. directly next to the gym or athletic complex. They must park in the designated parking areas across the driveway along the practice football field.
2. Students *may* park . . .
  - a. west of the school on College Street.
  - b. south of the school between the athletic buildings and practice football field.
  - c. east of the practice football field.

Parking in the approved parking spaces will be available on a first-come-first-served basis.

## FEES

The following fees will be collected at enrollment:

1. Book rental
2. Activity ticket fee

3. Lab fees
4. Towel fees
5. Meal fees

## FIRE, TORNADO, AND EMERGENCY RESPONSE DRILLS

The staff and administration of USD 297 will instruct students on the proper evacuation and safety procedures that will be used in the event of either a fire in the building or a tornado warning that has the potential to impact the community. Regular drills will be held in order to teach these procedures to the students. In addition, students will be trained on the ALICE model for responding to active shooter situations. Drills will be conducted to familiarize students with the model in various situations.

## FOOD AND DRINK

The underlying philosophy of the food and drink policy is that allowing food and drinks in the halls, lockers, and classrooms greatly increases the possibility of creating extra work for the custodians and teachers. In the past, students have stored such items in the lockers and created significant problems for the custodial staff, having not taken the responsibility themselves to clean up the messes.

The policy on food and drinks takes into consideration a number of realities, some of the most important of which are listed below:

1. Having a snack or drink is a privilege that students can handle, given that students will clean up their own messes and observe this privilege within the parameters of this policy.
2. Some teachers periodically wish to allow students to bring snacks or drinks to the classroom.
3. Some student-athletes are, on rare occasions, late in coming to breakfast from morning sports practice and need some allowance to eat breakfast.
4. Some teachers absolutely don't and won't allow snacks and drinks in their classrooms.
5. Snacks and drinks stored in student lockers are irreconcilably problematic.
6. Frequent consumption of outside food and drinks in any given classroom is not to be allowed. Such a privilege is to be used by teachers to either accommodate late students or as a celebration or incentive.

## **Policy:**

**IMPORTANT PREFACE: USD 297 is a Nut-Free district currently. All foods brought into the school facilities must be nut-free. In addition, no foods, candies, snacks, or other food items containing nuts are to be consumed in school vehicles.**

Below is the new policy on food and drinks. It will be observed until such time as

students prove incapable of observing the policy or until other changes are deemed necessary or prudent. Water, in this policy, is not considered a drink.

1. Students may, before first hour, bring outside snacks and drinks to the cafeteria and enjoy them before entering the hall.
2. Students may keep water bottles with them throughout the school day. They may also drink from them in any classroom other than the computer labs if that classroom teacher gives them permission to do so.
3. If a teacher is allowing food and drinks to be brought to class for a celebration or to accommodate student-athletes who are running late from practice, then the snacks are to be taken directly to the classroom and consumed there at the appropriate time.
4. Any food or drink that is taken to a classroom under the provision of #3 must be either fully consumed in that classroom or, in the event they are not fully consumed, be left in the classroom until after dismissal from 8th period.
5. Students will understand that all classroom policies regarding food and drink coincide with the larger school-wide policy.
6. Hard candies that are not chocolate-covered and that are not, unless moistened, sticky, may be stored in student lockers.
7. Any mess made by a student enjoying outside food or drink in the cafeteria or, as outlined in #3, in a classroom or hallway must be cleaned up by that student.
8. Absolutely no food or drinks will be consumed in the school's computer labs at any time.

## FOREIGN EXCHANGE STUDENTS

Foreign exchange students will not receive a diploma from St. Francis USD 297 unless they have met all of the requirements for graduation that apply to indigenous students and receive approval from the school board. Foreign exchange students who are not eligible to graduate may receive a certificate recognizing their attendance at the awards assembly held at the end of the year. They may also be awarded academic and athletic awards, and be recognized for school-given citizenship awards.

