



## **ROSE HILL HIGH SCHOOL**

104 N. Rose Hill Road  
Rose Hill, Kansas 67133  
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### **Student Handbook 2009 - 2010**

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# **RHHS MISSION STATEMENT**

**Rose Hill High School is committed to providing educational opportunities in a safe environment empowering all students to become productive, responsible citizens and life-long learners.**

**The mission of Rose Hill High School is to build**

## **ROCKET PRIDE**

**(Responsible, Organized, Creative, Knowledgeable, Enthusiastic, Team-oriented Students)**

**Through Commitment to Excellence!**

## **ACADEMICS**

### **CLASSIFICATION OF STUDENTS**

In order to assure a student is making adequate progress toward graduation, the following minimum credits are required for each grade level:

Sophomore	at least 4 credits by the end of Freshman year
Junior	at least 11 credits by the end of Sophomore year
Senior	at least 18 credits by the end of Junior year

Students who do not have the above stated number of credits will not be allowed to participate in events and activities that are designated for a class. For example, students who are not classified as Juniors or Seniors will not be eligible to attend the Prom as a class member; also, student locker assignments will be made based on credits. Students may be reclassified at the end of each semester.

### **GRADUATION PARTICIPATION**

Students who are lacking the sufficient number of credits to graduate will not be allowed to participate in the graduation exercises of their class. A diploma will not be given to the student until documentation is received in regards to an approved correspondence course, night school course, college course, summer school, etc..

### **GRADUATION REQUIREMENTS**

Twenty-five (25) credits are required to graduate from Rose Hill High School. One-half credit is earned for the successful completion of each semester course. The successful completion of a course will include a D or better for the semester grade.

The following credits must be completed to meet graduation requirements:

1. Four credits of language arts
2. Three credits of science as a laboratory course
3. Three credits of mathematics
4. One credit of P.E./health
5. Three and one-half credits of Social Studies, including one credit of American History, one-half credit of American Government, one-half credit of Economics, and one and one-half credits of social studies electives.
6. Elective credits sufficient to meet minimum graduation requirements.
7. A maximum of two credits of correspondence work may count toward graduation requirements.

### **G.E.D.**

Permission to obtain the General Education Diploma must be granted by the principal. In most cases, permission will not be granted until the student's class has graduated.

### **GRADES/GRADING SCALE**

A nine-weeks system for reporting grades will be used in all classes. Credit will be issued at the end of each semester. The grading scale is:

90-100= A; 80-89= B; 70-79= C; 60-69= D

### **HONOR ROLL**

Honor rolls will be computed every nine weeks by the high school office. Honor rolls will be based on the nine week grades received, not the semester grades. Class rank will be based on the semester grades. Qualifications for the Honor Rolls are as follows:

<b>Principal's Honor Roll</b>	All A's
<b>Honor Roll</b>	3.5 (B+) minimum GPA with no C's
<b>Honorable Mention</b>	3.0 (B) minimum GPA with no D's

The computation for GPA (Grade Point Average) is based on all subjects using the following scale: A = 4 points B = 3 points C = 2 points D = 1 point

### **INCOMPLETES**

Incompletes for unfinished course requirements must be removed within one week after grade cards are issued for the first, second and third nine week grading periods in order for the student to receive honor roll consideration. KSHSAA requires that all class work be completed on the last day of the semester when determining eligibility. An incomplete counts as a class not passed.

### **ACADEMIC LETTER AWARDS**

Academic letters will be awarded to students who achieve a 3.8 GPA (or higher) for each of the first 3 quarters of the school year.

## **RENAISSANCE**

Rose Hill High School is involved in a Renaissance program to recognize students for outstanding efforts in the academic and citizenship areas of school life. Students may be recognized for outstanding academic achievement, attendance, citizenship, or test scores. The Renaissance program will also recognize teachers for their efforts with students and fellow staff members. Renaissance fund raising efforts will be used to fund many of the rewards used for students and teachers.

## **PROGRESS REPORTS**

In an effort to assist students and parents, reports of unsatisfactory school work will be sent to parents following the end of the first five weeks of each nine-week grading period. In addition, the teacher may send a progress report at any time during the nine week period if it is deemed appropriate to inform the student and parent of a potential grade problem. Students and parents are encouraged to contact teachers and counselors any time during the year when concerns arise.

## **SCHEDULE CHANGES**

Subjects may be dropped or added with the advice of the teacher and the approval of the guidance counselor, principal, and parent. Except for extreme circumstances, no schedule changes will be made after the first week of each semester. Schedule changes may be requested by a student for the following reasons:

1. Misenrollment - student lacks the prerequisite for a class.
2. Misplacement - it would be in the best long range academic or career interest of the student.
3. Enhancement - student wants to take a more rigorous course.
4. Medical reason - validated by a licensed physician.
5. Religious reason - student has religious objections to course material.
6. Repeating a failed course

## **VALEDICTORIAN AND SALUTATORIAN**

Students must have completed the Kansas Board of Regents curriculum in order to be considered as a candidate for Valedictorian or Salutatorian at Rose Hill High School. The Valedictorian and Salutatorian awards will be presented to the two students whose cumulative percentages are the highest and second highest, respectively, among those students completing that curriculum. The cumulative percentages will be computed on semester percentages for all courses taken for high school credit over eight semesters. The semester percentages of each senior will be checked following the seniors' final exams. These percentages will be used to determine Valedictorian and Salutatorian. They will be computed to three places and not rounded. In the event of a tie for Valedictorian, there will not be a student or students honored as Salutatorian.

## **RECOGNIZING STUDENTS WITH A 4.0 GRADE POINT AVERAGE**

Students who earn a 4.0 GPA as their high school grade point average, but choose not to complete the Kansas Board of Regents curriculum, will receive special recognition.

## **KANSAS SCHOLARS CURRICULUM REQUIREMENTS**

The qualifying curriculum is as follows: English - 4 units; Math - 4 units (Algebra I and higher); Science - 3 units (Biology, Chemistry, and Physics); Social Studies - 3 units; Foreign Language - 2 units in one language; and Computer Technology - 1 unit.

## **KANSAS BOARD OF REGENTS QUALIFIED ADMISSIONS**

One of the following three criteria must be met by high school graduates before they may enroll in a Kansas Regents' University.

1. To have earned a 2.0 G.P.A. on a 4.0 scale in the following curriculum:
  - English--4 units;
  - Math--3 units (Algebra I and higher);
  - Science--3 units ( Biology and/or Advanced Biology, Chemistry I and/or Chemistry II, Earth/Space Science, or Physics);
  - Social Studies--3 units (American History 1 unit, American Government .5 units, World History, World Geography, or International Relations .5 unit, Psychology, Economics, Civics, History, Current Social Issues, Sociology, Anthropology, and/or Race and Ethnic Group Relations 1 unit);
  - Computer Technology--1 unit (Students may fulfill Computer Tech. requirement by passing a proficiency exam offered by the Regents Universities).
2. To have scored an ACT composite of 21 or higher.
3. To have graduated ranked in the upper 1/3 of your high school class.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

We believe regular attendance is essential for academic success. Any student who accumulates three consecutive unexcused absences or five unexcused absences in a semester will be identified as **truant**. If the student is under the age of 18, he/she will be referred to the County Attorney for monitoring in accordance with the Kansas Compulsory Attendance Law (K.S.A. 72-1113). For the purposes of counting days toward being "truant" as per state law, 1-3 hours missed will be counted as a half day. Anything missed over three hours will be counted as a whole day. Students with excessive absences will be required to provide professional documentation for the absences to be excused.

### **TRUANCY**

All students are expected to be in school all day every day. Students who have not reached the age of 18 are required to be in school by state law. KSA 72-1113 requires that students under the age of 18 be referred to the county attorney if they violate the compulsory school attendance law. **The school determines if an absence is excused or unexcused.**

## **ABSENCES EXCUSED**

The primary difference between excused and unexcused absences is that students may receive credit for all work missed due to excused absences; students do not receive credit for work missed due to unexcused absences.

Following are valid reasons for an absence being classified as **excused**:

- illness;
- doctor and dental appointments;
- prearranged absences by parents for extenuating circumstances such as funerals;
- other reasons when approved by the building administration;
- time spent on OSS will be counted as an excused absence;

**\*\*field trips or other school sponsored activities will not be counted as an absence; Parents need to notify the school by 10:30 a.m. on the day their son or daughter is absent for illness or doctor appointments. The school will attempt to notify parents if parents do not notify the school. If parents do not notify the school within 48 hours of the student's return, the absence will be classified as unexcused.**

**Point of emphasis: To be an excused absence, the absence must fall into one of the above four categories; simply notifying the school of a student's absence does not guarantee that the absence is excused. One phone call to excuse a number of absences over an extended period of time will not give the student an excused absence.**

## **ABSENCES UNEXCUSED**

It is impossible to list all of the possible reasons for receiving an **unexcused absence**. Examples of unexcused absences are:

- oversleeping;
- shopping;
- pictures;
- haircuts, tanning & manicure sessions;
- leaving school without permission during the school day;  
i.e. leaving school without permission after the student has been in class

**All absences which occur during the school day without permission &/or notification in advance by parents will be classified as unexcused.**

**\*\*The penalty for unexcused absences is a zero for class work missed and one day of detention.\*\***

## **TARDIES**

When a student is more than 5 minutes tardy to class without a pass, he/she will be counted as absent unexcused (with the absence counted toward the activity participation guideline described later in this section); the student may go to class and get the work and receive credit for work done.

Teachers will refer a student to the office for administrative disciplinary action on the third unexcused tardy. *(Note: To be an excused tardy, the student must have the signature of a teacher, administrator, or office personnel in his or her planner.)*

When a school bus is late and the reason is a train, students who are also late will be excused. When the bus arrives, students are expected to arrive at approximately the same time.

## **SEMESTER EXAMINATIONS**

We believe that when students are in school on a regular and consistent basis, academic achievement will improve. It is important that students be in school to stay on schedule for graduation. All students at Rose Hill High School are expected to take semester examinations in all classes. These tests will be given during the assigned class period on the scheduled examination dates.

## **EXTRA-CURRICULAR PARTICIPATION**

1. When a student misses any part of a school day with an unexcused absence, he or she is ineligible to participate in extra and co-curricular competition or practice; (The purpose of this guideline is to emphasize that we are in school for academic reasons, not to accommodate activity participation.)
2. Students must attend school 4 out of 7 periods to be able to participate in extra and co-curricular activities--practice, performance, and competition; this applies to doctor appointments that must be verified from the doctor's office;
3. Students who are ill any part of the school day are ineligible to participate in extra and co-curricular activities--practice, performance, and competition;
4. When Rose Hill High School has a team playing in a state sponsored event, students may be excused to support their classmates; however, a procedure will be announced.
5. Students with excessive absences may lose extra and co-curricular activity participation privileges until attendance improves; this would be determined in the attendance hearing.
6. Students placed in ESD by the high school office may be ineligible to participate in extra-curricular practices or contests that day.

## COLLEGE VISITATION

1. Juniors are permitted one visitation day, and seniors are permitted two visitation days to post secondary institutions. The student must plan the visitation with the guidance counselors at least eight days in advance. Approval of parents, principal and teachers is required. The verification form must be signed by an official of the institution the student is visiting and returned to the high school office to be recorded as a school-related absence. Visitations can take place in October, November, February, March or April.
2. The policy described in #1 above will apply to students who are investigating a military career.

## CHECKING IN OR OUT/LEAVING SCHOOL DURING THE DAY

Students are not to leave the school building without reporting to the office to get permission from the principal or his designee. Leaving is not allowed without prior arrangements being made, principal's permission and possibly parent permission. When permission to leave is granted, a "Permit to Leave" pass will be given to the student. A student arriving late to school must check in the office immediately upon their arrival. Students will not be excused from the building during the school day to run errands, take friends places, go home for athletic equipment, books, or forgotten assignments.

## MAKE UP WORK

1. Students will be allowed to make up missed assignments if the absence is excused by the principal's office or if the absence is a suspended absence. However, it is the student's responsibility to make arrangements with the teacher. **The student will be granted the number of days absent, plus one day, to make up work.**
2. If a student is absent on the test date or on the date an assignment is due, then the student can expect to take the makeup test or turn in the assignment on the day following the due date, IF the student was notified prior to the day of absence of the test or the assignment and IF the day of absence was for only one day.
3. If the absence is because of a school activity, the teacher may demand that the assignment be turned in on the day of the activity or be turned in on the day following the activity.
4. Makeup privileges for unexcused absences will not be allowed. A zero will be recorded. If the absence from class is the result of the student being out of school suspended, the student will be allowed makeup privileges (as per BOE regulations). The student or parent may pickup assignments for the time he/she is suspended in the school office. To receive credit for this work, it must be completed and turned in the day the student returns from the out of school suspension.

# BEHAVIOR/CONDUCT

## USD #394 DISTRICT - WIDE DISCIPLINE POLICY

The USD #394 district-wide discipline policy is based on mutual respect among administrators, staff, teachers, students, and parents. These policies are designed to create a pleasant and safe environment for all students in our schools. The disciplinary actions in this policy contain a range of severity. The administrator is to determine the action to be taken within the prescribed range. For repeated occurrences, the disciplinary action may not be lessened in severity from the action taken on the first occurrence.

Students must remember that they are responsible for their actions. If actions are in violation of school policies, students will have to accept the consequences. Kansas law allows the school district to hold students accountable for their behavior while they are on school district property, at all bus stops, and at all school sponsored activities.

### *School Safety Hotline*

There is a toll free school safety hotline number that may be used anonymously by students or parents. This number may be used if you have information or knowledge that a serious violent act may occur at your school. Law enforcement officials will contact the appropriate school personnel with all relevant information. The school safety hotline number is:

1-877-626-8203

### *Safe School Act*

The Kansas School Safety and Security Act (K.S.A. 72-8903b) requires school personnel to report **all felony and misdemeanor crimes** committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information which indicates a crime (felony or misdemeanor) **may** have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement), or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians, or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians, or representatives. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and **not** under the authority of school personnel.

### *Student Desks and Lockers*

School desks and lockers are the property of USD #394. Students do not have an expectation of privacy for the contents. Administration may inspect them at regular intervals or when deemed necessary.

## ***Student Responsibilities and Expectations***

The following school rules have been developed to guide students in making appropriate behavior choices and to explain the expectations of the administration and staff concerning student behavior. These are only guidelines and are not meant to be all-inclusive.

- Students are expected to follow the directions from adults in an appropriate manner.
- Students are expected to stay on task and not interfere with the learning or the teaching that is taking place.
- Students are expected to come prepared to class each day.
- Students are expected to display pride in their school by keeping the school building and grounds clean and unmarred.
- Students are expected to be considerate of others.
- Students are expected to help create a safe environment in the school.

The following items are the definitions of discipline as established by the district Discipline Committee:

### **Assault**

Physical attack of one person, or of a group of persons, upon another person who does not wish to engage in the conflict and has not provoked the attack.

### **Bus Conduct**

Violation of bus safety laws or regulations

### **Cheating**

To violate rules dishonestly or attempt to deceive

### **Destruction of Property/Vandalism**

Destroying or mutilating objects or materials belonging to the school, school personnel, students, or other persons Misdemeanor - under \$500—Felony - over \$500

### **Disrespect**

Inappropriate or argumentative remarks or actions, being rude or uncooperative toward others.

### **Disruptive Behavior**

Any behavior that deprives the instructor of the right to teach, deprives other students of the right to learn, or any behavior that adversely affects the learning environment of the classroom or school.

### **Dress Code**

Inappropriate dress, violation of school dress code.

### **Extortion**

The acquisition of money, property, school work, or services of any type by threats or force.

### **Failure to Comply**

Refusal to comply with reasonable request of school personnel (teachers, secretaries, substitutes, lunchroom paraprofessionals, bus drivers etc.) or behavior that challenges their authority

**Fighting**

Purpose of inflicting physical harm on another person.

**Flagrant/Intentional Lying or Omission**

Giving false information to any school personnel.

**Forgery**

Writing and using the signature or initials of another person, or misrepresenting your identity in any fashion.

**Gum/Candy/Food/Drinks**

Consumption of gum, candy, food or drinks except as designated by teachers for special occasions. These treats shall be consumed only in the class that they are given.

**Harassment**

Incident of verbal teasing, ridiculing, and/or badgering of other students, including unwanted sexual attention and racial slurs.

**Horseplay**

Inappropriate physical actions with no intent to cause injury.

**Precipitating a Fight**

Statements or actions that encourage others to fight.

**Profanity**

Cursing, swearing, vulgarity, failure to use appropriate language, or the use of physical gestures that are disrespectful in nature, or the possession of inappropriate material.

**Public Display of Affection**

Inappropriate expressions of affection in a school setting.

**Scuffle**

Engaging in physical contact in anger.

**Sign In/Out**

Not reporting to the office and signing in or out as required by building attendance policy.

**Theft**

Taking or concealing property that belongs to others.

Misdemeanor - under \$500 —Felony - over \$500

**Threat**

Any statement or action that is communicated with the intent to commit violence or terrorize another individual, or cause the evacuation of any building, facility or district vehicle.

**Unnecessary Items**

The possession of item(s) which could be used to cause a disturbance and is (are) unnecessary for school activities (cellular phone, beeper, walkman, laser lights, electronic toys, etc.)

## **District Disciplinary Step Plan**

This step plan will be used by the administration for all students who are referred to the office. Although disciplinary action is outlined in the steps below, the discipline taken may not necessarily follow in chronological order as listed. The action will be determined by the seriousness of the infraction.

### ***Step 1— Informal Talk***

A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. Parents may be notified if necessary.

### ***Step 2— Conference/ Behavior Clinic***

A formal conference is held between the student and one or more school officials. During this conference the student must agree to correct his/her behavior. This action will be recorded in the Student File. Parents will be contacted.

### ***Step 3 —Detention/ Extended School Day (ESD)***

Detention is assigned for one hour after school in the detention room. Parents will be contacted. Parents may be notified by telephone, personal contact, or letter (referral). A conference may be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned. An ESD will be assigned for two hours after school in the detention room. This action will be recorded in the Student File. The counselor may conduct a follow-up visit with the student if deemed necessary.

### ***Step 4—Saturday School or In-School Suspension (ISS)***

As an alternative to short term out of school suspension, a student may be assigned Saturday School or ISS. An administrator will assign students to Saturday School or ISS when he/she has violated school regulations or has been involved in a major discipline infraction. Students will report to a designated area for Saturday School or ISS for an assigned time. This action will be recorded and the parents notified. Saturday School is from 8:00 a.m. until 12:00 noon.

### ***Step 5—Short-Term Suspension***

According to Kansas Law 72-8902: A suspension may be for a short term not exceeding ten school days.

During an out-of-school suspension students are not allowed on school property.

Students will be allowed to make up work from a suspension for credit, but it must be turned in the day the student returns to class from the suspension. It is the responsibility of the student/parent to pick up the work from school.

### ***Step 6 —Long-Term Suspension/Expulsion***

According to Kansas Law 72-8901: The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any student guilty of any of the following:

- A. Violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- B. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or

- C. Conduct which substantially impinges upon or invades the rights of others, or
- D. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- E. Disobedience of an order of a teacher, peace officer, school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

**Long term Suspension may be for a term of 11-90 days.**

**Expulsion may be for a term of 91-186 days.**

An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

**Disciplinary Action for Missing Detention**

- 1<sup>st</sup> offense     Detention time doubled
- 2<sup>nd</sup> offense     ESD - 1 day
- 3<sup>rd</sup> offense     Suspension - 1 day

**Disciplinary Action for Missing Extended School Day (ESD)**

- 1<sup>st</sup> offense     ESD Doubled
- 2<sup>nd</sup> offense     Suspension – 1 day

**Disciplinary Action for Missing Saturday School**

- 1st offense     Saturday School doubled
- 2<sup>nd</sup> offense     Suspension—1 day

**DISCIPLINE GUIDELINES**

Students will move progressively from one type discipline to another in the discipline policy. The following guideline will be used:

**High School**

- Detention – no more than 3 times or 5 days total per semester
- ESD – no more than 3 times or 7 days total per semester.
- Saturday School—no more than twice per semester

**K-8**

- Detention – no more than 5 times or 8 days total per semester
- ESD – no more than 5 times or 11 days total per semester.

## **DRUGS, ALCOHOL, TOBACCO, and WEAPONS**

### ***Drugs and Alcohol***

1. A student who is guilty of possessing, offering, selling, buying, or being under the influence of any illegal drug, alcohol, drug paraphernalia, simulated drugs, or other controlled substance on school property or at any school-sponsored activity, will be detained immediately.
2. The administration will contact the proper law enforcement officials and the student's parents.
3. An immediate short-term suspension of 10 school days may be imposed.
4. A formal hearing may be held. Disciplinary action will be administered as per B.O.E. Drug Free School Policy.
5. The student may be required to undergo a complete substance abuse evaluation by a licensed agency before he/she is allowed back to Rose Hill High School or an alternative school as per Board of Education policy.

### ***Tobacco***

The use or possession of any tobacco product by students at school or at a school-sponsored activity is prohibited. Students who use or possess tobacco products at school or a school-sponsored activity will be subject to the disciplinary action. Law enforcement will be contacted.

- 1st Offense: Three days ESD and parent notification in writing.
- 2nd Offense: Three days Out of School Suspension and conference with parents.
- 3rd Offense: Five days Out of School Suspension and conference with parents.
- 4th Offense: Five days Out of School Suspension and a hearing for extended term suspension.

### ***Weapons***

Students shall not knowingly possess, handle, or transmit, any object that can reasonably be considered a weapon or simulation thereof:

1. 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.
2. Off the school grounds at a school activity, function or event.

Weapons are identified in two categories:

- a. Articles commonly used or designed to inflict bodily harm and/or to intimidate others. Examples are firearms, air gun, BB gun, slingshot (or any other instruments capable or accelerating a projectile), knuckles, knives of any kind, chains, clubs, stars, or any other weapon identified by K.S.A. 72-8901.
- b. Articles designed for other purposes, but are used to threaten, inflict bodily harm, or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, rulers, etc. A student acting in an aggressive or belligerent manner with any article as described in Section b. above shall be deemed to be in possession of a weapon. Disciplinary action will be taken. A student using or in possession of a weapon will be subject to

suspension, possible expulsion proceedings, referral to law enforcement agencies, or other appropriate action.

### ***Sexual Harassment***

Sexual Harassment is a civil offense and a violation of an individual's right to education in an appropriate environment. The following actions can be considered sexual harassment:

- having sexual comments, jokes, gestures or looks made about one;
- being touched, grabbed, or pinched in a sexual way;
- being flashed or mooned;
- having sexual rumors spread about one;
- having clothes pulled in a sexual way;
- being shown, given, or left sexual pictures, photographs, illustrations, messages, or notes;
- having way blocked or being cornered in a sexual way;
- being told one was gay or lesbian;
- having one's clothing pulled off or down;
- being forced to do something sexual including kissing;
- being spied on during dressing or showering at school.

### ***Racism***

Remarks, writings, or signs which are derogatory toward any ethnic group will not be tolerated. Any student who believes he or she has been subjected to harassment, sexual harassment or racial harassment should discuss the problem with his/her principal or another certified staff member. Complaints regarding all forms of harassment shall be investigated under district policy, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

### ***Gang Activity***

Gang activity which threatens the safety or well being of persons or property on school grounds or at school activities, or which disrupts the school environment is prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student shall not:

1. Lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
2. Present a physical safety hazard to self, students, staff, and/or other employees;
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

## Student Dress Code

Appearance does affect the learning atmosphere of a school. Neatness and good taste are emphasized as guidelines for understanding and interpreting this dress code. This code is not intended to impose a financial hardship on any student or family; neatness and good taste are emphasized, not expensive clothing.

### General guidelines include:

- Shoes must be worn.
- Apparel which is excessively short or excessively tight may not be worn.
- Apparel which is excessively large or excessively long (example: pants should not touch ground) may not be worn.
- No "bagging" or "sagging".
- Clothing designed for maximum exposure to the sun (mesh shirts, tank tops, spaghetti straps.) may not be worn.
  
- Clothing having vulgar or obscene language or gestures, inappropriate double meanings, racial slurs, or endorsements of alcohol, drug, or tobacco products is unacceptable.
- Head apparel such as hats, bandanas, and sunglasses are not to be worn in the school building.
- Chains such as pant chains are not to be worn on school property.

Common sense and good judgment is to prevail in all modes of dress. This list is not intended to be all-inclusive. Students will be given the option of changing or going home with an unexcused absence. Any student involved in a co-curricular or extra-curricular activity in which the student represents the school must dress in accordance with the sponsor's requirements and subject to the approval of the building principal.

## **GENERAL INFORMATION**

### **ASSEMBLIES**

A number of assembly programs will be selected, financed, and scheduled by the Student Council, faculty, and administration each year. Programs that are informative, educational, and entertaining will be selected. The organization in charge of the program may include the flag salute as a beginning exercise. Students are expected to attend the assemblies and demonstrate proper respect to the presenters. Students will be dismissed from the assembly by the administration or its designee.

### **AUDITORIUM GUIDELINES**

1. The following etiquette is expected of RHHS students when attending events in the auditorium: Do not enter or exit during a performance unless it is an emergency.
2. If you must exit, do so during breaks between numbers.
3. Exit at the rear of the auditorium only.
4. Please do not talk while groups are performing.
5. Flash pictures should not be taken during a performance.
6. Concerts and plays are special performances--please dress appropriately.
7. Hats are not appropriate for the auditorium.

8. Applause is appropriate at the end of a number; however, whistling, shouting, yelling, and screaming are inappropriate responses.
9. Food and drink are not allowed in the auditorium,
10. No climbing over seats.

### **AUTHORITY OF STAFF**

The principal, administrative staff, and teachers are vested with legal public authority. Refusal to respect this authority shall be considered as insubordinate conduct and will be dealt with accordingly.

### **BUILDING HOURS**

Students should not be in the building outside of regular hours, 7:30 a.m. - 3:30 p.m. unless they are directly supervised by a staff member.

### **BUS REGULATIONS & PROCEDURES**

Students will come to and from school many different ways. The most important thing to consider no matter how students arrive and depart from school is THEIR SAFETY AND THE SAFETY OF OTHERS.

#### ***Bus Procedures***

1. The driver and/or sidewalk monitor is in full charge of students when they are riding, loading, or unloading the bus. Students must obey the driver and/or sidewalk monitor promptly.
2. Students must remain seated.
3. Rough conduct or fighting will not be permitted. Students will be permitted to converse in a normal tone. Profanity is absolutely prohibited.
4. No running on the sidewalk.
5. No food or drink is allowed on the bus or in the loading area.
6. The use or possession of any tobacco or alcohol is prohibited.
7. Students will not open or close the bus windows without the permission of the driver.
8. Students will not throw any objects or extend any portion of their bodies through bus windows.
9. Vandalism of any kind will not be tolerated.
10. Students shall stay out of the driver's seat and shall not tamper with equipment
11. No animals, firearms, knives, or weapons of any kind are allowed.
12. Any student wishing to ride a different bus must have a note signed by their parent and principal. Only then may they ride the bus if a seat is available.
13. Aisles, doors, and emergency exits shall remain unobstructed at all times.
14. The use of cell phones is prohibited while riding in school buses or vans.

#### ***School Bus Discipline Procedures***

The following discipline procedure will be used on all Rose Hill school buses and in the loading areas. If a student breaks one or more of the bus rules, the bus driver will give a verbal warning. If another offense occurs of any kind, a "bus discipline notice" will be given to the student to

take home. A parent must sign the notice before the student can ride again. If a third offense occurs of the same offense, the transportation office will notify the parents and the student will be suspended from riding for one to three days. A fourth offense will result in suspension of bus privileges for five days, and the student will not be permitted to ride the bus until a conference is held with the building principal, parent, student, transportation supervisor, and bus driver. Additional offenses, may result in suspension of bus privileges for an indefinite period of time, which could include the remainder of the semester or school year.

## **BICYCLE**

The same traffic laws as those for automobiles regulate bicycle riders. If a student rides a bicycle to school, he/she should practice all bicycle safety rules. Bicycles must be parked in the racks that are provided. **NO** bicycles, skateboards, or scooters are to be ridden on the sidewalks, playground, or parking lots at anytime. Rose Hill High School is not responsible for damage or theft that occurs while bicycles are parked in the racks. Students are encouraged to lock their bicycles in the rack.

## **CAFETERIA**

Our school participates in the National School Nutrition Program. We encourage all students to eat breakfast & lunch. Breakfast and lunch are served in all school cafeterias. Our goal is to provide the students with nutritious meals.

Each student will be assigned an account number. Any amount of money may be deposited in the account. Each time the student eats lunch or buys milk, the cost will be deducted from the account balance. Parents may put a “block” on their students account which will deny the student permission to purchase breakfast, milk, second lunches, or ala carte items. We recommend that you make a deposit in your child’s account on the same day each month to cover your child’s lunches for the month. Students who have a \$0 balance in their account will be served a cheese sandwich & milk.

District policy requires your driver’s license number on all checks. Payments may also be given to the cashier at lunch.

9-12 Grade students will be issued cards that they will carry. Cards will be replaced twice. Beginning with the third replacement card, \$3 will be deducted from the student account to cover the cost of a new card.

Menus are posted outside of the lunchroom.

Parents may bring lunch to their student. The lunch must be brought to the office and the student will be called to the office. Bringing lunch to students other than your child is not allowed.

Students who have milk or food allergies must submit a food substitution form to the food service department. Food substitution forms are available in both kitchens. The allergy must be documented to the school district by a recognized medical authority. For more information call the Food Service Director. These forms must be renewed annually prior to the first day of school.

### ***Free/Reduced Meals***

Applications for free/reduced meals must be completed each year prior to the first day of school. If a new application is not completed prior to the first day of school, the student will be charged full price for all meals. Free/reduced meal information and applications are available at enrollment. Applications are also available at Central Office and in the school offices throughout the school year. Applications may be turned in to the school offices, food service offices, or Central Office. Students who qualify for the free/reduced meals must use their lunch cards to receive the reduced/free price for breakfast & lunch. Ala carte purchases are blocked from all free/reduced accounts. If additional entrees are purchased, the student must pay for the additional entree with cash. Additional entrees are only available at the high school. Students are allowed only one breakfast & one lunch per day.

### **CARE OF PROPERTY**

Students are expected to refrain from marring desks, tables, hall lockers, walls, floors, laptops and other acts which destroy public property. All books, laptops and equipment checked out in the name of the student are the responsibility of that student. Any acts of vandalism or destruction of school property may result in payment for damaged property, detention, and possible short-term, or long term suspension or expulsion.

### **CLASS DUES**

Each student will be charged eight dollars to offset the cost of class expenses. The dues will be collected by class officers at the start of the school year.

### **CLASSROOM DISCIPLINE**

The following plan will be used in each classroom to establish appropriate classroom decorum.

1. Teacher establishes, communicates, and teaches classroom guidelines for:
  - a. tardies
  - b. materials to be brought to class
  - c. classroom disruptions
  - d. other guidelines important to the successful management of the class
2. Teacher must document student behavior problems using the classroom management form.

## **CLASS SPONSORS**

### **Class of '10 (Sr.)**

\*Jenny Page  
\*Sidney Shelman  
Drew Anderson  
Leah Ward  
Ward Hilgers  
Bill Wright  
Jarrod Foster  
Melissa Segovia  
Kevin Ethington  
Mark Blausen  
Bailey Lucas

Brandon Barger  
Roger Grier  
Dianna Hutter  
Greg Slade  
Rocky Stone

### **Class of '11 (Jr.)**

Tatyana Bobrova  
Charles Forsyth  
David Glennemeier  
Becki Evans  
Christina Paine  
Kris Rivers  
Peggy Everett  
James Hollingsworth  
Risa Haug

### **Class of '13 (Fr.)**

### **Class of '12 (Soph.)**

Ray Boese  
Mark Littell  
Wendell Woolum  
Stan Newby  
Dan Cole  
Miriam Madrigal  
Vance Appleby  
Butch Gilbert  
Jerry Treat

Alan Vancil  
Lee Ann Youse  
Tanya Dockers  
David Hopkins

## **COMPLAINTS**

The chain of command for concerns and complaints is as follows:

1. Contact teacher;
2. Contact building administrator;
3. Contact superintendent; and
4. Contact Board of Education.

## **COUNSELORS**

The purpose of the guidance counselors is to aid students in solving problems and making adjustments to the various situations they meet such as personal problems, careers, testing and college information. To see the counselor, the student should sign up in the counselor's office between classes and then go on to class. The counselor will call for the student when the counselor is available. Only in cases of an emergency should the student seek the counselor during class time. In this case, the student must first obtain permission from his or her teacher. Students may be requested to report to the counselor's office by the counselor, a teacher, or an administrator.

## **DAILY BULLETIN**

The daily bulletin will be announced late each afternoon for the next day. It will include a list of announcements that are pertinent to some or all of the students. The daily bulletin and announcements will be on Powerschool daily. Any announcements must be given to the principal for approval by 3:30 p.m. the day prior.

## **DANCE GUIDELINES**

1. Dances will be supervised by club sponsors and other staff members as arranged.
2. Parents are welcome to visit all dances.
3. Dances will end no later than 12 midnight.
4. Anyone leaving a dance may not return.
5. The doors will close 30 minutes after the beginning of the dance, with no admittance after that time. Exceptions may be made if prior arrangements are made with the principal or sponsor.
6. Each student will be limited to one guest. Out of school guests must be registered in the office and approved in advance. Guests will not be allowed to attend an event without the Rose Hill student being in attendance at that event. Rose Hill High School students are responsible for their guest's behavior. Guests are to be governed by the policies set forth in this handbook. Middle school students are not allowed to attend.
7. Anyone known to be drinking prior to arrival or at a school dance will have their parents notified and will be detained until parent direction is received. Disciplinary action will be administered the next school day as per Board of Education Drug Free School Policy.
8. Unruly conduct will not be tolerated.
9. All school policies are in effect at all dances.

## **DELIVERIES TO SCHOOL**

Delivery of flowers, balloons, bouquets, food, etc. to students will remain in the office. The student will be able to pick up the delivery at the end of the school day to limit distractions.

## **DEMONSTRATIONS**

Demonstrations which interrupt classes are not allowed. Students who participate in demonstrations which interrupt classes or the operation of the school will face disciplinary consequences. Students who have a concern should visit with the principal prior to any demonstration.

## **FIRE DRILLS**

According to state regulations, fire drills will be held once a month. The signal for a fire drill will be a continuous blast on the emergency buzzer. Leave everything and proceed quickly and quietly in an orderly manner to the designated area. The last person out of the room should turn out the lights and close the door. When possible, students are to go a minimum of 150 feet from the building. The all clear signal will be represented by a series of short blasts of the buzzer. At this time students and staff may enter the building. Student cooperation is requested on all practice fire drills as it will prepare you for a real emergency. Students who unlawfully activate fire alarms or impede the progress of any safety drill will be subject to discipline, which may include involving the police.

## **FOREIGN EXCHANGE STUDENTS**

Foreign exchange pupils may enroll in Unified School District No. 394 subject to the rules and regulations established by the United States Information Agency. Regardless of the comprehensiveness of their program, foreign exchange pupils will not receive a high school diploma but will receive a certificate of attendance.

## **FUNDRAISING**

Requests for all fund raising projects must be in writing and approved by the principal.

## **GRADUATION CEREMONIES**

Commencement is a ceremony in which families, friends, colleagues, etc. honor the graduating students. It is a formal ceremony. Proper decorum is necessary. Appropriate dress is necessary. Commencement is a voluntary activity. If a student does not want to abide by appropriate decorum and dress standards, then the student should not participate. Dress clothing is required. No sunglasses or other attention getting apparel or accessories are permitted.

## **HALL PASSES**

Students shall report to their class first and then, with permission from the teacher, obtain a hall pass to go to another class, the office, the nurse, or the counselor. **Hall passes for going to the restroom, locker, phone, or water fountain will not be granted unless it is an extreme emergency.** Failure to comply with this procedure may result in an unexcused absence or unexcused tardy. Students who do not have their hall pass will not be allowed to leave class. When a hall pass is granted, the student must report back to his or her teacher before the end of the hour. No student should be in the halls during class time without a pass from a teacher or the office.

## **ILLNESS AND DISEASE AT SCHOOL**

The school nurse is here every day that school is in session. The nurse welcomes students' questions and requests for answers to health concerns but cannot diagnose conditions. If a student becomes ill or is injured at school the nurse will notify the parents. Please update work phone numbers and provide pager or cell phone numbers if available. Students cannot be sent home without parental or guardian permission and must check out through the nurse's office and building office.

Kansas State Law (KSA 65-118) requires schools to report known or suspected cases of infectious diseases to the Health Department. Parents are requested to report infectious diseases when they report an absence to the office, or they may call the nurse directly at 776-3380 or 776-3385.

Students with chicken pox cannot be admitted to school until the following conditions have been met:

1. Temperature is less than 100.0 degrees.
2. It has been at least six (6) days since the first vesicle (pox) appeared.
3. The student has been checked by the school nurse.

Students with Streptococcal disease (strep throat) or Conjunctivitis (pink eye) cannot be admitted to school until the following conditions have been met:

1. Temperature is less than 100 degrees.
2. Student has been on antibiotics for 24 hours.

If you have questions, please contact the school nurse at 776-3380.

### ***Head lice***

The Kansas Department of Health and Environment agree that students with head lice shall be kept home from school until treated properly and all nits and head lice are removed from the hair. Please report head lice to the nurse to keep this problem under control. Students must report to the nurse when returning from head lice treatment to be checked before returning to class. Handouts are available from the nurse's office on how to treat and what products to use. They also may not ride the bus until checked by the nurse.

### **IMMUNIZATION**

Kansas Law requires students to be compliant with immunization requirements and to provide that information to the student's attendance center. Our district policy requires that this documentation be brought to or sent to the office prior to final enrollment in any school year. The current requirements by the State Department of Health are as follows:

- Four- (4) doses-D.P.T. (diphtheria, pertussis, whooping cough and tetanus)-the last one must be after the 4th birthday. A booster DT is required at 10 years after the 4th or 5th DT.
- Three- (3) doses-Polio vaccine-the last one must be after the 4th birthday. If not a 4th is required
- Two (2) doses-M.M.R. (mumps, measles and rubella) vaccine.

If for medical reasons your child is unable to receive any immunizations, or part thereof, you must have your doctor sign the back of the KCI for legal exemption for medical reasons. To exempt your child for personal or religious reasons, the parent must sign and complete the back of the KCI. Any student failing to provide said documentation could be excluded from school by the superintendent of schools

### **INITIATION**

There will be no initiation of any form at Rose Hill High School. Any student found to be intimidating a student in lieu of initiation or for some other reason will be disciplined. This discipline may include suspension at the discretion of the administration as determined by the circumstances.

## INSURANCE

The school does not carry insurance for property or personal injury of students. However, insurance may be purchased by any student through a carrier designated by the school. Forms will be available in the office.

## INTERNET GUIDELINES

Rose Hill Schools are pleased to offer limited Internet access to our students. In order for students to take advantage of the vast resources of the Internet, parents and students must first sign a user contract. Students may use Internet access with their instructor's written permission only. Students must use Netscape to access the World Wide Web to conduct key-word searches and browse associated documents. Use of other applications, including phone applications, e-mail, web development, and chat rooms is not permitted. With the assistance of the HS staff, students may print documents. Students may print a maximum of 10 pages per day on their specific academic topics. Additional pages will be at a cost of \$0.10 per page. Any use of the computer and Internet beyond the key word searches above will result in loss of privileges or other appropriate punishment.

## LIBRARY MEDIA CENTER

### **Hours of Operation:**

The High School Library will be open from 7:45 a.m. to 3:30 p.m. on school days and will be closed on school and national holidays. Extended evening hours are as follows:

School Year:	M, Tu, W, Th 3:30 - 8:00 p.m.
Summer (June/July)	Call for information

### **Circulation of Collection:**

Books	2 weeks
Reference books	overnight
Periodicals (current)	one hour
Periodicals (back issues)	overnight
AV software/equipment	teacher request

Library materials are checked out using automated circulation. Students **are responsible** for any library materials checked out in their name. Materials from the library may be checked out as follows:

1. Each student will be issued a bar code.
2. Students must have their planner present to check out items.
3. A replacement charge for lost bar codes will be \$1.00.
4. Library materials are bar coded for check out. Damage to the bar code label will result in a charge to the student for replacement of the label.

### **Overdue:**

- a. Library services will be discontinued to a student as long as he/she has any library materials overdue.
- b. A charge will be assessed at \$.05 per school day/per overdue item. When replacement of the item is necessary, the student must pay the actual cost of replacement.

## **Internet Access**

An Acceptable Use Policy (AUP) must be signed by the student and on file before the student can use the Internet. Internet use by the student is for classroom assignment only.

## **LOCKERS**

Each student will be assigned a locker. Students are not to change lockers without approval from the office. Students assigned to the locker will pay for any damage or writing on the locker. Lockers are school property and should be taken care of. Lockers should be kept clean and neat, as well as free from graffiti, stickers and writing.

1. Each locker is equipped with a lock; therefore, personal locks should not be used on school lockers. Students are not to remove the school lock from any school locker.
2. All books and equipment not in use should be kept in the student's locker. Students are advised, however, not to keep money or valuables in their locker. **The school is not responsible for lost or stolen items.**
3. Locker decorations are subject to administrative approval.
4. Spot locker inspections may be made to ensure that the lockers are maintained in a neat, orderly manner. Lockers will also be inspected if the administration considers it necessary to maintain the integrity of the school environment or to protect other students.

## **BOOKBAGS**

Book bags will **not** be allowed in the classroom/cafeteria/library. Our main concern is for safety and security of our students and staff walking through the classrooms, hallways, and the high school in general. Student book bags, large purses, or other types of bags will not be allowed at anytime in classrooms, cafeteria, or library. Students must use their assigned lockers for their book bags, books, and school materials.

## **MEDICATION AT SCHOOL**

The school does not provide any medication, including Tylenol or lip balm. Students that have a need to take prescription medication at school must have a note signed by a parent giving the nurse permission to administer the medication and a signed doctor's orders. Nonprescription medications must be sent to the nurse in its original container. The parents must submit a written request to the nurse who will supervise the administration of the medication asking for the school's cooperation in the supervision of the medication. This note also releases the school district and personnel from liability. The district reserves the right to refuse to administer nonprescription medication should school personnel deem it to not be in the best interest of the student. Forms are available from the nurse, or you may simply write a permission note. Doctors may fax an order to the High School at 776-3378 or send an order with the medication. All medication must be in the original container with recommended dosage or in a current prescription bottle. NEVER send medication to school in an unmarked container.

## **PARKING/USE OF VEHICLES**

Cars should be parked in an orderly fashion and take up one parking space only. Student parking is in the main parking lot in front of the school. Cars may not be moved during school hours except with special permission from the principal's office. Students may not sit in their cars during the school day or during the lunch hour. Students are not to go to the parking lot area without office approval.

## **PERSONAL ITEMS**

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the student should leave them with a teacher or in the office. It is recommended that personal clothing be labeled with the student's name. **THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR THE LOSS OF PERSONAL ITEMS.**

## **PHYSICAL EDUCATION FACILITIES**

Each student should have his/her own gym shoes, gym clothes, and towel for physical education classes. Special gym shoes which are worn only on the gym floor are required. These special shoes are not to be worn on the outside playing field or as regular shoes outside of the gym. Gym shorts and shirts may be purchased from the P.E. instructor. Any activity in the gym, weight room, or wrestling room must be supervised by a teacher, coach, or activity sponsor.

## **POSTERS/FLYERS**

Posters must be approved by an activity sponsor or the building administration prior to being displayed. All non-school agencies must receive administrative approval for all flyers and/or posters prior to displaying or making them available to students.

## **SCHOOL CLOSING**

The following stations will broadcast school closing information:

Television: KAKE Channel 10, KTVH Channel 12, KSNW Channel 3

Radio: KKRD 107 FM, KZSN 102.1 FM, KFDI 101.3 FM.

## **SCHOOL HOURS**

Students are allowed in the building during the hours of 7:30 a.m. to 3:30 p.m. (8:30 a.m. to 3:30 p.m. on late start Wednesdays). Students who are in the building at hours other than these must have special permission and be under the direct supervision of a teacher or sponsor.

## **SNOWBALLING**

Snowballing is not permitted at school because of the danger of personal injury. Students caught throwing snowballs are subject to disciplinary action.

## **SOCIAL WORKERS**

Permission to see the Social Worker should be obtained through the office except in cases of an emergency.

## **SOLICITATIONS**

All solicitations must be approved by building administration.

## **STOLEN ITEMS**

Any lost or stolen item should be reported to the teacher, sponsor, coach, and or principal. Students are responsible for their own personal items and should never leave their lockers open or unlocked.

## **TELEPHONE USE AND MESSAGES**

The office telephones are for business use. Incoming calls for students will be accepted and a message delivered at a time that will limit the disruption of the educational process. Emergency messages will be delivered immediately. Students will not be allowed to use the phones during class time or between classes. The pay phones will be available to students before school, during lunch, and after school. Students who come to the office to use the phone without the teacher's prior permission will receive an unexcused tardy to class. A student must go to his/her class and receive permission to use the phone.

## **TIME SCHEDULE**

<b><u>Regular</u></b>	<b><u>Late Start</u></b>
1st Hr ..... 7:50- 8:55	1st Hr .....9:05-9:50
2nd Hr ..... 9:00-9:50	2nd Hr.....9:55-10:35
3rd Hr.....9:55-10:45	3rd Hr ..... 10:40-11:20
4th Hr ..... 10:50-12:20	4th Hr ..... 11:25- 12:55
“A” Lunch ..... 10:50-11:20	“A” Lunch ..... 11:25-11:55
“A” Class ..... 11:25 -12:20	“A” Class ..... 12:00- 12:55
“B” Class ..... 10:50-11:20	“B” Class ..... 11:25-11:55
“B” Lunch ..... 11:20-11:50	“B” Lunch ..... 11:55-12:25
“B” Class ..... 11:55-12:20	“B” Class ..... 12:25- 12:55
“C” Class ..... 10:50-11:50	“C” Class ..... 11:25-12:25
“C” Lunch ..... 11:50-12:20	“C” Lunch ..... 12:25- 12:55
5th Hr ..... 12:25- 1:15	5th Hr ..... 1:00- 1:40
6th Hr ..... 1:20- 2:10	6th Hr ..... 1:45- 2:25
7th Hr ..... 2:15- 3:05	7th Hr ..... 2:30- 3:10

\*\*Channel 1 is a part of 1st hour.

## **TORNADO PROCEDURE**

Tornado drills will be held at least three times per year in accordance with state regulations. Notification of a tornado drill will take place over the intercom. In the event of a tornado drill, leave everything where it is and proceed in a quick, orderly manner to the designated area. Remain calm, alert, and in the "tornado drill position." Remain quiet so that all announcements may be heard. When the tornado alert is lifted, an announcement will be made over the intercom.

## **VEHICLES**

Students may not return to a vehicle during the school day . Vehicles are not to be driven from the campus prior to the close of the school day without permission from the administration. Violations may result in the loss of driving privileges and a report to local law officials.

## **VENDING MACHINES**

**Pop and food items are not allowed in the classrooms and are to be consumed only in the commons/cafeteria area.** Money from the vending machines is collected by the Student Council and used for projects that will benefit all students.

## **VISITORS TO SCHOOL**

Students may not bring friends, former RHHS students, cousins, brothers, sisters, etc. to school for purposes of attending class with an RHHS student for all or part of a school day. Parents and guardians or other adults who wish to visit a classroom must make prior arrangements with the teacher and the building principal. Children will not be allowed to accompany the adult on such visits. **\*The parking lot is off limits to visitors without official business--loitering in the school parking lot is not allowed.**

## **WITHDRAWAL FROM SCHOOL/TRANSFER**

Any student who is withdrawing from school during the year must check out through the office. A check out sheet will be issued to the student to obtain the necessary signatures. All books and equipment must be accounted for and all fees must be paid.

## **WEDNESDAY NIGHT**

Wednesday night is family night in the Rose Hill community. Students are encouraged to participate in activities with their families. All school activities, functions, and practices must be over by 6:00 p.m.

## **WORK RELEASE**

Seniors are allowed one period of work release second semester of their senior year, providing they are on track for graduation. No credit is given for work release. Students on work release are not eligible to participate in extra-curricular activities; exceptions may be made for co-curricular activities.

## **YEARBOOK**

The yearbook is a student-produced publication printed by Jostens. Lifetouch Pictures will provide the pictures for the yearbook and for the senior panel. Seniors wishing to use their senior portraits must provide a vertical head shot by the first of November or their Lifetouch portrait will be used. Seniors must have their portrait taken by Lifetouch for the senior panel.

Yearbooks will be on sale for \$49.00 from August until October 15<sup>th</sup>. Books will be sold for \$55.00 from October 16<sup>th</sup> until Winter break. During January until March first, books will sell for the final price of \$59.00. Books must be ordered by February 1st to guarantee your student will have a yearbook. Checks should be made payable to Rose Hill High School. The Yearbook sponsor is Mark Blausen.

## **ACTIVITIES/ATHLETICS**

### **Student Organizations & Clubs**

Rose Hill High School sponsors a wide range of student activities for the purpose of providing students with additional opportunities to develop leaders and citizens, to further develop character and self-respect, to learn to work with and respect others, to practice democratic ideas and ideals, and to learn to use leisure time effectively.

### **THE STUDENT COUNCIL**

Sponsor--Ray Boese

Student Council is an organization of class presidents, class representatives, and club presidents. StuCo raises money to help clubs, help run homecoming events, and speak out for the students. It provides students the opportunity to participate in the government of the school, to promote worthy school activities, to provide a forum for discussion of interest to the student body, to create and maintain standards of good citizenship among the students, to aid in the formation of good school policy and to aid the administration in furthering its policies for the betterment of the school.

#### **09-10 StuCo Officers**

President—Michael Whinery  
Vice President—Kelsey Nelson  
Secretary—Chris Paddock  
Treasurer—Dalton Plummer

#### **Class of '10 (Seniors)**

President—Gabby Skillings  
Vice President—Nicole Appel  
Secretary—Zac Sparr  
Treasurer—Courtney Rash  
Reps: Dylan Clark, Logan McFall, Taylor Carlson

**Class of '11 (Juniors)**

President—Carrissa Hull  
Vice President—Tyler Mankins  
Secretary—Brandon Barnhart  
Treasurer—Keelyn Bonar  
Reps: Krista Crook, Jill Linot, Molly Palmer

**Class of '12 (Sophomores)**

President—Andrea Burghardt  
Vice President—Cristen Clyde  
Secretary—Dalton Nuse  
Treasurer—Sarah Rader  
Reps: Tori Beltz, Mikayla Fisher, Morgan Futhey

**Class of '13 (Freshmen)**

President—Wyatt Clark  
Vice President—T. J. Slade  
Secretary—Hailey McLellan  
Treasurer—Sydney Mankins  
Reps: Michael Cleveland, Jakob Robson, Caylee Sprague

**ORGANIZATIONS AND CLUBS**

<u>GROUP:</u> .....	<u>SPONSORS:</u>
KAYS .....	Teri Koester/Janis Engels
National Honor Society .....	Risa Haug
SADD .....	Teri Koester
Thespians .....	Tanya Dockers
FCA .....	Rocky Stone
Student Council.....	Ray Boese
Cheerleaders.....	Anne Welch
Debate/Forensics .....	Hannah Anderson
Scholars Bowl .....	Diana Hutter
RH Athletic Club.....	Butch Gilbert
TSA/Robotics.....	LeeAnn Youse
Renaissance.....	Leah Ward
Yearbook.....	Mark Blausner

**ATHLETICS**

Volleyball.....	Leah Rempel
Football.....	Greg Slade
Boys Soccer .....	Jerry Treat
Cross Country .....	Brandon Barger
Boys Basketball.....	Rocky Stone
Girls Basketball.....	Jenny Page
Wrestling.....	Drew Anderson
Golf.....	Steve Seimens
Girls Track .....	Butch Gilbert
Boys Track.....	Robert Hansen

Softball.....	Kathy Santo
Baseball.....	Scott Carr
Girls Soccer.....	Jerry Treat
Athletic Trainer.....	Eric Kellerman

**KSHSAA ELIGIBILITY REQUIREMENTS**

According to the Kansas State High School Activities Association, students are eligible:

1. If you are a bona fide student in good standing. A student incurring discipline problems is not in good standing.
2. If you are not yet nineteen years of age. Consult your activities director if you have questions in regard to this requirement.
3. If you have not completed eight semesters of competition or more than four seasons in one sport. This includes grades 9-12.
4. If you have not completed eight semesters of high school attendance. This includes your total attendance beginning with the ninth grade.
5. If you passed in five subjects of unit weight your last semester in attendance. The last two semesters of possible eligibility must be consecutive.
6. If you have passed an adequate physical examination by a physician and have written consent of your parents or legal guardian.
7. If you do not engage in outside competition during the season in which you represent your high school in a sport. Consult your coach or activities director before you participate in any game, training session, or tryout conducted by an outside organization.
8. If you have met the requirements of the transfer rule, in case you are a transfer student.
9. If you are not a member of a high school fraternity.
10. If you have not competed under a false name or for money or provisions of the amateur rule.
11. If your attendance is regular and your conduct and standard of sportsmanship are satisfactory.

**NOTE: Summer school may not be used to make up credit for the purpose of becoming eligible.**

**ROSE HILL HIGH SCHOOL ELIGIBILITY POLICY**

To compete in extra-curricular activities, including athletics, cheerleading and other events adjudicated by the KSHSAA, Rose Hill High School students must meet standards set by the KSHSAA and the following standards set by USD #394:

- pass 6 classes
- have a 2.0 grade point average

Grades will be checked at the end of each quarter. Students who meet KSHSAA eligibility standards can gain or lose eligibility based upon grades at the end of each quarter. The above standards must be met to be eligible for the next quarter. Quarter grades earned at the end of each quarter will be used to determine eligibility for the following quarter. As per KSHSAA guidelines, summer school cannot be used for the purpose of becoming eligible. Once a nine weeks grade is posted, students may not make-up work for the purpose of becoming eligible.

Students who are taking college classes or vocational technical classes along with high school classes must meet the KSHSAA standard of being enrolled in and passing 5 classes to be eligible. The purpose of this exception is to allow for the loss of up to two classes due to driving time. A student may count a 3 hour college class as one high school class, and a 5 hour college class as 2 high school classes. This is the KSHSAA maximum.

Students must be classified as full-time students to be eligible to participate in athletics (including cheerleading) or in extra-curricular activities that are adjudicated by the KSHSAA.

### **EQUIPMENT**

All equipment checked out through the school must be returned at the end of the season. Report any damaged or lost equipment immediately. Students and athletes will be responsible for replacing any lost equipment.

### **INSURANCE & WAIVERS**

Rose Hill High School does not carry insurance for personal injury of athletes. However, insurance may be purchased by any athlete through a carrier designated by the school. Forms will be available in the high school office. All athletes **MUST** have a waiver form on file in the high school office. The waiver must be signed by the athlete and the parent or legal guardian. Forms will be available at enrollment and in the high school office.

### **LETTER REQUIREMENTS**

The coach or sponsor of each activity will determine the requirements for lettering. The first time a student or athlete letters he/she will receive a chenille letter (RH), the gold emblem representing the activity, and a bar representing each year of lettering. Letter jackets may be ordered through the school and Jostens in the fall.

### **OUTSIDE PARTICIPATION**

Students who are members of an athletic squad representing Rose Hill High School may not participate as a member of an outside team or as an independent competitor in the same sport during the school's season for the sport. Violation of this rule shall make a student ineligible for the remainder of that sport's season. Check with your coach or activities director before you participate in ANY outside competition. **Ignorance of the rule will NOT be a satisfactory defense with the KSHSAA. "Fun Runs," church tournaments, etc. that are participated in during a sport's formal season are a violation.**

### **PHYSICALS**

Students and athletes are not eligible to practice a sport or to represent their school in interschool athletics, cheerleading, or debate until there is a physical on file with the activities director prior to the first practice. The physical must be on the form supplied by the KSHSAA. The form must be signed by the doctor, the student, and the parent or legal guardian of the student. Any physical before May 1, 2009 will not be valid for the 2009-10 school year.

## **SPORTSMANSHIP**

Rose Hill High School and the Kansas State High School Activities Association stress sportsmanship and good citizenship. Good sportsmanship is resisting any negative behavior that tends to influence the outcome of a contest. Sportsmanship is conduct which imposes self-control involving honest rivalry, courteous relations and graceful acceptance of results. Positive school and community spirit is a reflection of these attitudes and behavior. Athletics is a laboratory in which such values as sportsmanship, honesty, dedication, teamwork, self-discipline, loyalty, and cooperation are learned and practiced. We urge patrons, parents, students, and guests to keep the purpose of athletics in perspective. Cheer for your team, not against opponents or officials.

Please keep the following fundamentals of sportsmanship in mind when you are representing Rose Hill High School at all contests home and away.

1. