

SCOTT COMMUNITY HIGH SCHOOL

HOME OF THE BEAVERS



STUDENT HANDBOOK

2023-2024

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Welcome to Scott Community High School

- The policies and procedures outlined in this handbook are the result of a concerted effort on the part of the faculty and administration, and have been approved by the USD 466 Board of Education. The policies reflect standards that you will be expected to uphold. This handbook has been reviewed so that its rules and regulations will help all of us have a better school.
- Our purpose as teachers and administrators is TO CHALLENGE YOU AS STUDENTS AND HELP YOU FIND A WAY TO SUCCEED. Your job is to take an active part in your education. Like many other areas of life, you will only benefit from your efforts if you invest something in those efforts.
- Scott Community High School is accredited by the Kansas State Department Education as a Comprehensive High School.
- SCHS is a member of the Great West Activities Conference (GWAC), which includes Colby, Cimarron, Goodland, Holcomb, Hugoton, and Ulysses. Through this affiliation, we will be competing in athletic, activity and academic areas.
- SCHS is proud of its high standards of excellence. It does not discriminate on the basis of race, color, sex, age, or national origin, or in the admission of nor access to its programs, and activities. If you have questions regarding this or any other areas such as curriculum, procedures, rules, etc., feel free to ask questions, or just respectfully express your opinion to your teachers or administration.
- You need to be familiar with the procedures. We have learned that some of the behaviors, which we used to expect, now have to be demanded. SCHS will be a safe and enjoyable environment for every student, faculty member, and staff member. Help take care of the facility. This is a facility that we can and will be proud of for years to come in Scott County.
- This is your school. Be positive in your attitudes toward your school, yourself, your fellow students, and the faculty and staff. Become active in school life; show each and every individual respect; work to be proud of your school and your accomplishments. Remember, the faculty and staff is here to work for YOU. You are here to learn, to participate, and to work for the faculty and staff and above all else, to work for your own academic successes. Have a great year!

This Student Handbook is subject to change at any time by the administration of SCHS.

 SCOTT CITY HIGH SCHOOL BELL SCHEDULE - 2023-2024 	
Zero Hour	
1st Hour	8:00 - 8:45
2nd Hour	8:49 - 9:34
3rd Hour	9:38 - 10:23
Advisory	10:27 – 10:47
4th Hour	10:51 – 11:36
5th Hour	11:40 - 12:58 (Lunch)
6th Hour	1:02 - 1:47
7th Hour	1:51 - 2:36
8th Hour	2:40 - 3:25
A Lunch	11:40 - 12:06
B Lunch	12:06 - 12:32
C Lunch	12:32 - 12:58

ANNOUNCEMENTS:

Anyone wanting to have an announcement read during the daily announcements needs to email it or bring it to the Office Manager before 7:50 a.m. Announcements will be emailed to staff members at the beginning of first hour and at the end of the day. They will be read over the intercom at 8:00 a.m. and at the end of the school day.

WEEKLY ELIGIBILITY POLICY:

Academic performance and achievement is the number one priority for students at Scott Community High School. This eligibility policy is designed to:

- Help students recognize and maintain high academic goals and standards.
- Formulate positive objectives to be attained by the student who is having academic difficulties.
- Encourage student/teacher communication in regards to the academic progress in every course a student is taking.
- Communicate with parents/guardians in regards to their child's academic progress.
- Determine a student's eligibility status for school activities each week of school. For eligibility purposes, the "week" is defined as the period of time from Monday through Sunday. The student's eligibility status will not change until the following Monday

regardless of new grades entered by the teacher. School sponsored activities that directly affect the student's grade such as a vocal concert will be considered separately by the principal.

- 1) For all students the eligibility policy begins after the completion of the second week of each school semester. An eligibility report will be developed each Monday morning and will be emailed to all teachers, coaches, and sponsors. It is the student's responsibility to review the weekly eligibility report each Monday morning during their Advisory period class to know their eligibility status for the upcoming school week.
- 2) Students receiving a failing grade in one of their classes will be given a two-week probationary period to bring that grade up to a passing grade. A discussion, on what needs to be worked on in that student's class, between the student and their advisor will be held. It is the student's responsibility to make arrangements with the teacher they have a failing grade with and come up with a plan to get their grade up. The student remains eligible to attend and participate in activities during the probationary week.
- 3) Students who are failing more than one class will automatically be ineligible after week one.
- 4) Students who are ineligible are not allowed to participate in any extracurricular activities, including dances and home activities.

ATTENDANCE:

Students are expected to be on time to school and have their Chromebook charged to start the day. It is the responsibility of parents or guardians to call the school when a student will be absent for any reason. This call should be made to the school office no later than 9:00 a.m. on the day of the absence. Notes, signed by the parent will be accepted. (Missing classes to represent the school in a school-sponsored activity is not counted as an absence. Grades will not be penalized the day a student is gone for a school activity.)

There are three types of absences: excused, unexcused, and pre-arranged:

Excused: Absences will be given for illness or injury to the student, medical and dental appointments, funeral of an immediate family member or grandparent, religious holiday, or other circumstances deemed appropriate by the principal. Parents must call the high school to notify us whenever a student needs to leave for any type of medical appointment. The student must make sure he/she checks out at the office when he/she leaves and check back in when he/she returns. Any student who leaves the building without checking out at the office will be considered truant. A written confirmation of appointment on a doctor's letterhead stationery may be required of students who are excessively absent for doctor appointments. Each day a student is absent; there will be one additional day to make up work.

Unexcused: Absences are all other absences, including not having an ID or Chromebook in class. A student is presumed to be unexcused until his/her parent or guardian calls the school. It is the responsibility of the parent/guardian to contact the school on the day of the student's absence so the absence can be recorded as excused. Unexcused absences will result in making up time before

or after school along with NO credit received for the assignments or class time missed.

Pre-arranged: Absences must be used for absences other than illness or medical appointments. This includes out of town trips such as 4-H trips, church trips, being out of town with parents, and college visits. Parents must contact the school far enough in advance that the child can get the proper “Pre-Arranged Absence Form” filled out by all their teachers and returned to the office before the first day of the absence.

Leaving a class or leaving the building: When leaving class, students are to have an approved hall pass from the classroom teacher through E- Hall Pass on their Chromebook. Any student caught “ditching” class or leaving the building without proper permission will receive ISS.

When leaving the building, the student must first sign out through the main office:

If such a departure is necessary, the student must first:

1. Have parents call the office, preferably the day before the student must leave.
2. Written notes are not acceptable without prior special permission from the principal
3. Check out through the Main Office when it is time to leave.
4. Check in with the Main Office upon return.

If you need to leave during school in an emergency or unforeseen situation:

1. Go to the Main Office.
2. Contact your parent on the phone.
3. Have the parent speak to the secretary or principal.
4. Check back in with the Main Office upon return.

TARDIES:

Being prepared with ID and Chromebook and on time to class is an important part of the student’s academic day. It shows respect for everyone in the school when students take this seriously. A tardy is considered less than 15 minutes late. All tardies will be dealt with by building administration. Teachers are responsible for marking students down as tardy. All students receive two FREE tardies per semester. Any tardy after the first two will go by the following guidelines along with any other truancy guidelines that may apply:

- 8 Tardies = One Day of ISS
- 16 Tardies = Two Days of ISS
- 24 Tardies = Three Days of ISS
- 32 Tardies = One Day of OSS
- 40 Tardies = Two Days of OSS
- 48 Tardies or more = Three Days of OSS

A student is counted absent if he/she is more than 15 minutes late to a class.

A tardy report will be printed every other Monday and ISS/OSS will be assigned as needed. This list will be cumulative throughout the year and will not reset at semester.

TRUANCY:

School officials will notify the proper authorities if a child that is required by law to attend school is

enrolled and is inexcusably absent therefrom on either three consecutive school days, for five school days in any semester, or seven school days in any school year. School officials will also report truancy if a child's absence is excessively excused as an illness with no doctor's notification to the school stating medical issues that initiated the absences. Students will also be reported to officials if they are required to attend tutoring, before or after school, due to failing grades, and are not attending. Prior to making any report, notice of multiple absences will be given to the parent/guardian of the child. School administration is also required to report any child that is required by law to be attending a public or nonpublic school who is not enrolled, but resides within our school district.

Excessive Absences:

Students who are excessively absent will be turned in as truant. SCHS will notify parents by text message when their student is absent more than seven days, will call when their student is absent more than 10 days and will send a letter if they are absent more than 13 days.

Leaving school without checking out is considered truancy:

Student aides, who leave the building on school business, and at the request of teachers or office personnel, must have a permission slip on file in the Main Office prior to leaving on such business. Students who do this are subject to ISS or OSS.

LATE WORK POLICY:

- Any student that has an excused absence will be allowed two days per absence to make up work. Any unexcused absence will not allow additional days.
- Students will be allowed to turn in late work up to two weeks after the original due date.
- If an absence has not occurred and the student chooses not to submit an assignment, a zero will be put in for the assignment until something is turned in. This will not occur for students who had an excused absence until their allocated days are up.
- Anything turned in after the original due date will receive an automatic 25% deduction on the assignment.
- Anything turned in after the two-week deadline will not be accepted and the student will receive a zero.
- Teachers will not be required to grade late work immediately. If you want it graded immediately, turn it in on time.

BACKPACKS, BAGS, ETC:

Students will **NOT** be allowed to carry backpacks or bag during the school day. Backpacks or bags will not be allowed in the classrooms. All backpacks and bags must be left in student lockers during the school day. Backpacks and bags lying on the floor in a classroom are a safety hazard.

MANDATORY MID-TERM/FINALS:

All classes will be required to end each semester with a mid-term or final exam. All students will take these tests. The last two days of each semester will run on a block schedule to accommodate for finals. The first day will be odd hours and the second day will be even hours. Students can become exempt from the final by meeting ALL of the following requirements:

- No ISS or OSS that semester
- 95% in class with less than 5 absences during that class.
- 90% in class with less than 4 absences during that class.
- 85% in class with less than 3 absences during that class.

If a student meets the above criteria they will be exempt from the final and will not be required to be in class during that specific time. If a final is missed, it will not be made up. Teachers will notify the student if they are exempt from the final. All absences, except school activities, count against the student. Students who are exempt from the final may opt in to take the final to improve their grade.

BEHAVIOR & DISCIPLINE:

Code of Student Conduct:

1. **HONESTY** - Truthfulness to oneself and others in both words and actions.
 - a. I tell the truth.
 - b. I respect the property of others.
 - c. I do my own work.

2. **RESPECT** - Treating others as you wish to be treated.
 - a. I am courteous.
 - b. I try to understand the viewpoints of others.
 - c. I display gratitude.

3. **RESPONSIBILITY** - Doing what you're supposed to do when it needs to be done.
 - a. I choose to make the right choices as an individual.
 - b. I control my own behavior and emotions.
 - c. I give my best effort in everything I do.

4. **TRUSTWORTHINESS** - Exhibiting dependable behaviors.
 - a. I keep my promises.
 - b. When I say I will do something; I will do it.
 - c. You can count on me to make good choices.

These attributes of character, while not all-inclusive, form the basis of the staff's desire to create a school climate where quality learning can occur. As adults, we commit to MODEL...MENTOR...MONITOR these qualities in our students and pledge to provide opportunities for students to practice and demonstrate them. It is our hope that the Code of Student Conduct will foster student responsibility, respect for the right of others and ensure the safe and orderly operation of the school.

The provisions of the Code of Student Conduct apply in all situations in which students are involved, including:

1. School activities on property owned by USD #466
2. Travel on district transportation
3. Off-site school sponsored activities
4. Off-site school related problems which are the result or cause of disruptive behavior on school grounds.
5. Violent acts of behavior which occur off school property and pose a threat to the safety of students and faculty, or disrupt the learning environment.

The code applies at all times when a student's conduct has a direct and immediate effect on

maintaining order and discipline in the school.

Procedure for Student Misconduct:

When students exhibit behavior problems, the procedures listed below may be followed. These procedures are listed in sequence; however, staff members reserve the right to respond out of sequence if they judge the situation merits such action.

1. Written records of all conferences and administrative actions must be maintained.
2. When initial problems begin, teachers should arrange to meet personally with the student and establish expectations for behavior and consequences if the problems persist.
3. If the behavior problem persists, it is recommended that the staff member contact the student's parent/guardian and discuss the problem. Teachers may choose to assign discipline at this time or refer the student to the counselor/principal.
4. Continuing problems should be referred immediately to the principal. Teachers should maintain records to document persistent behavior problems of students for reference purposes. In most cases, the principal will notify parents by either mail or with a phone call stating the problem and any disciplinary action taken, if any.

Student Offenses and Disciplinary Action

The types of misbehavior listed in the section are representative of what may occur when a student does not follow the Code of Student Conduct. This is not meant to be an all-inclusive list of behaviors which may be punishable. For ease of use by administration and for clarity's sake, these offenses are classified and the respective disciplinary action to be taken is provided. The principal has the authority to use discretion and common sense in enforcing the Code of Student Conduct and is authorized to apply a higher level of consequence to serious violation of the Code even if it is a student's first offense.

Level 1 Offenses:

1. Excessive tardiness
2. Classroom disruptions
3. Failure to follow directions/refusal to complete assigned work
4. Violating lunchroom rules
5. Violating hall rules/abusing passing privilege
6. Violating school assembly rules
7. Violation of parking lot rules and/or unsafe driving
8. Use of profane language
9. Inappropriate dress
10. Educational nuisance (Example: cell phone, etc.)
11. Academic dishonesty
12. Violation of bus conduct rules
13. Inappropriate displays of affection
14. ID Card infractions
15. Chromebook use infractions

Level 1 Disciplinary Options:

- First Offense:
 - Parent/Guardian Conference
 - Student/Teacher/Principal Conference

- Before School/After School Detention
- Short Term Suspension
- Restricted Attendance/Participation at School Activities
- Strict Behavior Probation/Warning
- Second Offense:
 - Parent/Guardian Conference
 - After School Detention
 - In-School Suspension
 - Short Term Suspension
 - Loss of Parking Privilege
 - Restricted Attendance/Participation at School Activities
 - Strict Behavior Probation
- Third Offense:
 - Parent/Guardian Conference
 - After School Detention
 - In-School Suspension
 - Restricted Attendance/Participation at School Activities
 - Loss of Parking Privilege
 - Loss of Bus Riding Privilege
 - Short Term Suspension
 - Long Term Suspension

Level 2 Offenses:

1. Verbal abuse or threat of others including both cyber and in-person: Any act of disrespect directed at a teacher, staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons or the intentional, unlawful threat or intimidation by work or act to do violence to the person or property of others or the doing of any act which creates a well-founded fear within another person.
2. Inciting to fight: The intentional promotion by a student to engage another in physical conflict, continuous harassment or to engage and/or promote other students to engage in physical conflict or the willful engagement of two or more students in physical combat.
3. Battery: Physical contact with another person when done in a rude, insulting and/or angry manner.
4. Constant refusal to follow directions/participate in assigned work: The constant refusal to participate in regularly assigned classroom activities.
5. Vandalism: The willful or malicious destruction or defacement of any property.
6. Stealing, Gambling, Extortion: The unlawful taking or disposition of property of another with intent to deprive the person of the property.
7. Contributing to a disruptive situation: The intentional promotion or advocacy of student misconduct by a student
8. Student sexual harassment of others: Including but not limited to verbal, physical or visual behaviors that are unwanted, unnecessary and offensive.
9. Defiance of authority: The refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of student conduct.
10. Incendiary devices: The possession or discharge of any combustible or explosive

substance or devices is forbidden (including fireworks).

11. Incorrigible conduct: Persistent violations of the Code of Student Conduct.
12. Possession or exhibition of obscene literature or material.
13. Violation of Acceptable Use Policy for Computers: Behaviors which violate the computer use policy all students must abide by.
14. Leaving the school without permission/skipping class: Leaving school grounds after arrival at school without obtaining permission from the office.
15. Tobacco possession and/or use.
16. Harassment: Including, but not limited to derogatory comments, jokes, slurs or remarks or questions of a harassing or intimidating nature.
17. Excessive unexcused absences.

Level 2 Disciplinary Options:

- First offense
 - Before School/After School Detention
 - Parent/Guardian Conference
 - In-School Suspension
 - Short Term Suspension
 - Long Term Suspension
 - Payment of Restitution
 - Restricted Attendance at School Activities
 - Loss of Athletic/Activity/Participation Privilege
 - Restriction/Loss of Access to Computer System
 - Strict Behavior Probation/Warning
- Second Offense
 - Parent/Guardian Conference
 - In-School Suspension
 - Short Term Suspension
 - Long Term Suspension
 - Expulsion
 - Restricted Attendance at School Activities
 - Loss of Athletic/Activity Participation Privilege
 - Restriction/Loss of Access to Computer System
 - Strict Behavior Probation/Warning
- Third Offense
 - Forfeiture of Access to Computer System
 - Short Term Suspension
 - Long Term Suspension
 - Expulsion

Level 3 Offenses:

1. False Fire Alarm: Intentionally activating the fire alarms or other warning devices.
2. Aggravated Abuse: An intentional, willful threat or attempt to do bodily harm to another person in school; blatant, degrading verbal abuse of others; unwanted, intentional touching of or application of force to another person when done in a rude, insolent or angry manner or the unintentional touching of or application of force to another person which is the result of conduct committed in violation of other Class 2 or 3 offenses in the Code of Student Conduct.

3. Possession and/or Use of a Weapon other than a firearm: Possession and/or use of weapons, explosives, or other dangerous articles if such articles may be used as weapons or are designed to hurt someone or put someone in fear.
4. Gang Related Violence: Organized gang related violence which includes but is not limited to threats, confrontations, intimidation, fighting and/or possession of weapons, when such can be attributed to organized groups or gangs.
5. Causing Serious Physical Harm: Intentional effort resulting in serious physical harm to another person at school.
6. Possession, purchase and/or use of alcohol, drugs or any other toxic substance.
7. Arson: The willful and malicious burning of a building or its contents and/or the personal property of others.
8. Threat towards student, staff, or school property: Intentional comments or written work threatening the safety of students, staff, and/or school property.

Level 3 Disciplinary Options:

- First offense
 - Short Term Suspension
 - Long Term Suspension
 - Expulsion

Level 4 Offenses:

1. Possession and/or use of a firearm: Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm.
2. Intent to sell/distribute drugs: Possession of a controlled substance with the intent to sell or distribute.

Level 4 Disciplinary Options

- First offense
 - Expulsion

There are three types of suspensions at SCHS: in-school suspension, short-term suspension, and long-term suspension. Suspended students are not in “good standing” and are therefore not permitted to attend school events or participate in activities while suspended. Students remain not in good standing until they return to the first regular class period.

In-school suspension: is the placement of a student in isolation for a period of time determined by the principal. The student is to remain in the cubicle provided all day, leaving only with permission to go to the bathroom. He/she will be given assignments from his/her classes and be expected to complete them by the end of the day. He/she will not be allowed to leave the cubicle for a written test or for lunch. Special arrangements can be made by one or more of the teachers, through the principal, to administer tests requiring the use of special equipment such as computers, typewriters, etc.

Short-term: suspension is the exclusion from campus of a student for a period not to exceed ten school days.

Long-term: suspension is the exclusion of a student from the campus for a period exceeding ten

days.

The Principal may suspend a pupil from school. When it is necessary to temporarily suspend a student because of his/her unwillingness to accept the standard behavior at SCHS, the action and reasons will be reported in writing to the student's parents or guardian.

The Principal has the authority to suspend any pupil who is guilty of any of the following acts while in attendance at SCHS or in transit by school transportation under school supervision to or from school or at any facility under the control of the school district.

1. Willful violation of any published, adopted student conduct regulation;
2. Conduct which substantially disrupts, impedes, or interferes with school operation;
3. Conduct which endangers the safety or substantially impinges on or invades the rights of others;
3. Conduct which constitutes the commission of a felony;
4. Conduct which constitutes the commission of a misdemeanor;
5. Disobedience of an order of a school authority of the disobedience results in disorder, disruption or interference with school operation;
6. Possession of a weapon at school, on school property or at a school-sponsored event.
7. Destruction or damage to the person or property of a school employee.

Detention: is another means of discipline used when deemed necessary. It holds the students before or after school.

FIGHTING:

Fighting at school is prohibited. Not only is fighting a sign of one's inability to solve problems as a young adult, it is dangerous to the people involved in the fight and those who are innocent bystanders.

If the administration determines that both parties are guilty of laying hands on each other in anger, then both parties will be punished with equal amounts of suspension from school, at a minimum of one day each.

If the administration determines that one party was attacked and the other party did no hitting, pushing, etc., or did so only in self-defense, then the aggressor will be punished more severely than the victim.

All students are encouraged to walk away from potential fights. It takes more courage to show one's maturity in the face of a fight situation than it does to let one's anger rule and fight.

Any student who is threatened, bullied, or harassed by another student should report such behavior to a faculty member or the principals immediately. The individuals will take steps to ensure that the one doing the bullying is confronted and stopped.

BULLYING:

The Scott County Schools Board of Education and the State Board of Education believes in providing physically safe and emotionally secure environments for all Kansas students and school staff. The State Board recognizes bullying as a serious issue that creates a negative

school environment and inhibits students' ability to learn.

The Scott County Schools Board of Education prohibits bullying in any form, including cyber bullying, on school property, in a school vehicle, or at a school sponsored activity or event.

What Bullying is...	What Bullying is Not...
REPEATED aggressive behavior that might include the following:	Not liking someone
Intention to cause harm (physical or emotional)	Accidentally bumping into someone
An attempt by one or more individuals to gain power over another	A single act of telling a joke about someone
Physical: Hitting, kicking, pushing, destroying property	Expression of unpleasant thoughts or feelings regarding others
Verbal/Written: Threatening name-calling, teasing, taunting	Arguments or disagreements
Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating	Being excluded from a game or group (unless being done regularly and with the intention to hurt the feelings of another)
Cyber-bullying: Using technology to bully others verbally, emotionally, and/or socially	Isolated act of harassment, aggressive behavior, intimidation or meanness.

CELL PHONES & CELL PHONE ACCESSORIES

Cell phones are allowed before and after school. During the school day they need to be put away and not seen. If a student is seen using their cell phone or cell phone accessories (Apple watch, air pods, etc.), their phone will be taken from them and consequences will be as followed:

- 1st Offense:
 - Student phone is taken and turned into the office. Students can get their phone back from the office at the end of the day.
- 2nd Offense:
 - The Student's phone is taken and turned into the office. Parent contact will be made.
- 3rd Offense:
 - The student will have one day of ISS. A parent or guardian will need to pick up the phone from administration.
- 4th Offense Ongoing:
 - Students will receive two days of ISS and the number of days of ISS will increase with each offense. OSS may be assigned. Parents will need to come pick up the phone.

Behavior Expectations for Parents and Patrons on District Property:

Per district policy KGC-Bullying by Parents, KGD-Disruptive Acts at School or School Activities, and KGDA-Public Conduct on School Property, a climate of respect is expected for all adults visiting school facilities and property. The Board of Education and school administration have the authority to deny access to buildings, facilities, and grounds when parents or patrons are not respectful to staff, students or contracted workers, including game officials.

Parents or patrons denied access from district buildings, facilities and grounds are required to meet individually with the building principal or superintendent of schools about the prior incident before readmission is allowed. Denial of access may be up to one calendar year, depending upon the discretion of the board and administration. Appeals from any parent or patron can be made to the Board of Education.

TELEPHONE

Parents needing to contact their student during the school day should call the high school office. Parents should not call or text their students due to the student not having their phone in their possession.

COMMUNITY SERVICE

Students must complete 20 hours of community service as a requirement for graduation. Community Service is work or service done for the community or county. ALL Community Service hours must be completed outside of the school day unless prior arrangements are made with the high school administration and/or community service facilitator. This does not include service for family members. If the community service is done outside of the community or county special permission is required. It is the recommendation of the administration that each student secure 5 hours per year so as to not put off the entire 20 hours until their senior year. Seniors that move into the district during the second semester of their senior year are exempt from this requirement.

COMPUTER/INTERNET USE

In order to use the school computer equipment, students must have a signed USD #466 Network and Internet Access Agreement on file in the office.

DANCES/PARTIES/PROM

School-sponsored dances or parties are coordinated through Student Council and are intended for the entertainment and social development of SCHS students. If a dress code is advertised prior to the school dance, students will be expected to follow it. Students from the Middle School will not be allowed to attend high school dances. SCHS alumni and students from other high schools are not allowed to attend without special permission. When a dance or party is designated as open for guests, SCHS students may request to bring guests through the use of the "Student Guest Request" form available in the Main Office. The form must be completed and presented to the principal no later than one week prior to the event. All Jr./Sr. Prom attendees must be a junior or senior in high school. This includes guests invited to the Jr./Sr. Prom.

Persons attending dances and other like gatherings will be required to submit to an alcohol breath test prior to being admitted to the dance as per board policy. Students may be asked to submit to

a breath test at any time during the school dance if suspicion arises. Students failing this test will be referred to the local law enforcement agency.

Some general rules which apply to school-sponsored dances, parties, and prom are:

1. The school will approve all arrangements beforehand and school sponsors will be present at all times.
2. Anyone who leaves the event may not return.
3. School rules for conduct and dress apply to all persons in attendance.
4. The sponsoring group is responsible for cleaning up the area used before leaving.
5. All parties or dances will end at 11pm, or earlier, unless special permission is granted by the principal to end at a later time.
6. Students may be asked to show their Student I.D. for admission to dances and parties.
7. Students attending must be eligible per school eligibility policy.
8. Students attending must be a "student in good standing."
9. If a dance is held at the beginning of the nine weeks where grades start over "student in good standing" will be reviewed by the principal.
10. Students are expected to stay in the designated areas for the dance. If students are caught roaming hallways, going to locker rooms or somewhere else they should not be, they will be asked to leave AND WILL NOT BE ALLOWED TO ATTEND ANOTHER DANCE DURING THE SCHOOL YEAR.

Out of school or non-school sponsored dances or parties may not be announced at school nor may posters or signs giving information regarding such events be posted on school property without the permission of the principal.

PARTICIPATION IN SCHOOL EVENTS

School-sponsored events are intended for students enrolled in district schools. Building principals will communicate exceptions to students and families. Students must be students in good standing to attend or participate in school events.

Being involved in athletics and activities is strongly encouraged but is a privilege. Students who represent Scott Community High School through athletics and activities are held to a higher standard.

- To participate in any extra-curricular activity, the student must be a member in good standing of Scott Community High School. (Administration's discretion)
- A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student is NOT in good standing.
- A student who is ineligible is NOT in good standing and not welcome to participate or attend extra-curricular activities.
- A student who uses or has in his/her possession any form of tobacco, illegal drugs, alcoholic beverages, etc., will be dealt with according to the U.S.D. #466 Board of Education Policy and is NOT in good standing.

- A student shall not be permitted to make up work after the close of the second semester, including summer school, for the purpose of becoming eligible. A “condition” or an “incomplete” shall count as failure.
- If the student competes under an assumed name, he/she shall be ineligible in all activities.

DRESS CODE

It is expected that students will use mature judgment and good taste in their dress by wearing neat, clean clothes that do not detract from the educational process during the school day. The principals are the final authority on the appropriateness of student dress. Some items of dress that are **NOT** considered appropriate during the school day (7:55 a.m.-3:25 p.m.) include, but are not limited to the following examples:

1. Hats/hoods/or any head coverings worn in any part of the high school buildings
2. Tops that expose a bare midriff or navel
3. Clothes that are too tight. Example: Tights or tight fitting pants must be accompanied by a top long enough to cover one’s bottom.
4. Clothes that are too loose around the legs and/or armpits; no sagging or bagging
5. Undergarments (bras, slips, & underwear) worn on the outside, or as outer garments
6. Clothing that advertises or promotes alcoholic beverages, drugs, profanity, gangs or persons or slogans associated with the advertising or promotion of alcoholic beverages, drugs, or profanity.
7. Shorts and skirts that are too short
8. Tops that allow visible cleavage
9. Holes in jeans or shorts that are too large or in inappropriate places
10. Shoes that do not have a sole
11. Clothing that causes an instructional distraction in the classroom.
12. Other items deemed inappropriate by the principals, faculty, or other students.

Students found wearing inappropriate clothing may be sent home to change, and the time missed while changing will be counted as unexcused and will be made up that day after school. Further disciplinary action will be taken for repeat offenses. If you are in doubt as to the appropriateness of a particular article of clothing, check with one of the principals PRIOR to wearing it.

DRIVING & PARKING

Students making use of the privilege of driving to school must exercise care and mature judgment in the operation of the vehicle. Your life and the lives of your classmates, elementary students, and other innocent bystanders are at stake.

Students are strongly encouraged to use available parking lots rather than street-side parking along the streets in the vicinity of the school. There are three parking lots available for student use; the front parking lot, the east parking lot, and the annex parking lot. There are two reasons that parking in the lots is better than parking on the streets. First, parking in one of the lots is far safer for both vehicles and pedestrians than is street-side parking. The second reason is out of courtesy to the patrons who own the property surrounding the school as they should expect us to be a good neighbor. Students, please be reminded that blocking drives, alleys, entrances, exits, or parking on the school grounds in a faculty/visitor slot will result in your car being towed away at your expense or having you move the vehicle and being assigned detention time for the lost class time.

Parking lots are subject to change during seasonal activities.

EARLY GRADUATION:

Any student who is interested in graduating early must submit a letter to the principal declaring intention to graduate early. The following criteria must be met to be eligible for early graduation:

1. The letter to graduate early and a plan of study for after graduation must be submitted to the principal prior to the first day of the last semester they plan on attending or prior to the first day of their senior year.
2. An Application to graduate early, filled out and signed by the student and parents.
3. All graduation requirements (24 credits and 20 hours of community service) must be completed.
3. Students will receive a Scott Community High School diploma when all of the above criteria are met.
4. Graduation ceremonies will only be held in May. There will not be a Graduation ceremony in December.

A committee consisting of the principal, assistant principal, counselor, the senior government teacher, and senior English teacher will discuss in depth if the student has met all of the graduation requirements and make a recommendation.

FIRE & TORNADO DRILLS:

Please pay attention to your instructor when the fire alarm or storm alert is heard. Students are to pass quickly and quietly to their designated area according to the instructions posted in each room. Calmness and order are essential to assure the safety of all. Fire and tornado drills will be conducted monthly as specified by state statute.

FOOD POLICIES:

NO pop/candy/food in the classrooms during the school day. All food & drink (except water) must remain in the Commons Area, hallways or student lockers.

Lunch Prices

- Adult Breakfast \$2.00 \$2.05 \$2.20 \$2.45
- Lunch \$2.90 \$3.00 \$3.15 \$3.85
- Milk---All Schools--\$0.45

Outside Food Restrictions for Students and Staff at Meal Time

Restaurant brand name food items, unless provided by Nutrition Services in combination with a balanced meal, will not be allowed in the elementary, middle school or high school cafeterias at meal times. This includes but is not limited to fast foods, commercial pizza, and restaurant to go meals. Carbonated beverages (pop) and energy drinks (Monster, Red Bull, Rock Star, Etc.) are also prohibited in the cafeteria during meal times?

Sack lunches from home are permitted as long as they do not contain restaurant brand name food items in original packaging as described above or carbonated beverages and or energy drinks. Due to sanitation and safety concerns students will not be allowed to share any food prepared at home.

Seasonal and Birthday Parties

Due to sanitation and food safety concerns students and staff are prohibited from bringing non prepackaged food items into the school to share with students. The exception would be items prepared in a licensed facility or whole fresh fruits and vegetables, which should be prepared using proper sanitation procedures.

GRADING SCALE/REPORTS

All courses at SCHS will use the following grading scale in determining grades:

- A. 90-100 - excellent; outstanding
- B. 80-89 - above average; does more than required
- C. 70-79 - average
- D. 60-69 - below average; low but passing
- F. 59 and below - failure to pass

Grade cards are issued at the end of each 9-week period. Midway through each 9-week period, teachers will notify parents of potential low passing and failing work in the form of a progress report. Parents and students are also able to monitor academic progress over the Edustar system on the internet. To register for and use this service, click on the "Parents Online" link located on the district website at www.usd466.com. Parents should schedule an appointment with the teacher to see what needs to be done to raise the grade to an average score or higher. Grades are recorded on permanent transcript at the semester. The three seniors with the highest grade point average (FROM the REGENTS SCHOLAR TRACK); based on their seven semester transcript, give the graduation addresses. Student must have been a "student in good standing" throughout their high school career.

HEALTH SERVICES

Your school is fortunate to have the services of a Registered Nurse. The school nurse services several schools in the district; therefore she is in each school on a limited basis. The nurse works in close cooperation with the teachers, administration, school secretaries, and your child's health care providers. Parents are urged to confer with the school nurse on any matter pertaining to the health of their children.

The school should be informed if a student has any health problems or concerns, where a parent can be reached in case of an emergency/emergency contacts, health insurance carrier, and the name of their health care provider. Much of this information can be provided on the school enrollment forms. If your child has any known health problem(s) or medical condition(s), physical disability, or allergy please inform the School Nurse, your student's teacher, and the principal, so that every measure or precaution may be taken to accommodate our students' medical and health care needs.

For any special dietary needs or food allergies that require a special diet a school meal modification form must be signed by a doctor and returned to the school nurse and/or food services department. This form is available at enrollment, on the USD#466 website or from the school nurse.

If your child becomes ill or injured while at school, every effort will be made to care for him/her, and notify the parent or person to be contacted in case of an emergency. Please be sure to indicate and update changes in who is to be contacted in case of emergency or illness, and where they can be reached. If a parent or guardian cannot be contacted in an extreme emergency, your child will be taken to Scott County Hospital, or an ambulance will be called, if warranted by condition or injury.

Assessment and first aid treatment to your child will be administered as needed and to the best of our ability under the direction of or as delegated by the school nurse.

ILLNESS DURING SCHOOL

If a student becomes ill during school hours, they will be assessed through the office. The school nurse and/or secretary will determine if they can remain at school or they need to go home. The school nurse or secretary will contact either a parent or an emergency contact to make arrangements for the student to be picked up. Students should ***not*** use their personal cell phones to inform parents they are ill. They need to go to the office so the nurse or secretaries can assess the student and contact parents if needed.

EXCLUSION OF STUDENTS WITH COMMUNICABLE DISEASES and ILLNESSES

Illnesses and Diseases-

Chickenpox-excluded from school until all lesions have formed scabs or crusts (usually 5 days after rash onset).

Pink eye-excluded from school until 24 hr. after treatment/antibiotics have been initiated.

Measles-excluded from school for at least 4 days after the onset of rash.

Mono (mononucleosis): exclusion time varies in each individual case. Guidance will be given by the diagnosing medical professional.

Mumps-excluded from school for 9 days after the onset of parotitis (inflammation of parotid glands in neck).

Whooping cough (pertussis)-excluded from school until they have received 5 days of appropriate antibiotic treatment.

Ringworm-excluded from school until treatment is started and the affected area is covered.

Scabies-excluded from school until appropriate treatment has begun.

Shingles-routine exclusion from school is not indicated, however if lesions cannot be covered, students should be excluded until lesions are dried and crusted.

Staph infections and Impetigo-excluded from school until treatment is initiated by a medical professional. Open wounds must be covered.

Strep infections-excluded from school until the student has received treatment for at least 24 hours and the student is fever-free for 24 hours without the use of fever-reducing medication.

Head Lice- Students infested with live lice shall be excluded from school until treatment with an antiparasitic drug is initiated. Nits must be combed out thoroughly after treatment. Student dismissal for nits will be based on school nurse discretion.

Influenza- excluded from school for 5 days after the onset of symptoms, and fever free for 24 hours without the use of fever-reducing medication. (The district will follow the most current KDHE guidelines and recommendations and is subject to change based on updates to those guidelines and recommendations.)

Covid- excluded from school for 5 days after the onset of symptoms, and fever free for 24 hours without the use of fever-reducing medication. (The district will follow the most current KDHE guidelines and recommendations and is subject to change based on updates to those guidelines and recommendations.)

Fever- If a student is sent home from school with a fever (greater than 100.0 degrees), the student shall be excluded until he/she has been fever free without the use of fever-reducing medication for 24 hours.

Diarrhea/Vomiting-If a student is sent home from school with diarrhea and/or vomiting, the student shall be excluded until he/she has been diarrhea or vomit free for 24 hours without the use of anti-diarrheal and nausea/vomiting reducing medication. Students should be able to tolerate regular meals.

RETURN TO SCHOOL POST-ILLNESS, SURGERY, OR DOCTOR'S VISIT

When a student visits a doctor, especially after an acute illness, surgery, or prolonged illness, please bring a doctor's note excusing him/her from school or releasing the student back to school, athletics, or regular activities upon return. Any restrictions that should be adhered to upon the student's return should be listed on the doctor's note as well.

IMMUNIZATIONS

Students attending school in U.S.D. 466 are required to be immunized according to current state immunization requirements. K.A.R. 28-1-20 requires that each child entering school presents to the school authorities immunization certification from a licensed health service provider that the child has received or is in the process of receiving immunization according to Kansas State Law. These immunizations include, but not limited to, age appropriate doses/schedule of the following: poliomyelitis, measles, mumps, rubella, diphtheria, pertussis, tetanus, hepatitis B, haemophilus influenza type b (Hib), hepatitis A, and varicella.

***NOTE: The parents and guardians of exempt students should be informed their students will be excluded from school in the event an outbreak of vaccine preventable disease occurs. Length of exclusion period varies by disease and is determined by KDHE. Additionally, an exemption form must also be on file with the school for those students exempt from immunization. Those forms can be found on the district website or from the school nurse.*

ADMINISTERING MEDICINE AT SCHOOL

All schools in USD#466 follow strict policy guidelines, developed by the school board that regulates the taking of medicine in school by students.

SUPERVISION OF MEDICATIONS:

Under normal circumstances medication may not be brought to school by students for their own usage or that of others. Such medicines will be removed from the student and retained for return to the student or the parents as deemed appropriate. Any disciplinary action will be left to the discretion of the principal.

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse, the principal, or the school nurse designee will administer the medication in compliance with the following regulations.

Written permission from a licensed health care provider must be provided with regard to all prescription medications and all special health care procedures to be administered. The health care provider's permission form should include the following information:

- a. Date
- b. Medication and/or treatment to be given
- c. Dosage to be administered
- d. Time of day to be given. ***(If medication is to be given three (3) times a day or less the medication should be given at home before school, after school and/or at bedtime, unless the health care provider's medication order states specifically at noon, before lunch or after lunch, or other specified time during the school day.)***
- e. Conditions for which the medication is to be administered (Diagnosis).

Written permission from the parent/guardian must accompany ALL medication- this form must be updated at the beginning of each school year. This form is available at enrollment, on the district website or from the school nurse.

The medication must be brought to school in the original container, appropriately labeled by the pharmacy or health care provider. The parent may wish to request two containers from the pharmacist.

Any changes in type of drugs, dosage, and/or time of administration must be accompanied by a new Permission Form.

All medication maintained in the school setting will be kept in a secured area.

The medical need for the self-managed administration of all medications must be evaluated individually by the health care provider and the school nurse (i.e., asthma inhalers, epinephrine, insulin, or over-the-counter medication). Permission for Self Administration Form must be on file in the nurse's office with directions for such exceptions from the licensed health care provider, as well as written permission from the parent. There is a section to be completed on the Medication Permission form for this information.

DISPOSING OF UNUSED MEDICATIONS

If a student's medication changes during the school year, the remaining medication will be given to the parent or guardian at the time of the delivery of new medication. Medication remaining at the end of the school year shall be taken home by the parent or guardian. Medication may be sent home with the student, with parent permission. Any medication not claimed will be discarded on the school nurse's last working day of the school year.

IDENTIFICATION CARDS

All students will receive their first FREE ID card when they enroll. Students will be required to wear their ID cards at all times from 7:55 a.m.-3:25 p.m. Students will not be allowed to be in class without an ID card. ID cards will be used for identification, scanned when eating lunch, to check out books, and to be admitted free to all home sports events (except state sponsored tournaments) and school dances. If students do not have an ID, they will be required to purchase a new one in the front office for \$10.00. Students without an ID will also need to enter the building through the front office. Students should have their ID cards visible above the waist at all times.

CHROMEBOOK USE POLICY

In the 2021-2022 School Year Scott County Schools issued all High School Students grades 9-12 a Chromebook to "Achieve excellence by integrating and enhancing individual learning in a mobile technological environment."

The Chromebook that you will be receiving to begin the school year will be the same Chromebook that you will use until graduating from SCHS. Within this section the term "Your Chromebook" is referring to the school issued Chromebook owned and maintained by Scott County Schools allowed for use to you, a student of SCHS. It is up to you to take exceptional care of your Chromebook.

School issued Chromebooks are the only computer/device a student shall need or use in school. Their Chromebooks will be equipped with everything they need to be successful in class. Students are not allowed to bring or use their own laptops, iPads or other devices to school. Students using

their own devices will be asked to put them away. If they do not comply then the device can be taken and school discipline will be assigned.

General Care:

- A protective cover that protects all corners of the Chromebook and protects the back of the Chromebook will be required at all times.
- A screen protector is required on the Chromebook at all times.
- Use only a clean, soft cloth to clean the screen. Do not use any cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks need to remain free of any drawing, writing, stickers or labels.
- Chromebook screens are especially sensitive to damage. Do not drop them, bump them, or place excessive pressure against the screen.
- Even the most expensive Chromebook cases will not ensure that damage will not occur if the Chromebook is dropped or excessive pressure is placed against the screen.
- Do not stack other objects on top of the Chromebook.
- Do not allow the Chromebook to become wet.
- Do not store the Chromebook in areas where they will be subject to extreme heat or cold. · Report any damage or malfunctions immediately to the proper persons.

Daily Expectations:

- Chromebook is fully functional and is taken to every class.
- Chromebook must have an 80% charge which is significant enough to last the entire school day.
- Required apps, either those loaded by the school or installed at the request of your teacher, are accessible and ready for use.
- Students are responsible for completing coursework daily. Not having one's Chromebook for any reason (other than approved repair issues) is not acceptable and will result in consequences. For those approved repair issues, a loaner Chromebook may be checked out of the office.

Managing the Chromebook:

- The Chromebook you are receiving will have certain apps and settings that are preloaded onto the Chromebook. These must not be altered in any way.
- If you remove "profiles" found in the general settings of the Chromebook, your Chromebook will no longer have the ability to connect to the internet at the school, and apps and their data that are provided by the school district will be lost.
- Also found in the general settings of the Chromebook there are several reset functions. Do not perform any of the reset functions. In the event that you perform any of the reset functions your Chromebook will lose the ability to connect to the internet and all data, apps and data stored within apps will be lost.
- Removal of profiles and or performing any reset functions will result in disciplinary action and or fines.

WiFi:

- Do not connect to WiFi signals for which you do not have authorization. You may connect your Chromebook to your own WiFi at home. A connection "USD 466" will be provided

and securely connected when you are at school. You should not connect school owned devices (your Chromebook) to the school provided connection named “USD 466 BYOD”. WiFi may be available on busses traveling to out of town activities. If the bus is WiFi equipped your Chromebook will automatically connect to a signal that has “USD 466” in the name. Do not ask your driver, coach, or sponsor for the WiFi password; they will not know it.

Responsibilities:

- Follow the “Daily Expectations” as mentioned previously.
- Use your Chromebook in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to Chromebook/Computer use.
- Use your Chromebook in an appropriate manner so as not to damage school equipment. · Keep your Chromebook secure, digitally and physically.
- Manage your Chromebook in a way that allows it to be free from damage and to function properly.
- Students are responsible for purchasing and maintaining a Chromebook case that meets the guidelines written in the general care section.
- Students are responsible for purchasing and maintaining a set of headphones/earbuds to use with their Chromebook.

Disciplinary Actions and Results:

- Intentional damage to your Chromebook or another student’s Chromebook, removal of Profiles or unauthorized reset of settings, inappropriate data or use of Chromebook, losing your Chromebook, leaving your Chromebook at home, and any other violations of the above Chromebook policy will result in disciplinary actions such as detentions, in-school suspension, out-of-school suspension, possible expulsion, legal action, and/ or financial obligations deemed appropriate by district administration.

Damage & Malfunctions:

- Scott County Schools offers an Insurance Policy available to all students.
- If your Chromebook malfunctions it may be covered under a warranty from Apple or repaired by the Technology Department.
- Lost or stolen Chromebook will be dealt with on a case by case scenario with the Technology Department and Administration

Annual Fees & Insurance:

- Students will be assessed a \$75 annual technology fee which includes the cost of insurance. The fee must be paid prior to picking up the Chromebook before the school year starts. The insurance policy covers one Chromebook per student per school year for any costs outside the manufacturer’s warranty. Each claim for a damaged Chromebook has a \$50 deductible the first time, \$100 deductible the second, \$150 the third and so on. It is at the school’s discretion on what type of repairs or replacements are needed.
- Power adapter, cover, or any school-owned accessories are not included. These items require a full replacement cost with the exact same item.

LIBRARY

- A well-balanced book collection is available for use in implementing the curriculum and in developing the interests of the individual student. Up to date encyclopedias are available to students online.
- Approximately 15 periodicals help fill the curricular and recreational needs of the students and faculty. All other magazines are available through the Kansas State Library and their free database. Students may access full text articles in scholarly journals, business and trade journals, and other new sources through the State Library of Kansas. The State Library offers many other databases to students to be used for quality research. In order to gain access students, need to apply for a free library card in the school library.
- The collection of audiovisual materials and software is growing and is used primarily to support the curriculum.
- The regular checkout period for most books is two weeks. Books may be rechecked for an additional two weeks by bringing them back to the library to be rechecked. The fine for overdue books is five cents per day.
- Books on reserve and reference books may be checked out overnight. The fine for overdue reserve and reference books is 10 cents a day. Back issues of magazines may be checked out for two weeks. Current magazines may not be checked out.
- The student is responsible for what he/she checks out. Any library material that is lost should be reported to the librarian immediately. After a search, if the item is not found, the student will be charged the price for replacement

LOCKERS

- SCHS retains possession of all lockers. Lockers are assigned during the school year. Students will be sold (\$5) a lock with a combination when they come in as Freshman.
- Office staff will always have combinations in the Main Office.
- Students are not to change lockers without permission and a valid reason.
- Lockers are to be locked at all times.
- Locker inspections are held at various times during the year.
- The student will be held responsible for any damage done to the locker assigned to him/her.
- The High School will not be responsible for any items lost or stolen out of unlocked lockers.
- Please make sure you keep your hall locker and PE locker LOCKED at all times.
- If your locker does not lock, contact the office immediately.
- Locks along w/ their combinations returned at the completion of a student's Senior year will receive their \$5 back.

LUNCH

- There is a CLOSED lunch in effect at SCHS. Students will only be able to check out during lunch time (5th period) if a parent or immediate family over 18 comes into the building and signs them out.
- We will eat in three shifts during the fifth period.
- Students will have about 30 minutes to eat.
- Students MUST have their ID card when they go through the lunch line.
- Students will be encouraged to proceed through the lunch line as quickly as possible so that all students will have ample time to eat.
- When finished eating, students are to remain in the lunch room until they are dismissed to their classroom.

- Students will eat in the cafeteria and will be allowed to eat in the courtyard as long as it is not a distraction to students in FACS class.
- Students will have an account for lunch that they will need to put money into on a regular basis in order to purchase lunches.
- All items purchased through the ala carte line will be on a CASH ONLY basis.
- Students will not be allowed to charge ala carte items.

MEAL CHARGES

- The maximum number of meal charges shall be ten (10) meals. Once the limit of 10 is reached, the students/adults must bring their own lunch or provide cash to purchase their daily meal.
- No substitute meals will be provided.
- It shall be the responsibility of the Food Service Division to communicate directly with the families concerning the bills that need to be paid and the collection of the same.
- Students designated as “free” will continue to be served. “Reduced lunch” students will be responsible for the daily reduced amount once the limit of 10 meals has been reached.
- Students and respective families are responsible for all past and current bills.

OUT OF TOWN ACTIVITY TRAVEL

- Any student representing Scott Community High School in any activity that involves out of town travel must ride in a school sponsored vehicle.
- Special permission for a student to ride to or from a school sponsored activity not in a school sponsored vehicle must be granted by the Principal and/or Assistant Principal/Activities Director at least one day prior to the trip, except in unusual circumstances.
- If an Administrator allows a student to ride in a vehicle other than a school-sponsored vehicle, that student must turn in to the Activities Director a PRIVATE TRANSPORTATION FORM, which can be picked up in the office. This form must be signed by their parent or guardian specifying that the student has permission to do so and with whom he/she will be riding. THIS NOTE SHOULD BE RETURNED TO THE ACTIVITIES DIRECTOR NO LATER THAN 24 HOURS PRIOR TO THE TRIP. This procedure must be followed for each trip. If a student fails to do this, he/she will be required to ride on the school sponsored vehicle.

PLAGIARISM

Plagiarism is:

- Not citing the source for words or ideas which are not your own;
- Incorrect documentation in the body and in the works cited;
- Carelessness or sloppiness in the research which results in faulty documentation;
- Use of purchased or acquired papers;
- Submission of work not prepared during the semester in which it was assigned.

Punishment for plagiarism:

- First offense will result in a failing grade on the particular assignment and a parent phone call will be made;
- A second offense in the same class will result in loss of credit for that semester class.

PLANNING FOR COLLEGE

Four year colleges usually recommend students complete certain college preparatory courses while in high school. To qualify for admission to a Kansas Regents University (Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas, and Wichita State University) students must meet one of the following requirements:

1. Complete the pre-college curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale; or
2. Achieve an ACT score of 21 or above; or.
3. Rank in the top one-third of your high school graduating class.

PUBLIC DISPLAYS OF AFFECTION

- It is quite natural for young men and women to be attracted to one another while at school. Some displays of the affection one feels for your boyfriend/girlfriend are acceptable. Holding hands is an acceptable sign of your feelings that may be appropriately displayed at school.
- However, there are other behaviors that, while natural and loving extensions of your feelings, are just not appropriate to the setting of a school. Kissing, walking with your arms around each other, sitting on each other's lap, intertwining arms and legs while sitting, lying together, or hands stuck in each other's pockets are examples of inappropriate behavior. Please refrain from expressing these more ardent behaviors at school.
- If observed, the first time you will both be warned; the second time, the help of your parents will be solicited through a suspension pending parent conference.

QUIZ-OUT OPTION

Students in grades 9-12 in Unified School District #466 shall be afforded the opportunity to quiz-out of course work which may include, but not necessarily limited to, the areas of English and Math. In order for the student to be afforded the quiz-out opportunity, the following guidelines and requirements must be understood and agreed to by all persons involved:

1. The specific course in which the quiz-out opportunity will be provided must have permission of the High School principal or his/her designated representative, the teacher of the course in which the quiz-out will be attempted, the student's parent/custodial guardian, and another teacher selected by the committee.
2. The quiz-out opportunity shall be limited to a maximum of two (2) courses during a school year.
3. If the quiz-out option is successfully completed by the student, he/she will be required to take another elective course, offered at Scott Community High School or an accredited Independent Study Course within the school setting. No more than two (2) Independent Study Course credits will be accepted toward graduation requirements.
4. The quiz-out test will be designed and formulated by the classroom teacher of the course to be attempted. The final score and grade will be determined by the classroom teacher. The amount of credit received will be determined by the high school principal.
5. In order to pass the quiz-out examination, the student must have a minimum grade of an "A". The letter grade "A" will be recorded on the transcript.
6. All attempted quiz-out examinations must be completed within the first five days of school.
7. Special Education students with an approved IEP for quiz out possibilities will supersede the above listed policy criteria.

RESPECT AND COURTESY

- The displaying of respect and courtesy toward teachers, school employees, visitors, and fellow students is a hallmark of a good school. Each of us, student and adult alike, should show consideration and compassion for the feelings of others.
- While you may not always agree with the decisions made by your teachers, or the administration, it is a sign of maturity and class to be able to express your disagreement in a respectful way. Referring to teachers or school employees by their first names is a sign of disrespect and should be avoided.
- Persistent rudeness, or verbal insubordination, whether expressed by the use of profanity, a smart aleck tone of voice, gestures, or other ways, will result in disciplinary action for the offender. Appropriate punishment will be suited to the offense.

SCHEDULING COURSES

- Pre-enrollment for 8th, 9th, 10th, and 11th grade students occurs in the early spring. Students and their parents are asked to consider courses in light of a four-year course of study. Students will be held to the courses in which they pre-enroll as much as possible because the master schedule is built based on pre-enrollment data.
- Changes to pre-enrolled courses may occur during enrollment days and the first few days of the semester. A good reason for wanting to change courses is a prerequisite for consideration. After the first week of the semester, no one is allowed to change courses without special permission from the principal.
- Following, you will find the necessary “Units to Graduate” schedule which helps understand the state qualified admissions standards.

SCHS GRADUATION REQUIREMENTS

24 credit hours are required for graduation from SCHS. They are broken down as follows:

- English - 4 credits
- Social Studies - 3 credits
- Math – 3 credits
- Science - 3 credits
- Fine arts - 1 credit
- Computer Applications - 1 credit
- Speech -1/2 credit
- Physical Education/Health - 1 credit
- Practical Arts – 1 credit. (All classes that qualify for the practical arts credit are denoted with PA in the description).
- Electives - 6 1/2 credits
- Community Service-5 hours per year for a total of 20 hours.

If students have taken Algebra 1 in the 8th grade, they will receive high school credit but will still be required to take at least three math credits during their four years in high school.

COLLEGE ADMISSION REQUIREMENTS

Four year colleges require students to complete certain college preparatory courses while in high school. To qualify for admission to a Kansas Regents University (Emporia State, Kansas State, University of Kansas, Wichita State, Fort Hays State, Pittsburg State) beginning with the summer 2015 semester, the following will apply).

The following standards will apply to all:

1. Complete the pre-college or Kansas Scholars Curriculum (listed below) with at least a 2.0 GPA; **AND**
2. Achieve ONE of the following:
 - ACT score of 21 or higher; OR
 - SAT score of 980 or higher; OR
 - Graduate in the top one-third of their class; **AND**
3. Achieve a 2.0 GPA or higher on any college credit taken in high school

The Pre-College Curriculum for all:

- English – 4 credits (1 each year of high school)
- Social Studies – 3 credits (American History, Government & Public Administration Fundamentals, ½ credit in World History, and 1 credit from social studies electives).
- Science – 3 credits (one credit must be Chemistry or Physics)
- Math – 3 or 4 credits (Algebra I, Geometry, Algebra II or above; **AND** students must meet the ACT college readiness benchmark of 22 on the math portion; OR, the students will be required to take the additional 4th year of qualified regents math DURING their senior year).
- Three credits of electives.

It is strongly recommended by colleges, the State Board of Education, ACT, and this district, that students take an upper level math course their senior year.

Pre-college curriculum requirements for State Scholarship consideration:

To be eligible for the Kansas State Scholarship Program, Minority Scholarship Program, and Kansas Teachers Scholarship Program, students must complete the pre-college curriculum listed above, plus the following three requirements:

- Math - 1 additional credit for a total of four credits of math (choose from college algebra, calculus, advanced math, or trigonometry).
- World Language - 2 units in the same language
- Science - 3 units (these must be biology, chemistry, and physics)

KAR 91-31-35 Kansas State Minimum Graduation Requirements:

- A. Each local board of education shall adopt a written policy specifying that pupils are eligible for graduation only upon completion of at least the following requirements:
 - a. Four units of English language arts, which shall include reading, writing, literature, communication, and grammar. The building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject
 - b. three units of history and government, which shall include world history; United States history; United States government, including the Constitution of the United States; concepts of economics and geography; and, except as otherwise provided in S.B.R. 91-31-32, a course of instruction in Kansas history and government

- c. three units of science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course
- d. three units of mathematics, including algebraic and geometric concepts
- e. one unit of physical education, which shall include health and which may include safety, first aid, or physiology. This requirement shall be waived if the school district is provided with either of the following:
 - i. A statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program; or
- B. a statement, signed by a lawful custodian of the pupil, indicating that the requirement is contrary to the religious teachings of the pupil
- C. (6) one unit of fine arts, which may include art, music, dance, theatre, forensics, and other similar studies selected by a local board of education
- D. (7) six units of elective courses
- E. A minimum of 21 units of credit shall be required for graduation.
- F. Local Board Graduation Requirements (KAR 91-31-35)
- G. (c) Any local board of education may increase the number of units of credit required for graduation. Any additional requirements of the local board of education that increase the number of units of credit required for graduation shall apply to those students who will enter the ninth grade in the school year following the effective date of the additional requirement.
- H. (d) Unless more stringent requirements are specified by existing local policy, the graduation requirements established by this regulation shall apply to those students who enter the ninth grade in the school year following the effective date of this regulation and to each subsequent class of students.

STUDENT GRIEVANCE POLICY

- Each pupil in his/her own behalf or through his/her parent(s) or legal guardian has the right to present a grievance over alleged violations or rights. It is assumed that an effective, prompt grievance procedure will provide not only a legitimate alternative to disruptive or illegal behavior, but will also provide for a constructive review of academic concerns. Further, it will provide a method whereby any alleged act(s) or discrimination due to a student's sex or race may be reviewed. No pupil shall be subject to reprisal or discrimination by reason of his/her participation in a grievance procedure.
- Decisions on suspension or expulsion shall not be subject to this grievance procedure, but rather according to the policy on suspension and expulsion.

The following are the steps in a formal grievance:

1. Whenever possible, the pupil's first effort to resolve the issue being grieved (with or without a parent) shall be with the staff member with whom the problem exists.
2. If the issue is not resolved, the pupil and/or parent(s) shall meet with the principal or his/her designee and staff member, if appropriate, to resolve the problem within ten (10) school days after the occurrence of the incident upon which the grievance is based.
3. If an agreement cannot be reached, the pupil and/or parent(s) may submit a written grievance to the building principal within three (3) school days after the pupil-principal

conference.

4. The principal will render a decision on the grievance within five (5) school days of its filing. A written notice of the decision shall be mailed to the pupil and/or parent(s).
5. If agreement cannot be reached, the pupil and/or parent(s) may petition, in writing, the Superintendent of Schools that a concern exists and request a hearing on the specific issue. Such a petition must be filed within five (5) days after receiving notice of the principal's decision
6. If agreement cannot be reached, the pupil and/or parent(s) may petition, in writing, the Superintendent of Schools to appear at the next regular scheduled board meeting. Such a petition must be filed within five (5) days after receiving notice of the
 - i. Superintendent's decision.
7. If the decision rendered by the board is not satisfactory with the student and/or parent, the student can take the matter up with the court system.

TELEPHONE MESSAGES

- Messages will not be given to students during class time unless they are from a parent or employer, and then only during the last five minutes of class. Emergency messages from parents will be taken to the student immediately.
- Use of the phone by students is allowed only by permission of the office personnel. Use of the telephone by students for any reason other than an emergency, must be done in-between classes, and office personnel will not be required to excuse students if they are tardy.

TOBACCO, ELECTRONIC CIGARETTES, VAPES, DRUGS & ALCOHOL

- Maintaining a drug free school is the responsibility of SCHS and is important in establishing an appropriate learning environment for the district's students. The possession, use, consumption, distribution or an attempt or intent to do the same, of alcohol, tobacco, vapes, statutorily controlled substances, marijuana, addictive drugs, performance enhancing drugs, prescription drugs that are not prescribed to the individual, or poisonous, dangerous, or injurious substances on public school property or at school activities is prohibited.
- Students shall not unlawfully manufacture, distribute, dispense, possess or use tobacco products, or other products containing nicotine, including electronic cigarettes or vapes on school district property, or at any school activity. Any student violating the terms of the policy may be reported to the appropriate law enforcement officials, parents will be contacted, and students will be subject to the following discipline procedures.
- Students in possession or in use of JUULs, vape pens, electronic cigarettes, etc. will have the device confiscated.
- If a student is suspected by administration to be under the influence of drugs or alcohol on school premises, they will be suspended immediately. If the student denies use of drugs or alcohol, a negative screening must be presented to the principal, before the suspension will be lifted.
- Any student arrested and charged with a felony offense can be subject to long term suspension, expulsion and removal from any extracurricular activities.
- Any violation of this policy involving controlled substances will be reported to law enforcement. Any other violation of the Drugs & Alcohol policy may be reported to the appropriate law enforcement officials at the sole discretion of the Principal.

Upon evidence that a student has violated the Drug and Alcohol Policy, parents will be contacted, and students will be subject to the following discipline procedures:
(All bulleted consequences under each offense will apply)

1. First Offense:
 - An appropriate punishment determined by the Principal up to and including short-term suspension of no more than five (5) school days.
 - Suspension from one to two school activities or the length of the suspension at the sole discretion of the Principal. This includes school dances and all school trips regardless of fundraising or other circumstances.
 - SCHS recommends taking a drug and alcohol information class. A meeting will be scheduled with the school counselor to provide further information.
2. Second Offense:
 - An appropriate punishment determined by the Principal up to and including long-term suspensions of no more than ten (10) school days.
 - Suspension from three to five school activities or the length of the suspension at the sole discretion of the Principal. This includes school dances and all school trips regardless of fundraising or other circumstances.
 - Students must successfully complete level 1 drug and alcohol program at youth services or with the SCHS counselor. Any comparable program must be pre-approved.
3. Third Offense:
 - An appropriate punishment determined by the Principal up to and including expulsion from school for up to 180 school days.
 - Suspension from all school activities for the remainder of the school year. This includes school dances and all school trips regardless of fundraising or other circumstances.
 - Student must complete a drug and alcohol evaluation and follow all recommendations OR attend six (6) sessions of professional counseling related to addictions and drugs and alcohol. (Name(s) of acceptable programs are on file at the high school office.
 - The school will refer the matter to the office of the County Attorney by letter.
 - If the student is readmitted to USD 466 upon completion of the Third Offense, and separate student/school contract will be entered stating the conditions and terms.

*Note. All required services will be completed at the expense of the student.

In addition, students participating in activities shall be held accountable for the use of electronic cigarettes, vapes, alcohol, drugs, and tobacco beyond the limits of the normal school day and off school property as detailed in a separate agreement.

RANDOM DRUG TESTING

- In the summer of 2004, the Board of Education adopted a Substance Abuse Drug/Alcohol Policy that includes random drug testing. For students to be able to participate in school-sponsored activities they must have a signed consent form on file in the office by the end of

the first week of school. All students with a signed consent form could be subject to random drug testing throughout the school year. The Policy will be followed in any situation that arises with drugs or alcohol.

- Possession and/or use of any tobacco product or nicotine delivery device by students is prohibited in any attendance center, in any school owned vehicle, at school-sponsored events or on the school grounds. For the purposes of this policy, “nicotine delivery device” is defined as any device that can be used to deliver nicotine to the person inhaling the device. The definition shall include, but is not limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.
- If a student is suspected by administration to be under the influence of drugs or alcohol on school premises, they will be suspended immediately. If the student denies use of drugs or alcohol, a negative screening must be presented to the principal, before the suspension will be lifted.
- Students who test positive during random drug tests or drug tests required by the law are subject to discipline as followed:
 1. First Offense:
 - a. Suspension from one to two school activities or the length of the suspension at the sole discretion of the Principal. This includes school dances and all school trips regardless of fundraising or other circumstances.
 - b. SCHS recommends taking a drug and alcohol information class. A meeting will be scheduled with the school counselor to provide further information.
 2. Second Offense:
 - a. Suspension from three to five school activities or the length of the suspension at the sole discretion of the Principal. This includes school dances and all school trips regardless of fundraising or other circumstances.
 - b. Students must successfully complete level 1 drug and alcohol program at youth services or with the SCHS counselor. Any comparable program must be pre-approved.
 3. Third Offense:
 - a. Suspension from all school activities for the remainder of the school year. This includes school dances and all school trips regardless of fundraising or other circumstances.
 - b. Student must complete a drug and alcohol evaluation and follow all recommendations OR attend six (6) sessions of professional counseling related to addictions and drugs and alcohol. (Name(s) of acceptable programs are on file at the high school office.
 - c. The school will refer the matter to the office of the County Attorney by letter.
 - d. If the student is readmitted to USD 466 upon completion of the Third Offense, and separate student/school contract will be entered stating the conditions and terms.

VISITORS

- Visitors are welcome at SCHS, especially parents. However, a “Visitor Pass” must be obtained from the Main Office. This helps us in the job of protecting students from strangers wandering the halls or campus.
- Students from other schools may visit at your request, as long as a pass is obtained from the office at least one week in advance and the school is not in session. Parents and others are invited to regular school assemblies.

WEAPONS

- In the summer of 1994, the Board of Education of U.S.D. 466 adopted the following weapons policy.
- A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds during, before, or after school hours; on school grounds at any other time when the school is being used by any school personnel or school group; or off the school grounds at a school activity, function, or event.
- This policy shall include any weapon or firearm, any item being used as a weapon or destructive device, or any facsimile weapon.
- Possession, handling, or use of any weapon will require punishment and may include suspension or expulsion from school.

WORK STUDY COURSE

- The Work Study course is offered only to Seniors in high school.
- Senior students may enroll in no more than two periods of Work Study.
- Senior Work Study will only be offered the 2nd semester of their senior year.
- Their teacher
- Work Study is considered part of the school day and all school rules apply.
- The student is expected to find his/her own job for the Work Study course. Scott Community High School will not be responsible for finding employment for a student.
- The student may not be self-employed.
- The student may not work for their parents or any immediate family member.
- The student may not work for the district office, any school office, or for any faculty/staff member in the district.
- High School elective credit shall be awarded for the Work Study course (according to the state OJT guidelines).
- OJT guidelines state that one hour of classroom instruction is equal to one hour of work. For example, if a student is enrolled in two periods of Work Study (a period is 55 minutes) per day, they would be expected to report for 10 hours of work for the week.
- The program shall be organized and maintained so that students are under the direction and supervision of the school.
- The Work Study program would fall under the same guidelines as any other class offered at Scott Community High school regarding enrollment, attendance, absenteeism, and conduct. A student must remain in “good standing” at all times to be involved in the Work Study course.
- Students will be assigned a teacher and an hour for work study. This teacher will teach a class before and collect all paper work before the students can begin to leave school and go to their work place.

- The employer, student, principal, teacher and parent will all sign the Work Study employer agreement. A signed copy will be given to the student/parent and the employer. A signed copy will remain on file in the principal's office.
- On the job attendance records will be reported by the student to the work study teacher. The student will be expected to turn in a weekly work schedule and/or an employer signed weekly time card.
- Their teacher will be responsible for the following:
 - The teacher will make monthly visits/phone calls to the job-site.
 - The teacher will make contact with the employer at the beginning of the semester to set expectations.
 - The school will conference with the employer at the end of each quarter and at the end of the school year when the high school credit is complete.
 - The Work Study course is a Pass/Fail course and the teacher will assign a grade each semester.
- If at any time, the student is released from their duties/fired from their job, they will be immediately enrolled in an on-campus class at Scott Community High School.
- Work Study courses can only begin within the first 5 days of the semester. A Work Study course cannot begin in the middle of semester or at the quarter.
- All sections above shall meet the Fair Labor Standards Act (FLSA) and Kansas State Department Education (KSDE) requirements.