## ILLNESS AND MEDICINE

Understandably, administering any medicine to students is not a highly recommended practice for schools. Nonetheless, the circumstances regarding a student's health sometimes call for medicine to be administered at school. Students and parents should follow some important guidelines if such circumstances arise:

1. Medicine should be brought to school in its original container and should bear the original labeling issued by the pharmacist.
2. Written permission from a parent or guardian should be given to the school secretary that articulates the guidelines for administering the medicine and giving the secretary or other appropriate school official permission to do so.
3. Though not necessary, a phone call or personal visit to the office by the parent or guardian preceding the note would be appreciated.

## JUNIOR-SENIOR PROM

Several new changes are being made to prom that will take effect in the 2013-2014 school year. Below are the new guidelines for SFCHS students and the dates they may wish to bring:

1. Juniors will continue to organize the prom.
2. Sophomores, juniors, and seniors will be invited to attend the banquet and prom.
  - a. Juniors and seniors will pay for the prom favor and meal of their out-of-town dates. Out-of-town dates may attend who range in age from the sophomore year in high school to 20 years of age.
  - b. Sophomores must pay for their own meals and prom favors.
3. The parents of the junior class officers will continue to organize the after-prom festivities.

### **Other regulations:**

1. All out-of-town dates will be registered in advance of prom weekend. Their identities and ages will be verified by the high school principal. Permission for all such people to attend the SFCHS prom will be granted on the basis of the principal's ability to verify this information and obtain a personal reference from school personnel who can vouch for the guest's character.
2. Prom servers will be chosen according to grade-point average. The number of prom servers will be determined by the prom sponsor and will take into account the size of the classes and overall size of the prom. They will be allowed to attend the dance as guests.
3. No SFCHS student attending the banquet and prom may leave and return to the school building unless given explicit permission to do so by the junior class sponsor and/or his or her designees.
4. The schedule for the banquet and prom will be set by the junior class sponsor.

## LOCKERS

**Hallway Lockers:** Lockers are provided by the school for the convenience of the students and will be checked out to them at enrollment. It is the student's responsibility to treat his or her locker with reasonable care. Below are some guidelines for the use of lockers that students must follow:

1. All locker decorations must be tasteful and comport with all aspects of the Student Handbook that might apply (no suggestive pictures, words, advertisements for tobacco or drugs, etc.).
2. No tape may be used on the outside of hallway lockers. Only magnets may be used to hang adornments on the outside.
3. No duct tape may be used whatsoever, either on the inside or outside surfaces of the locker.
4. No food or drinks may be stored in hallway lockers.

In addition, locks are available to rent from the school, and students are strongly encouraged to use them to secure their valuables. It is the student's responsibility to take the necessary precautions to protect his or her personal items. Nearly always, student belongings are stolen from unlocked cars and unlocked lockers.

**Sports and P.E. Lockers:** With few exceptions, the regulations that apply to hallway lockers apply to lockers in the athletic complex. An exception for the use of tape is provided for students using these lockers:

1. Athletic tape may be used on the outside surface of the locker in order to assign it to a student.
2. Athletic tape may be used by coaches to hang notices on these lockers.

## LUNCH HOUR AND THE CAFETERIA

**Open Lunch Hour:** Juniors and seniors have an open lunch hour. They may leave the building at that time to eat lunch off campus with the understanding that being late to 6th period is never excused for reasons having to do with lunch.

**Closed Lunch Hour:** Junior high students, freshmen, and sophomores have a closed lunch hour.

**Cafeteria:** All school rules and policies apply during lunch hour in the school cafeteria. It is also expected that students will take all reasonable measures to keep the cafeteria clean and orderly, including cleaning up their own messes and straightening up the tables and chairs they used before exiting the cafeteria.

## OPEN GYM

In St. Francis USD 297, the school gymnasiums (both high school and grade school) will be open for use by groups of students and by individual students at any time they can arrange for a keyholder to let them into the gym for the purpose of working to improve their skills in the indoor interscholastic sports that the school offers. Said keyholder assumes all supervisory responsibility (including legal responsibility) for all activities in the gym (and in the vicinity of the gym) during the time such access was obtained with that key. Preferably, the keyholder will be present to supervise the activities; but, if not, the keyholder is still fully responsible for the activities, just as if he or she was there.

## OUTSIDE VISITORS

Students who have friends or family members who wish to visit the school for a portion of the day must have prior approval from the building principal. Various factors, including class size and the activities taking place on the day in question, will be considered by the principal in making this decision.

## SCHOOL BUS REGULATIONS

**Regular routes:** Students must meet the bus at the pre-arranged loading point on time. They must also adhere to the guidelines for conduct described below:

1. Students shall stay in their seats while the bus is in motion.
2. Other than normal conversation, students shall not make noise that is distracting to other students or to the bus driver.
3. Students shall not throw trash on the floor or seat of the bus, and they shall not throw any object out of the windows.
4. Students shall not extend their hands or any other body parts out of the bus windows.
5. Student shall not use the emergency exits of the bus except in times of emergency or unless they have the explicit permission of the bus driver to do so.
6. The bus driver is in full control of the bus.
7. Bus-riding privileges may be revoked for violation of these rules or for conduct that challenges the safe operation of the bus.

### **Activity Buses: Indian buses, Suburbans, Expeditions, School Car**

1. The regulations for students riding route buses also apply to students riding all other USD 297 buses.
2. Coaches will articulate the expectations for their athletes while riding to and from activities.
3. Any student who rides to an activity on the bus or suburban shall return home in the same vehicle, unless written or verbal permission to do otherwise is given directly to the coach or sponsor by the parent and is in accordance with other school guidelines.
4. Arrangements to pick up or drop off students who live along the route to an event can be made by calling the building principal or coach and communicating with the bus driver. The arrangements must be reasonable, and reliable transportation should be waiting at the drop-off point after an event.
5. No sunflower seeds are allowed in the buses listed above.

**Indian Bus and New (2019) Bus:** These two buses, the newest in the district's fleet, have cloth seats and nice upholstery that must be cared for by students and sponsors. All regulations relating to buses apply to these two vehicles, with the following additions:

1. Snacks may be eaten on these buses, provided they aren't unreasonably messy.  
**NO PEANUT BUTTER OR OTHER NUT-BASED TREAT MAY BE CONSUMED ON THE BUSES.**

## SENIOR ACTIVITIES PERTAINING TO GRADUATION

Money earned from junior class magazine sales and other fundraising efforts will be used to pay for senior caps and gowns. The office will maintain enough money in the senior account to pay for the normal after-graduation activities.

## SUBSTANCE ABUSE POLICY

In order to ensure the safety of our students, law enforcement will be notified in any case when a student appears to be under the influence of a drug, including alcohol.

Board policy and KSHSAA regulations reflect the serious nature of substance abuse by students. Few behaviors have the potential to negatively impact the lives of our students like addictions to the various substances named in this policy, and the school takes seriously our responsibility not only to instruct students on the negative consequences of such behaviors but also to help give students the tools they need to avoid these harmful behaviors. The policy articulated below is the official Board policy of USD 297, as required by the Drug Free Schools and Communities Act of 1986 and the 1989 amendments to that law.

“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. Compliance with the terms of this policy is mandatory. A student violation of this policy will be deemed to have occurred whenever:

1. a licensed employee of the school, a law enforcement official, or the student’s own parent or guardian reports a first-hand observation of a student violating the policy;
2. a student is approached with an alleged violation reported from some other source and the student admits that the violation occurred.
3. a drug test administered by a qualified official

Any student violating the terms of this policy, as determined by the school’s administrative staff, will be subject to the following sanctions:

### **First Offense**

1. Punishment up to and including long-term suspension.
2. Suspension from participation in (see ACTIVITIES section) and attendance at all student activities of not less than one week nor more than one month.
3. Notification of the offense to the appropriate law enforcement officials.

### **Second and Subsequent Offenses**

1. Sanctions for second and subsequent offenses will be administered according to board policy.