

# SANTA FE TRAIL HIGH SCHOOL STUDENT HANDBOOK 2017-2018



**PRINCIPAL:** PATRICK GRAHAM

**ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR:** KEITH JOHNSON

TELEPHONE #: (785) 665-7161 OR (785) 836-7656

FAX #: (785) 665-7193

SFT HOME WEBPAGE: <http://www.usd434.org>

TEACHER INDIVIDUAL EMAIL ADDRESS: FIRST INITIAL THEN LAST NAME  
FOLLOWED BY @usd434.us

## Table of Contents

1. Discrimination .....	4
2. Activity Period .....	4
3. Attendance and Related Policies .....	4
4. Release of Student Records.....	6
5. Tardy Policy.....	8
6. Truancy Policy .....	8
7. Make Up Policy.....	9
8. Accidents and Illness.....	9
9. Activities Guidelines .....	9
10. Address and Telephone Number.....	10
11. Animals in School.....	10
12. Audio Visual.....	10
13. Bullying Policy .....	10
14. Care and Use of the School and Equipment.....	12
15. Cell Phones.....	12
16. Changing Classes .....	12
17. Classification of Students .....	12
18. College Signings.....	13
19. College Visits.....	13
20. Complaints or Concerns.....	13
21. Daily Bulletin.....	13
22. Dance Guidelines .....	14
23. Detention.....	14
24. Detention Hall Expectations .....	14
25. Discipline Code .....	15
26. In-School Suspension Guidelines .....	16
27. Display of Affection.....	16
28. Dress Guidelines .....	16
29. Emergency Closing and Dismissal.....	17
30. School Reach Alert System .....	17
31. Emergency Drills.....	17
32. Extracurricular Activities.....	17
33. Financial Aid Workshop and ACT .....	18
34. Grading & Eligibility for Classes.....	18
35. Graduation Requirements .....	18
36. Hazing.....	19
37. Honor Roll .....	19
38. USD 434 Technology/Computer Acceptable Use.....	19
39. Insurance Policy.....	20
40. Leaving the Building & Hall Passes.....	20
41. Library Media Center.....	21
42. Lockers.....	21
43. Lunch – Food & Beverage/Cafeteria.....	22
44. Medication.....	22
45. Motor Vehicle Regulations .....	23
46. Notice for Athletic Scholarships.....	24

47. Out of District Students .....	24
48. Part Time Students .....	24
49. Personal Electronic Devices .....	25
50. Regents Precollege Curriculum .....	25
51. Renaissance Card Program .....	25
52. School Day .....	25
53. School Functions .....	25
54. School Bus Rules & Procedures .....	26
55. Scholarships .....	27
56. Selling to Students .....	27
57. School Safety Hotline .....	27
58. Student Debt/Graduation .....	27
59. Student in Good Standing .....	28
60. Washburn Tech School .....	28
61. Threats, Terrorist Threats & Harassment .....	28
62. Tobacco/Alcohol/Drugs .....	28
63. Visitors .....	28
64. Weapons .....	28
65. 18 Year Old Waiver .....	29
66. Emergency Safety Intervention .....	29
67. Drug-Free Schools .....	35
68. Racial & Disability Harassment .....	36
69. Sexual Harassment .....	37
70. SFT Substance Abuse Policy .....	39
71. Washburn Tech Applied Credit .....	42



Santa Fe Trail High School

## **DISCRIMINATION**

USD 434 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age. Persons having inquiries may contact the school district ADA and section 504 Coordinator, 1663 E US Highway 56, Carbondale, KS, 66414, 785-665-7168.

## **ACTIVITY PERIOD**

The purpose of Activity Period is to serve as an extension and enrichment opportunity for the extra-curricular and academic programs of Santa Fe Trail High School. Activity Period will primarily be used for make-up work, teacher contact, homework, and club activities. Teachers and students should view Activity Period as an opportunity to further enhance classroom instruction and learning.

### **Activity Period Activities**

- Students obtaining make-up work and missed assignments will take precedence over all other activities. While not attending an activity function, students need to be focused on academics. Activity Period can be used for school assemblies and other special presentations. It is at the discretion of the administrators as to what activities are scheduled.

### **Policies and Procedures of Activity Period:**

- Be to class on time. The same attendance policy for all classes also applies to Activity Period.
- If there is a scheduled meeting during Activity Period, it is expected that students involved attend.
- Students must have an appointment pass from the teacher they are visiting during Activity Period.
- It is required that ALL students return to their Activity Period classroom for the last 5 minutes of class so passes can be checked. Failure to return without written permission from the staff member visited will result in an unexcused absence.

### **Appropriate Activities for Activity Period**

- Working on homework quietly
- Peer tutoring or collaborative working on an assignment
- Reading books, newspapers, and magazines quietly

### **Inappropriate Activities for Activity Period**

- Sitting on desks and tables
- Card playing, board or electronic game playing
- Loud, obnoxious, disruptive behavior of any kind
- Sleeping
- Computer games or chat line

## **ATTENDANCE and RELATED POLICIES**

**ATTENDANCE POLICY:** A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents/guardians. When a student is absent it is the responsibility of the parents/guardians to call the Attendance Office at 665-7161 or 836-7656 on the day of the absence. The call should be made before 9:30 am. The Attendance Office is open at 7:15 am for calls.

Any student who checks into school after 8:00 am must first report to the Attendance Office and receive an ADMIT slip to class. Any student who is counted absent for first hour will be presumed absent for the entire day if they do not report to the Attendance Office and get an admit slip.

Students sent to the office for an admit slip after class has started will receive a tardy.

If the absence is excused, daily work can be made up. It is the responsibility of the student to initiate the make-up work immediately upon return to each class. The classroom teacher will determine the make-up work. Students who miss school because of an UNEXCUSED absence may only receive credit for major assignments and/or tests/quizzes.

The building principal as the Board of Education designee will determine whether the absence is excused or unexcused. Kansas State Law allows USD 434 to accept only the following as valid reasons for excusing an absence:

1. Illness (long-term illness verified by notification from doctor)
2. Appointment for medical treatment (an appointment card must accompany the student upon return and be given to the attendance clerk).
3. A family crisis. (Communication is important here.)
4. School approved activities.

Students may have five excused absences each academic semester. Any absence over the five absences that is not covered by a doctor's note or an excused high school activity, MUST be made up time for time.

- A full school day will require seven hours of make-up time.
- If a student misses half a day (for example 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> hours), then this would count for a half day missed.
- If a student misses one hour (for example 7<sup>th</sup> hour), then this would count for one hour missed of a seven hour day. If two hours were missed, then it would count two hours. Each hour missed would be added to the total hours missed.
- Students who attend WU Tech or have a shortened school schedule will have their excused time modified to fit their schedule.
  - First example: a WU Tech student will only be allowed to miss 15 hours of school (5 days X 3 hours = 15 hours). Any additional hours will be considered make-up time.
  - Another example could be: a second semester senior who only attends SFT for two hours, will only be allowed to miss 10 hours of school before make-up time will be assigned. (5 days X 2 hours = 10 hours)
- A student that owes make-up time will be considered a STUDENT NOT IN GOOD STANDING (Referred to on page 28).
- Time may be made-up in the following ways: detention hall, before school by appointment, or after school by appointment.
- A 9 am orthodontist appointment does not always excuse a full day missed from school. If a doctor's note is necessary, it must clearly state the time frame excused.
- If a student is not in good standing, they may not do the following: attend or participate in any KSHSAA event or school sponsored activity, attend or participate in any choir/band performance, attend or participate in any school dance including prom, attend any school day field trip, and travel on the band trip.

Example: If John Doe takes a family vacation and misses 6 full days of school, when he returns to school, he will be considered a student not in good standing. After making up the sixth school day,

he will return to the status of being a student in good standing. Make-up time can be made up prior to leaving for a planned event.

### **RELEASE OF STUDENT RECORDS**

Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided for in policy.

#### Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;

- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs. The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form

signed shall indicate the specific educational or other interest of each person; agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

#### Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

### **TARDY POLICY**

Students are expected to arrive at school and move through the passing periods in an orderly and timely fashion. In each class, students will be allowed four tardies per semester before disciplinary action is taken. **There is no differentiation between excused and unexcused tardies.** Upon the fifth tardy to any class, students will be assigned one hour detention and one point on the school disciplinary code. Disciplinary consequences will apply to each tardy after the fourth. Tardies do not start over at the end of each nine weeks.

### **TRUANCY POLICY**

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 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.

#### Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

#### Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.



### Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

### Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

## **MAKE UP POLICY**

If students are making up work after an excused absence, it needs to be very clear to them what they need to do and when they need to turn in the work. When a student is absent from school due to illness, a death in the family, religious attendance, family emergency, diagnostic testing, doctor's appointment, or other emergency as verified by the parent and accepted by the principal, that student must be allowed to make up work missed. No student will be refused permission to make up work missed during an excused absence.

Students who are absent from school are to make up assignments, without penalty, within a reasonable time following their return to school. It is the student's responsibility to ask for the make-up work upon returning to school. The school rule is that a student is allowed one day to make up assignments per day (s) missed. Long term assignments / projects are due on the announced due date. If a student is absent the day a long term assignment / project is due, the assignment / project is due upon the student's return to school. Failure to adhere to the Make-up Policy may result in a missed deadline and a subsequent zero for an assignment, quiz, test and/or lab.

## **ACCIDENTS AND ILLNESS**

The school nurse or nurse assistant will be notified in the event of serious injury or illness. Injuries will be managed according to standard first aid protocol. Students will be seen in the health office if they are too ill to remain in class. Students will be allowed to go home as needed only after a parent has been contacted and permission obtained. It is the parent's responsibility to arrange transportation for a student who needs to go home. Students will not be allowed to solicit rides home from other students during the school day. A student being allowed to leave school to take another student home during the school day is strongly discouraged.

A student who has been ill should remain home until he/she has been free from fever, vomiting, and/or diarrhea for 24 hours.

It is the parent's responsibility to provide current names and phone numbers of persons to contact when a child is injured or ill.

## **ACTIVITIES GUIDELINES**

### **Behavior/Conduct**

- 1) All school rules are in effect during practices and events, home or away.
- 2) Activities guidelines are in effect whether a student is a participant or a spectator.

Activities are an important aspect of the total education process at Santa Fe Trail High School and provide the opportunity for SFTHS students to grow and to value the concepts of SPORTSMANSHIP and teamwork. Santa Fe Trail High School supports and adheres to the

guidelines set forth by the Kansas State High School Activities Association for sportsmanship. Those guidelines are:

- a. Be courteous to all. (participants, coaches, officials, staff and fans)
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Students participating in or attending SFTHS activities as spectators are subject to all school rules and the guidelines as established by KSHSAA and USD 434.

### **ADDRESS AND TELEPHONE NUMBER**

The office will keep on file the address and telephone number of each student at Santa Fe Trail High School. If your address and/or telephone number changes please notify the office.

### **ANIMALS IN SCHOOLS**

If **specific permission** is obtained in advance from the building principal, the following animals may be brought to school for short visits: domestic dog, domestic cat, domestic ferret, domestic ungulate (e.g. cow, sheep, goat, pig, horse), pet rabbit, or pet rodent (e.g. mice, rats, hamsters, gerbils, guinea pigs, chinchillas). Parrots, parakeets, cockatiels, and other such birds should be confined to cages and will not be handled by children.

Animals brought to school must be clean, healthy, free of disease, and free of external parasites such as fleas, ticks, and mites, as well as skin lesions. Female dogs and cats should be determined not to be in estrus (heat) at the time of the visit. Current rabies vaccinations by a licensed veterinarian should be documented for all dogs, cats, and ferrets brought to school for instructional purposes. All such animals should be restrained by collar, harness, cage, leash, or other safe container while at school and should be restricted to the areas designated by the building principal.

The following animals are **not allowed** at school at any time: wild animals, poisonous animals (spiders, poisonous reptiles, poisonous amphibians, spiders, etc.), wolf-dog hybrids, stray animals, baby chicks and ducks, and aggressive animals.

### **AUDIO VISUAL**

Films/movies/tapes with questionable subject matter should not be shown in class without prior teacher review. Any films in question should have approval of administration prior to showing.

### **BULLYING POLICY**

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or

- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 434 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least {annually/biannually}.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As

appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

### **CARE AND USE OF THE SCHOOL AND EQUIPMENT**

The citizens of our district invest a large sum of money each year to provide an education for the students attending school here. A big share of that investment is represented in buildings, grounds and equipment. Proper respect for that investment gives each student a better place to attend school.

Any student who intentionally or unintentionally damages or destroys school property or the property of others will pay for the damage and may be subject to disciplinary action. Students will also be responsible to compensate for school property that was properly assigned to them and has since been lost, is otherwise missing, or is damaged.

Following is a list of rules to be followed by everyone when in the building or on school property. Each individual should be guided by common sense for items not listed below.

- The school building may not be used for purposes other than school activities unless appropriate permission is obtained from the principal.
- The weight room, gym and shop facilities may be used only with appropriate teacher supervision. Athletic equipment, tools and other equipment may be removed from the school only with permission from the appropriate instructor.
- Students will not be allowed to use the telephone during class time except for school business and emergencies. Calls should be made before and after school, at lunch and between classes. Students will not be called from class to answer the telephone unless an emergency exists.
- Paper and trash should be disposed of properly in wastebaskets located in each classroom, hallway and restroom.
- Writing on desks, walls, lockers and floors is not allowed.
- Students will be required to pay for textbooks and other instructional material damaged while assigned to them.
- Students are not permitted to run in the hallways or on the stairs.
- Chairs and desks should remain on all four legs and should not be moved without permission from the instructor. Students are not allowed to sit on desks, tables or the backs of chairs.

### **CELL PHONE**

Cell phone usage is permitted at Santa Fe Trail High School only during a students' regularly scheduled lunch hour and during passing period. **Student cell phones must be turned off and not used during class unless involved in a teacher directed educational activity.**

### **CHANGING CLASSES**

Students may request a schedule change within the first three days of classes. The instructors, counselors and principals will evaluate requests on an individual basis. It is assumed that enrollment in a class is for the entire year unless the course is designated as a semester class. Students must have parental permission to make a class change.

## CLASSIFICATION OF STUDENTS

Students will be classified into grades by the number of credits earned:

0 - under 4 credits = freshman

4 – under 11 credits = sophomore

11 – under 18 credits = junior

Over 18 or reasonable anticipation of graduation with a recovery plan = senior

## COLLEGE SIGNINGS

A student wishing to be recognized for signing a collegiate letter of intent must adhere to the following guidelines:

- Students must submit a list of no more than 50 individuals they wish to attend the signing ceremony.
- Students must submit the name of the university, coach and contact information including: parents home and work numbers, and coaches' contact information.
- Students must provide information regarding signing to the AD for press release at least 1 week prior to signing.
- If multiple students are signing within the same sport – a comprehensive signing time may be arranged to accommodate all signings at one time.

Students signing for scholarships must notify the Athletic Director one week prior to the signing date. The signing date must be scheduled during Activity Period. The only students allowed to attend the signing will be those invited by invitation.

## COLLEGE VISITS

Students are encouraged to schedule college visits so they will miss as little school time as possible. School visit forms must have a parent signature and should be given to a counselor two weeks prior to the visit unless the visit has been arranged by the college itself. Three (3) college visits during school time will be permitted for one school year. Visits beyond that limit will require administration, counselor, and parent permission. Please check your calendar and plan ahead.

## COMPLAINTS OR CONCERNS

If a student or parent has a concern about a school policy, an employee, or another student the following procedure should be followed in order to resolve the problem as quickly as possible:

- 1) Contact the teacher who you have a complaint about to discuss both sides of the issue.
- 2) If you have a problem with another student, you need to contact the school counselor.
- 3) If the problem still exists, contact the Assistant Principal or the Principal.
- 4) If still unresolved, further appeals need to be addressed to the superintendent.
- 5) Students should remove themselves from a conflict situation and see a teacher, counselor or principal as soon as possible.

## DAILY BULLETIN

The office will publish a bulletin each day of the school year. Daily announcements will be read at the beginning of second hour. The daily bulletin will be updated each day on the USD 434 website and on PowerSchool. Each student is responsible for knowing the information printed each day.

**Morning Washburn Tech students should check the bulletin upon arrival at school.**

## **DANCE GUIDELINES**

There must be a minimum of 4 teachers that will serve as sponsors, excluding the administration. Failure to have 4 sponsors will result in cancellation of the dance.

### **Responsibilities of the sponsors:**

- 1) Supervise dance area at all times (at least three sponsors in the dance area, two of the three must be visible along the south wall).
- 2) Stop inappropriate dancing or actions. Students should not be permitted to dance on the stage or steps in the commons. Students shall be warned on the 1<sup>st</sup> infraction and removed from the dance on the 2<sup>nd</sup> infraction.
- 3) It shall be the responsibility of the dance sponsor to inform parents that the student was removed from the dance prior to the student leaving the dance.
- 4) Inform D. J. or band not to play songs that insinuate or suggest sexual references and not to play songs with inappropriate lyrics.
- 5) Post a sign up sheet for approval of dates that do not attend SFT. All out of school dates must be approved by school administration.
- 6) There must be a minimum of 4 parent sponsors that have been signed up and approved by the high school office a week in advance of the dance. Failure to have 4 parent sponsors by the time period will result in cancellation of the dance.

### **Responsibilities of the parents:**

- 1) Help at the gate with one staff sponsor.
- 2) Serve cookies & punch.
- 3) Supervise halls (gates should be up).
- 4) Inform dance sponsors of inappropriate conduct of students.

## **DETENTION**

Detention hall is held Monday through Thursday from 3:35 to 4:30 pm. Detention time is not intended to be convenient. It is intended to be a corrective action and should be an incentive to avoid future problems of a similar nature. **Students required to stay for detention hall are responsible for arranging their own transportation.** Students will have two weeks to serve a detention from the time it is issued. If a student chooses not to serve the detention within a week, the time doubles. If the doubled amount of time is still not served two weeks from the date of issue, the student will be Out-of-School suspended for a minimum of one day. Suspension time does not take away the detention time. When the student returns from the Out of School Suspension, he/she will still be expected to serve the detention(s).

## **DETENTION HALL EXPECTATIONS**

Following are the expectations for detention hall:

1. Be seated in the designated room no later than 3:35 pm.
2. You will be expected to study or read the entire time. Make sure that you have the appropriate materials with you.
3. No food or drink (other than water) is allowed in detention hall.
4. If you choose not to meet the above expectations or your conduct is deemed to be inappropriate by the supervising teacher, you will be removed from detention hall and the time you served will not count. An additional hour will also be added.

Repeated failure to serve detentions will result in an Out-of-School suspension.

## DISCIPLINE CODE

If a student accumulates 5 or more points on the following point system, he/she will be given a two-day In-School Suspension (ISS). If a student accumulates 10 points he/she will be given (OSS) for 3 days. If a student accumulates 15 or more points he/she will be given (OSS) for a maximum of 10 days and recommended for long-term suspension or expulsion. A student who receives an out-of-school suspension will only be able to make up work that constitutes a significant part of his/her grade (major test or major project). Daily work and quizzes will not be able to be made up for credit.

Students attending Washburn Technical School are subject to the rules of Washburn Technical School and SFT. Students suspended from SFT will not attend Washburn Technical School on those days. Students suspended from Washburn Technical School will also be suspended from SFT.

In an effort to promote student accountability and responsibility, students will be given an opportunity to earn back points through community service. The principal or assistant principal will assign all community service. Two hours of service will be equivalent to one point. All quality and quantity of service will be verified and evaluated by the assigning administrator. A maximum of 5 points of service can be done. Once a student reaches 15 points, he/she is not eligible to make up points.

<b>OFFENSE</b>	<b>Immediate Consequence</b>	<b>Points</b>
Assault of Staff	Long-term suspension/expulsion	15
Weapons Violation	Long-term suspension/expulsion	15
Arson	Long-term suspension/expulsion	15
Terroristic Threat	Long-term suspension/expulsion	15
Drug Possession/Sales	Long-term suspension/expulsion	15
Theft	1-5 OSS/Restitution of Property	5-10
Under Influence/Drugs	1-5 days out-of-school suspension	5-10
Under Influence/Possession of Alcohol	1-5 days out-of-school suspension	5-10
Fighting	1-5 days out-of-school suspension	3-8
Tobacco Possession/Use	1-5 days out-of-school suspension	3-8
Gang Activity	1-5 days out-of-school suspension	3-8
Hazing	1-5 days out of school suspension	3-8
Property Destruction >\$50	1-5 OSS/Cost of Replacement	5-10
Property Destruction <\$50	Detention/OSS Cost of Replacement	2-8
Disrespect/Insubordinate	Detention/Suspension	3-8
Intimidation/Bullying of Student/Staff	Detention/Suspension	3-8
Harassment of Student/Staff	Detention/Suspension	3-8
Inappropriate Behavior at School Event	Detention/Suspension	3-8
Hazardous Driving	1 <sup>st</sup> Warning; 2 <sup>nd</sup> loss of driving	3
Cafeteria Infraction	Detention/Suspension	2-8
Computer Violation	Detention/Suspension	2-8
Cell Phone	Detention (No Warning)	2-5
Cheating	Detention/Suspension	2-5
(Loss of Credit for Assignment)		

Inappropriate Language	Detention/Suspension	2-5
Disruptive Behavior	Detention	2
Dress Code Violation	Detention	2
Parking Violation	Detention	2
Refusal to Comply	Detention	2
Skipping Detention	Additional Detention	2
Bus Referral	Bus Consequences	1-5
Public Display of Affection	Detention/Suspension	2-8
Lying	Detention	1-3
No Materials	Detention	1-3
Sleeping in Class	Detention	1
Food/Drink Violation	Detention	1
Leaving Building without Permission	Detention/hour missed	1/hour missed
Unexcused Absence	Detention/2 hours AM and 2 hours PM	4
Tardy to School/Class	Detention on 5th and succeeding	1/tardy

**The administration reserves the right to assign consequences and points to any behavior that is not listed above and may deviate from the consequences and points listed above as deemed necessary.**

### **IN-SCHOOL SUSPENSION GUIDELINES**

Any time a student is assigned to ISS, he/she will be expected to comply with the following rules:

1. The student will be expected to read or study during the normal class times.
  2. The student will follow all school rules and policies regarding student conduct.
  3. The student will eat his/her lunch in the ISS room.
  4. The student will be given breaks during times determined by the ISS teacher.
  5. All work assigned in ISS will be due at the time designated by the classroom teacher who gave the assignment.
  6. Any student who is disruptive, non-compliant, or non-productive in ISS will be sent home for the remainder of the day and the time spent in ISS will not count. When the student returns, he/she will go back to ISS until all of the assigned time has been successfully completed.
  - 7. Students are responsible for serving the total amount of time assigned for the ISS.**
- Appointments or absences from school do not excuse a student from serving the full ISS.**

### **DISPLAY OF AFFECTION**

Holding hands is an appropriate method of displaying affection at school. Any public display of affection that goes beyond holding hands is not acceptable.

### **DRESS GUIDELINES**

The school reserves the right to determine the appropriateness of dress and appearance while attending school and/or school related activities. Clothing and appearance shall be neat and clean. Shorts and shirts of an appropriate length are acceptable (no bare midriff or excessive skin exposed) and footwear must be worn. The waistband of all shorts and long pants must be worn above the hips. Spaghetti straps and halter tops are not allowed. Undergarments should not be visible at any time. Hats, bandanas, and other non-religious head coverings are not to be worn at school during the regular school day. Clothing judged by the school to be indecent, suggestive, having any



reference by word or influence to violence, death, racial slurs, illegal drugs or alcohol, or disruptive, is not allowed. Face painting is prohibited unless authorized by the administration. The school further reserves the right to restrict the activity around shop machinery or in any other situation where the student's health or safety is directly related to the manner of dress.

### **EMERGENCY CLOSING AND DISMISSAL**

Serious weather conditions or other emergency situations may require that Santa Fe Trail High School be closed. When a decision to close the school is made it will be reported on WIBW radio (580 AM and 94.5 FM) and on WIBW TV (Channel 13).

When school is dismissed early for emergency reasons, students will not be left at home until the bus driver is sure they can get into the house. Students who cannot get home will be supervised at the school until arrangements can be made.

### **SCHOOL REACH ALERT SYSTEM**

School Reach Alerts is an emergency messaging system for USD 434 that enables the school to send emergency messaging and other notifications regarding school matters or closings to parents. The information is accessed through messaging to cell phones, email, and telephones. Parents have the opportunity to sign up for notification during enrollment.

### **EMERGENCY DRILLS**

According to state law, fire and tornado drills will be held periodically during the school year. Instructions for the appropriate route out of the building in case of a fire drill or to the basement in case of a tornado drill will be posted in each room. Students should be familiar with these routes and follow teacher instructions exactly. The signal for a fire drill or an actual fire-related emergency is the ringing of the fire alarm. The signal for a tornado drill or other emergency that necessitates moving to the lower level of the building is activation of the emergency tone on the intercom system as well as verbal instructions.

#### **The following must be observed during emergency drills:**

- 1) Remain QUIET and ORDERLY.
- 2) Follow teacher instructions exactly.
- 3) Move from the classroom in an orderly fashion until the assigned location has been reached.
- 4) If a door must be held open, the first person to arrive at the door should hold it open until everyone has cleared the door. That student should then join his or her class.
- 5) In the case of a fire drill, clear the building by at least 100 feet and do not return until instructed to do so.
- 6) In the case of a tornado drill, DO NOT leave the building. After arriving at the assigned location, remain quiet and wait for further instructions.
- 7) Students located in restrooms, hallways, etc. at the beginning of an emergency drill should join and remain with the class nearest their location.

### **EXTRACURRICULAR ACTIVITIES**

All student activities and organizations will be governed by the Kansas State High School Activities Association Rules and Regulations, the Santa Fe Trail High School Activities Guidelines and the policies of Unified School District #434 and Santa Fe Trail High School. The organization sponsor and the high school principal must approve all expenditures. The principal and superintendent must approve all solicitation of funds or moneymaking projects.

## FINANICAL AID WORKSHOP AND ACT

Santa Fe Trail will conduct a financial aid workshop in November of each school year at the high school. All SFT students and parents are welcome. Juniors and seniors who are thinking about education after high school and their parents are urged to attend.

### ACT Test Dates

ACT test dates for the 2017-2018 school year:

<b><u>Test Date</u></b>	<b><u>Registration Deadline</u></b>
September 9, 2017	August 4, 2017
October 28, 2017	September 22, 2017
December 9, 2017	November 3, 2017
February 10, 2018	January 13, 2018
April 14, 2018	March 5, 2018
June 9, 2018	May 5, 2018
July 14, 2018	June 16, 2018

There is a **LATE FEE** if you register after the deadline.

## GRADING & ELIGIBILITY FOR CLASSES

Classes that are completed with a passing grade may not be repeated except for the following: Band, Choir/Choraliers, Advanced PE, Weights, Multimedia, Yearbook, Debate, Forensics, CADET, and upper level art classes. Students may not enroll in a math class if they have received passing credit for a year in that class or a higher-level math class.

Santa Fe Trail High School issues grades to students every nine weeks during the school year. Grade cards will be distributed following the end of each of the first three nine weeks grading periods and will be mailed to the student's home following the last day of school. Mid-term grades will be mailed home to all appropriate parents and guardians for any students with a D or F. Parents are encouraged to contact teachers with any concerns about grades and monitor student progress through PowerSchool.

## GRADUATION REQUIREMENTS

English .....	4 credits
Mathematics .....	3 credits
Science (1 unit must be biology) .....	3 credits
American Government .....	1/2 credit
American History .....	1 credit
World History .....	1/2 credit
Additional Social Science .....	1 credit
Physical Education .....	1 credit
Practical Arts.....	1 Credit
Fine Arts Elective .....	1 credit
Freshman Rotation .....	1 credit
Electives as necessary to meet class guidelines for graduation	

**Credits required for graduation .....25 credits**

Requirements listed above are minimum requirements and are not intended to be general recommendations. Students will be encouraged and in many cases expected to exceed minimum standards in some subject areas.

**To be eligible to be the valedictorian or salutatorian, students must complete the precollege curriculum.** Seals will be placed on the transcript if a student completes the Qualified Admissions and/or the recommended Kansas Scholars curriculum.

### **HAZING**

"Hazing" means any act committed by a person, whether individually or in connection with others, against a student and related to pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or activities group which are affiliated with USD 434. Activities that promote humiliating, intimidating or demeaning of a student or endangering the mental or physical health of the student shall be considered hazing and subject to disciplinary action as outlined in the discipline code.

### **HONOR ROLL**

The honor roll is designed to give recognition to those students who have achieved excellent grade point averages and to provide encouragement to students who are striving to achieve excellence.

Santa Fe Trail High School recognizes two levels of scholastic excellence:

- 1) PRINCIPAL'S HONOR ROLL: 3.8 GPA and above
- 2) SCHOOL HONOR ROLL: 3.3-3.79 GPA

### **USD 434 TECHNOLOGY/COMPUTER ACCEPTABLE USE**

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

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Access to network services is provided to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks, just as they are in any school environment. Therefore, general school rules will apply.

It is expected that students will comply with the following rules:

- Students will not give out personal information, such as name, address or phone number.
- Students will not agree to meet with someone they have met online without parental approval.
- Students will promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Students are responsible for their individual logon passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Students will not share passwords.
- Students will not trespass in other folders or files.

- Students will not use, view, download, copy, send, post, or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence or discrimination towards others. Restrictions against inappropriate language, images, or video apply to public messages, private messages, materials posted on web pages, and files stored or created on technology resources.
- Students shall not plagiarize works or violate copyright on the Internet or any other electronic resource.
- Students shall not use school resources to engage in “hacking” or attempts to otherwise compromise system security.
- Students will immediately inform his/her teacher or the network supervisor if he/she mistakenly accesses inappropriate information.
- K-8 students will not have personal information posted on the district web pages. Group pictures and individual pictures without identifying names, taken at district activities, may be posted on the web page.
- Only e-mail accounts assigned and approved by the staff will be authorized for publication on a website.
- Students will not damage computers or networks or intentionally waste technology resources.
- Students will not use the network for commercial purposes.
- Cyber bullying by students is strictly prohibited.

**Violation of these rules and expectations will subject the individual to revocation of privileges and potential disciplinary action.**

### **INSURANCE POLICY**

There is **NO** insurance for students available through the school or district. Parents desiring special accidental insurance should make arrangements with their insurance agent. Students participating in all school activities must provide their own insurance or assume responsibility in case of an accident.

The KSHSAA endorses a Catastrophic Insurance Program that covers students in all member Kansas schools while participating in an activity supervised by the KSHSAA and hosted by the KSHSAA or a member KSHASAA School. This insurance pays only after the first \$25,000 of expenses. This does not cover students who might be injured during class activities, while coming to school, going home from school, or any activity not sponsored by the Kansas State High School Activities Association.

Students may purchase additional individual insurance while attending school or while involved in activities. These applications are available at enrollment or during the first month of school.

Information on the Healthwave insurance program, for those who qualify, is also available during enrollment and in the office throughout the year.

### **LEAVING THE BUILDING & HALL PASSES**

No student is to leave the building during the school day without permission from the office. Students leaving the building will use the sign-out sheet in the office after they have received permission to leave. Students are prohibited from going to their vehicle during the school day without permission. They are to bring all needed items with them at the beginning of the day. In extreme cases a school administrator may allow a student to go to their vehicle at which time, the

student may be accompanied by a staff member. Students leaving the building without permission and/or without signing out will be subject to disciplinary action.

Students are not permitted in the hallways during class time unless they are accompanied by a teacher or have a pass.

Any student wishing to visit another teacher or classroom should have a note or pass from the teacher he/she wishes to visit. Students are always welcome to visit the office if they have legitimate business AND have permission from the classroom teacher or lunchroom supervisor.

### **LIBRARY MEDIA CENTER**

The library is open from 7:50 am until 3:45 pm on most days. If space is available, individual students may visit the library during class time only if they have a pass from their classroom teacher that includes the student name, purpose of visit, time the student left the classroom and the teacher's signature.

Library books are checked out three weeks and may be renewed for another two weeks. You must bring in the book to renew it. Fines will be assessed at the rate of 10 cents per day up to \$2.00 for each item for overdue materials.

During Activity Period students can come to the library only if they first get a LMC Activity Pass before the end of 7th hour. They need to bring a student activity pass with a teacher's signature with them during activity period.

Computer and Internet use is for academic purposes only during school hours (see the school's Internet Policy). The copy machines and printers are for academic purposes only. Students must first get permission to use the copy machines. No hats or hoods are ever allowed in the library.

### **LOCKERS**

Students are assigned a locker on their first day at Santa Fe Trail High School. Each student is responsible for his/her locker, regardless of whether or not he/she chooses to use that locker. Students should not store extra money or valuables in their locker.

Please be advised that there are people that will steal if given the opportunity. ***Students should keep their locker locked at all times and not give the combination to anyone.*** Lockers can be fixed to open without using your combination — TO DO THAT IS THE SAME AS INVITING SOMEONE TO GET INTO YOUR LOCKER. Please leave your locker locked and your possessions secure!

The hallway and P.E. lockers are the property of the school and will be inspected as necessary. Students will be charged for writing on or otherwise defacing their locker. Locker mechanisms will not tolerate rough treatment and repairs may be costly for the student, so please report a malfunctioning locker to the office or custodian immediately, BEFORE it becomes an expensive repair. Treat your locker with care and KEEP IT LOCKED. Santa Fe Trail High School is not responsible for items stolen from lockers.

## **LUNCH – FOOD & BEVERAGES / CAFETERIA**

- If a child wishes to purchase a second lunch, which is adult price, money must be in their account to cover it before purchase.
- Money received in the form of a check for school food lunches must have a notation on it if a child is to receive cash.
- A child will not be allowed to take money out of their school food account unless the lunch person is told in person by the parent.
- If the household income changes at any time we will be glad to give you an application for free and reduced meals.
- At the end of the year all accounts must be paid in full to receive a signature from the lunch person for sign out. If there is money left over, a refund will be given to the student.
- Food, pop, and other beverages are not to be taken into the classrooms except with prior approval of the classroom teacher.
- Although we have a closed lunch, students will be allowed to leave the lunchroom to use the restroom or telephone.
- Students will not be allowed to go to their cars or into the parking lots during their lunch period.
- All students not riding the bus must be in line to eat breakfast by 7:40 am.
- No student, nor school employee, will be allowed to accumulate more than two weeks of food service debt, regardless of whether or not they are reduced lunches (\$7.00 limit) or full pay (\$35.50 limit). Students/Parents will be notified through the building administrative office when accounts are delinquent and notified again should an account become two-weeks overdue.

## **MEDICATION**

Medication (prescription and over-the-counter) may be administered as delegated by the district nurse under the following conditions:

### **Prescription Medication**

- A written physician order and signed parental consent are on file in the school office. Physician's orders must include the medication name, dosage, schedule, anticipated number of days to be administered, reason for the medication, and side effect of the medication. (Prescription medication in an original, properly labeled container may be substituted for the physician's written permission if the medication is to be given for two weeks or less.)
- All medication must be brought to school in the original container and be appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and the times to be administered. Two containers, one for home and one for school, may be requested from a pharmacist.
- Only oral administration of medication will be permitted, except in emergency situations. Administration of insulin may be provided by the registered nurse, licensed practical nurse or delegated to unlicensed assistive personnel (UAL) by the registered nurse. The UAL is not allowed to calculate the insulin dosage.
- Any change in the type of medication, dosage, and/or time of administration must be accompanied by a written physician's order and parent/guardian permission.
- All medications must be kept in a locked cabinet in the health office.
- The building principal will have final authority to revoke medication privileges.

- Permission for the supervision of prescription medication expires at the end of each school year.

#### **Non-Prescription Medication (Over-the Counter)**

- Non-prescription medications include, but are not limited to, Tylenol, Advil, cough drops, and Midol.
- Written parental consent must be on file in the school health office.
- Information that must be included in the consent includes medication name, dosage, schedule, anticipated number of days to be administered, reason for the medication, and side effects of the medication.
- Non-prescription medications must be in the original container. They will be administered per the package directions on the label, unless accompanied by a written doctor's order.
- All medications must be kept in a locked cabinet in the health office.
- The building principal will have final authority to revoke medication privileges.
- Permission for the supervision of non-prescription medications expires at the end of each school year.

#### **Self-Administration of Asthma Inhalers/Epi-pens**

The self-administration of medication used for the treatment of anaphylactic reactions or asthma is permitted for students K-12 if the students meet the following criteria:

- A written physician's order and parental consent are on file in the school health office. Written consent must include the name and purpose of the medication, the prescribed dosage, the conditions under which the medication is to be self-administered, any additional special circumstances under which the medication is to be administered, and the length of time for which the medication is prescribed.
- The written consent form from the physician and parent or guardian will also show that the student has been instructed on self-administration of the medication and is authorized to do so in school.
- The medication will be brought to school in the original container appropriately labeled by the pharmacy or physician, with the student's name, the medication name, dosage, and times to be administered. It is recommended that the pharmacy label be applied to the mouthpiece of the asthma inhalers rather than the box. This helps in the identification of inhalers that might be lost or misplaced.
- The school district and its employees are not liable for any injury that may result from the self-administration of asthma inhalers or epi-pens.
- The school district and its employees are not liable for lost or misplaced inhalers or epi-pens.
- Permission for the self-administration of asthma inhalers and/or epi-pens expires at the end of each school year.

### **MOTOR VEHICLE REGULATIONS**

Students who are legally qualified to operate motor vehicles may drive themselves to school and use the school's parking facilities under the following conditions:

- The speed limit on school grounds is 5 mph.
- Once a vehicle is parked on school grounds it is not to be moved until dismissal time unless permission is received from the office.
- It is recommended that vehicles not be left in the south parking lot while students are away at evening activities.

- Students are urged NOT to leave their vehicles in the school parking lot while they are away on an overnight trip.
- The asphalt parking lot is for seniors and faculty. The parking areas with a white square are for faculty only. The remaining parking area is for seniors. The juniors, sophomores, and freshman may park in either gravel lots.
- ALL students using the parking area MUST have a “Parking Pass” placed in their vehicle’s window. (You may get these “Parking Passes” from our SRO.)

Parking a vehicle on school property is a privilege, not a right. If the privilege is abused, a student may be denied permission to use the school’s parking facilities and may be subject to disciplinary action.

### **NOTICE FOR ATHLETIC SCHOLARSHIPS**

In order for a high school athlete to be eligible for practice and participation in a 4-year Division I and II NCAA institution, eligibility standards must be met. See a counselor for a NCAA or an NAIA guide or the enrollment guide for the specific standards. Junior College Scholarships do not usually have this requirement for athletic scholarships. Students should check with the school they are interested in attending regarding scholarship guidelines.

### **OUT OF DISTRICT STUDENTS**

Acceptance of non-resident students will be based on grades, attendance and behavior of each semester. Failure to maintain a C average with grades, poor attendance or having behavior issues may cause a student to be denied attendance at Santa Fe Trail.

### **PART TIME STUDENTS**

The Part-Time Student Program will apply only to seniors who are on schedule to graduate in eight semesters. Part time students will only be allowed in the eighth semester. No special course(s) will be scheduled or arranged to enable the students to participate in the Part-Time Student Program without administrative approval.

The following criteria and activity limitations govern those who participate:

- The student must be in position to graduate without complications.
- The student must file an application with the counselor and principal prior to the beginning of the eighth semester.
- The Part Time Enrollment Application must be signed by the student and parent/guardian and approved by the principal and counselor.
- Classes must meet on consecutive hours each day.
- When classes are over students must leave the school grounds unless they have permission to stay from the principal or assistant principal.
- To be eligible for KSHSAA activities or a school sponsored activity the student must be enrolled and attending five new classes each semester (excluding Activity Period). College classes attended during the day or at night count as part of the five classes to be attended.
- Once a student has enrolled in a class and begins attending, he/she is not allowed to drop the class in the middle of the semester.
- The student is responsible for turning in required career portfolio work, which will be housed in student services.
- The student is responsible for reading the school bulletin and staying informed concerning



school activities, Activity Period, activity meetings and scholarships.

- Students who receive social security benefits need to meet the criteria established by Social Security. Guidelines state that a student must attend 20 hours per week of school. A part time student must attend 20 hours per week of school.

### **PERSONAL ELECTRONIC DEVICES**

Students may use personal electronic devices before/after school, during passing time, and during lunch. Any other use of personal electronic devices during the school day must be approved by your classroom teacher.

### **REGENTS PRECOLLEGE CURRICULUM**

Beginning the fall semester of 2001, students applying to any of the six Kansas Regents universities must meet certain admission criteria. It is important that your family knows and understands these requirements so you are ready for college when you graduate from high school. You should regularly review your education plan with your high school counselor and your parents to make sure you are on the right track. To obtain a list of the precollege curriculum either consult the enrollment guide or see a counselor for a handout.

### **RENAISSANCE CARD PROGRAM**

Eligibility Requirements Each Nine Weeks

#### **GOLD CARD**

1. A grade point average between 3.8 and above
2. No detentions or suspensions.
3. Involvement in at least one approved activity

#### **BLUE CARD**

1. A grade point average between 3.5 and 3.79.
2. No detentions or suspensions.
3. Involvement in at least one approved activity

#### **RED CARD**

1. A grade point average of between 3.0 and 3.49 or a raise in your grade point average of at least .50 points or more.
2. No detentions or suspensions.
3. Involvement in at least one approved activity

### **SCHOOL DAY**

Starting time - 8:00 am, Finish time - 3:30 pm

Students are expected to leave the building within a reasonable amount of time after the school day ends unless they are attending a school activity, are using the library or are with a teacher or coach.

### **SCHOOL FUNCTIONS**

Classes and organizations may have the opportunity to attend out-of-town functions or to participate in field trips. The school may furnish vehicles and sponsors for such activities. The student should be aware that behavior on these trips would be guided by the same standards that are

used in the classroom. Except for buses going to athletic events, permission slips signed by the student's parents are required before leaving on a trip.

It has been the practice of the district to provide buses to and from athletic events. Buses may continue to be occasionally provided if a sufficient number of students request transportation.

Attendance at school dances is limited to students of Santa Fe Trail High School and their dates, if approved by the principal. Outside dates must be signed up in advance in the office in order to be approved for attendance at the dance. No Junior High School students will be allowed to attend the SFT dances or Prom.

The admission door to dances will be open for one hour, usually from 15 minutes before the dance begins until 45 minutes after the dance begins. Once a student leaves a school-sponsored dance, that student may not return. Emergencies will be handled through the sponsor.

### **SCHOOL BUS RULES & PROCEDURES**

The school's major concern while transporting students to and from school is safety. To ensure safety, good behavior on the bus is required. The bus is an extension of the classroom, and the driver in charge has the same authority as a teacher. The driver may assign seats to students, contact parents and discipline students.

The following rules are in effect:

- Students will be on time, show respect for others, and conduct themselves in a safe and orderly manner.
- Students will sit in assigned seats (if seats are assigned) and remain seated at all times while the bus is in motion.
- Students will keep hands and feet to themselves while on the bus, stay out of the aisle unless entering or exiting, and refrain from throwing things on the bus.
- Students will not possess or use alcohol, illegal drugs, or tobacco on the bus.
- Students will talk in a normal conversation voice, refrain from back talk to the driver or others, and be quiet at all railroad crossings.
- Students will refrain from deliberate defiance; obscene and unacceptable language, remarks, or signs; and fighting or scuffling.
- Students will not tamper with or vandalize the bus or equipment.
- Students will not extend hands, arms, or any part of their body outside the window of the bus. Windows will only be opened with driver approval.
- Students should face the front while on the bus.

The following are consequences, which may be enacted for violation of the above rules:

1st Offense – Phone Call from bus driver

2nd Offense – Meeting with driver, principal, parent and student.

3<sup>rd</sup> Offense – 5 day suspension from the bus.

4<sup>th</sup> Offense – 10 day suspension from the bus or through the end of the semester, whichever is longer.

The bus driver will enforce rules, prepare Incident Reports, and contact parents. The principal will

administer consequences and serve as the appeal authority. Students requesting to ride a bus other than their regular route must bring a note signed by their parent or guardian and present it to the bus driver prior to riding that bus. Students MUST ride the activity bus to and from all school activities including practice. If a parent or guardian is present at the activity and request their son or daughter to ride home with them they must talk to the coach/sponsor in person and present a note with the request. No exceptions will be made.

### **SCHOLARSHIPS**

The following scholarships are awarded only to Santa Fe Trail High School graduates. Scholarships will be posted on the USD 434 web site in January. Application forms must be returned to the counselor's office by a date in March.

SFT Foundation Scholarship includes:

M. Krouse & F. Krouse-Waller Scholarship, Overbrook Dentistry Scholarship, Dean Tucker Family Scholarship, Wurdeman/Riner Family Scholarship, King/Graham Family Scholarship

First Security Bank of Overbrook Scholarship

Kansas State Bank of Overbrook/Scranton Scholarship

The Lynch Memorial Scholarship

Student Council Scholarship

National Honor Society Scholarship (depending on funding)

Sons of the American Legion Scholarship

Overbrook Fidelis Scholarship

The Betty Lee Memorial Scholarship

Santa Fe Trail Education Association Scholarship

Alfred D. Herland Golf Scholarship

Scranton Lion's Club Scholarship (depending on funding)

Jones Scholarship (to ESU or Flint Hills Tech)

Bovey Scholarship (to ESU, Flint Hills Tech, KSU, KU, ACC, Washburn & WU Tech, FHSU)

Information on these and other scholarships is available from Student Services. **Information on scholarships is on the counseling link on the school website at [www.usd434.org](http://www.usd434.org)** and on the scholarship bulletin board by student services.

### **SELLING TO STUDENTS**

Students are not to sell food or anything else to other students during the instructional day.

### **SCHOOL SAFETY HOTLINE**

School Safety Hotline is 1-877-626-8203.

### **STUDENT DEBT/GRADUATION**

Graduation exercises will be under the control and direction of the building principal. Students who are found to be in good standing will be allowed to participate in graduation activities. Good standing is defined to be no disciplinary action pending and all district debts paid. Per district policy, the following applies:

**Graduation/Promotion exercises will be under the control and direction of the building principals. Students who are found to be in good standing will be allowed to participate in graduation/promotion activities.**

### **STUDENT IN GOOD STANDING**

In order to remain active, attend, or participate in SFTHS extra-curricular activities or school events, a student must remain in good standing. Good standing is defined as a student who has not accumulated ten points or more on the school discipline code.

In an effort to promote student accountability and responsibility, students will be given an opportunity to earn back points through community service. The principal or assistant principal will assign all community service. Two hours of service will be equivalent to one point. All quality and quantity of service will be verified and evaluated by the assigning administrator. A maximum of 5 points of service can be done. Once a student falls below the 10 point level, they will be reinstated and retain eligibility to participate.

### **WASHBURN TECH SCHOOL**

When USD 434 is closed due to weather, the Tech School bus will not transport students to Topeka. Students may attend Tech School with permission/advice from parents.

### **THREATS, TERRORIST THREATS AND HARASSMENT**

In the event of harassment, threats of physical harm to other students, staff, or school property, the authorities may be called for investigation and possible legal charges, and the student will be subject to disciplinary action up to and including out-of-school suspension and or expulsion.

### **TOBACCO / ALCOHOL / DRUGS**

Student use of tobacco on school property is prohibited. Students are not allowed to smoke or chew tobacco or snuff during school, nor will they be allowed to possess any form of tobacco on their person. This would also include e-cigarettes or any other product containing nicotine.

Student use, possession, manufacture and/or transfer of alcoholic beverages, illegal narcotics or other controlled substances anywhere on school property or during any school sponsored activity or gathering at home or away is forbidden. Violators will be expelled from school as set forth in board of education policy JDDA-R. **Students will also be reported to the Sheriff or an officer of the law who may file a report with the DMV. Possible loss of driver's license or ability to pursue a driver's license may be revoked for a period of one year.**

**ANY STUDENT WHO, PRIOR TO BEING OTHERWISE REPORTED AS BEING IN VIOLATION OF THIS POLICY, VOLUNTARILY SEEKS ASSISTANCE, ADVICE OR COUNSELING FROM SCHOOL PERSONNEL REGARDING ALCOHOL OR DRUGS OR ABUSE OF ALCOHOL OR DRUGS WILL NOT BE DISCIPLINED BY SCHOOL AUTHORITIES.**

### **VISITORS**

Students may not bring visitors to school during the school day including lunch. Special situations must be approved only by administration 24 hours in advance.

### **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall

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

#### Weapons and Destructive Devices

- As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:
- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

#### Penalties for Possession

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a weapon of any type other than described under the “Weapons and Destructive Devices” heading above or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to DCF or the Commissioner of Juvenile Justice.

#### **18 YEAR OLD WAIVER**

In order for 18 year old students to sign their own notes, a parent waiver must be on file in the high school office.

#### **EMERGENCY SAFETY INTERVENTION**

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The

board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

### **Definitions** (See K.A.R. 91-42-1)

“Campus Police officer” means a school security officer designated by the board of education of any school district pursuant to K.S. A. 72-8222, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

“Mechanical Restraint” means any device or object used to limit a student's movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student's movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### **Prohibited Types of Restraint**

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

Use of mechanical restraint, ***except:***

- Protective or stabilizing devices required by law or used in accordance with an order from a person licensed to issue the order for the device;
- Any device used by law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment used to secure students during transportation.

### **Use of Emergency Safety Interventions**

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### **ESI Restrictions**

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reason why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

### **Use of Seclusion**

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated and sufficiently lighted.

### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### **Notification and Documentation**

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behavior that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

### **Law Enforcement, School Resource, and Campus Security Officers**

Campus police officers and school resource officer officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.



If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or medical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. As school shall not be required to provide written documentation to a parent, as set forth above regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

### **Documentation of ESI Incidents**

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

### **Reporting Data**

District administration shall report ESI data to the state department of education as required.

### **Parent Right to Meeting on ESI Use**

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 team shall meet to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's section 504 team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an

individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For the student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavioral intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employee designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

### **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and

shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

### **DRUG-FREE SCHOOLS**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;

In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and used, if at all, in accordance with label directions.

#### Student Conduct

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

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

- Long-term suspension
- Alternative education site
- Expulsion

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

## **RACIAL & DISABILITY 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, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability 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, vendor, etc.) to so 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.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, 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 or disability harassment may result from verbal or physical conduct or written graphic material.

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

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability 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 or disability 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 complaint 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 or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability 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 or disability motivated.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability 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 or disability 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 DCF 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 or disability 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 or disability 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 or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

### **SEXUAL HARASSMENT**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students,

vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual 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, vendor, etc.) to sexually 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.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

Any student who believes that he or she has been subjected to sexual 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 sexual 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 or district compliance coordinator 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 complaint 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 sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual 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.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual 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 sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF 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 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.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter, district calendar or published in the local newspaper annually.

## **SFT SUBSTANCE ABUSE POLICY**

### **Controlled Substances, Alcoholic Liquor, & Cereal Malt Beverages Policy**

Santa Fe Trail High School and Santa Fe Trail Junior High are committed to the education of every student in drug and alcohol awareness and have pledged to work cooperatively with parents to create a substance free educational environment. Santa Fe Trail High School and Santa Fe Trail Junior High have established policies that are consistent with our mission of supporting a safe and drug free educational facility. This policy recognizes that students of high school and junior high age are physically and emotionally vulnerable to social pressure that may lead to the illegal use of controlled substances and potential addiction. The policy is intended to provide students and their parents with assistance in identifying and addressing the use of these substances. The Santa Fe Trail Substance Abuse Policy is defined in accordance with Kansas's statutes concerning alcoholic liquor, cereal malt beverages and controlled substances. Nicotine and other tobacco products are also prohibited on school property and carry consequences for use consistent with the disciplinary

policy/point system. The Santa Fe Trail policy for alcohol and drugs (controlled substances) prohibits:

- The possession, use, consumption or sale of drugs/alcohol on school property or at school activities.
- Any student who comes onto school property or attends school activities under the influence of controlled substances as defined above.
- Any student who has substances, residue or paraphernalia in their vehicle, on their person or in their belongings while at school.

In order to provide a drug free environment and to assist in the education and treatment of students who have engaged in drug use, Santa Fe Trail students in grades 7-12 who participate in extracurricular activities, school organizations, are issued a school parking permit and/or use the school parking lot will be subject to random drug testing. The mandatory random drug screening process is outlined below:

***Drug Testing Process:***

1. Psychomedics Testing Facility will randomly select students for testing throughout the school year.
2. The Principal or his or her designee will clip a sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number and verify accuracy by initialing the envelope. The principal or his/her designee may determine the need for a saliva sample instead of a hair sample. The student will witness the reading of the results. Parents/Guardians who have requested notification of testing of their student will be given not less than twenty-four hours (24) notice that a sample will be collected from the student. Parents/Guardians who wish to observe the collection of the sample may do so by informing the Principal or his or her designee of their intent to observe sample collection not less than four hours before the designated collection time. Parents/Guardians who attend the testing shall not be permitted to participate in the sample collection and may only observe collection.
3. The collected samples will be sent to a drug testing facility for analysis.
4. Parents/Guardians will be contacted by the Principal and given the results of each test within two to three weeks of the taking of the hair/saliva sample. Contact by phone and/or mail will be made for negative test results. Contact by phone will be made for positive test results.
5. Students whose test has a positive result will meet with their parents/guardians and the Principal.
6. A FIRST positive test result, will result in the following consequences:



- A one calendar week suspension from school activities. Student is expected to continue to practice with the team/organization, but will not attend competitions/activities outside of practice during this time period.
  - Santa Fe Trail will cooperate with the student and parents/guardians by providing information regarding a drug education and/or treatment program options.
7. TWO positive test results will result in the following consequences:
    - No practice or competition as a participant or spectator at any district event for thirty (30) calendar days.
    - Information in drug education and/or treatment program options will again be provided to the student and parents/guardians and attendance will be strongly encouraged.
  8. The THIRD positive test result, will result in the following consequences:
    - A 365 day ban, including participation in and as a spectator, from all district activities. Participation in graduation exercises will be at the discretion of the school administration. To be reinstated after serving the 365 day ban, student must successfully pass a drug test administered by the school.
    - Information in drug education and/or treatment program options will again be provided to the student and parents/guardians and attendance will be strongly encouraged.
  9. Test results will be available only to the student, the parents/guardians, and to Santa Fe Trail Administration with a legitimate educational interest in the student.
  10. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their six years at Santa Fe Trail Junior High or Senior High.
  11. If parents/guardians question the validity of the test results they may request a second test be conducted on the same specimen at their own expense. It is important to note that any Psychomedics positive result has had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because Psychomedics utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the Psychomedics wash procedure.
  12. Any student who refuses to submit to a drug test after being randomly selected and is currently participating, been participating in, or plans to participate in any of the school activities listed, will be deemed a positive result and will result in the discipline actions outlined above.

Use, consumption of, and/or possession of any drug and/or alcohol on school property is prohibited and are subject to the disciplinary actions outlined in the student handbook.

### ***Santa Fe Trail High School and Santa Fe Trail Junior High Activities***

- The Santa Fe Trail High School and Santa Fe Trail Junior High School reserve the right to randomly use a Breathalyzer for students participating in/attending school activities, including, but not limited to, school dances.

### **Participating in the following activities at SFT will subject you to the substance abuse policy:**

All KSHSAA sponsored athletics and/ or activities

- Football, Volleyball, Cross Country, Girls and Boys Golf, Wrestling, Boys and Girls Basketball, Baseball, Softball, and Track
- FBLA, KAY, SADD, NHS, Band, Mixed Choir, Choraliers, Debate, Forensics, StuCo, Multimedia (Newspaper), Digital D & P (Yearbook), HS Musical, HS Play, Cheerleading, Dance Team, Scholar's Bowl, Odyssey of the Mind, and Renaissance
- Students driving to school

### **WASHBURN TECH APPLIED CREDIT**

<b>Program Name</b>	<b>Math</b>	<b>Science</b>	<b>Reading</b>
Advanced Systems Technology (formerly Industrial Tech) (2 yr)	x	x	x
Auto Collision (formerly Auto Technology) (2 yr)	x	x	x
Automotive Service Technician (2 yr)	x	x	x
Building Technology (1 or 2 yr)	x		
Building Technology Cert A (Commercial Construction) (1 or 2 yr)	x		
Cabinet and Millwork (2 yr)	x		
Climate & Energy Control Technology (formerly EHVAC) (2 yr)	x	x	x
Computer Repair & Networking (2 yr)	x	x	x
Culinary Arts (2 yr)	x		
Diesel Mechanics (2 yr)	x	x	x
Electrical Technology (formerly EHVAC) (2 yr)	x	x	
Legal Office Professional, Medical Office Specialist, (2 yr)	x		x
Machine/Tool (2 yr)	x		
Office Career Certificate (2 yr)	x		x
Technical Drafting (2 yr)	x		x
Welding (2 yr)	x		

\* x - 40 hours per semester of classroom study/application/work in Math, Science, Technology Reading

\* Math and Science Credit .25 per semester

\*Reading Credit .5 per semester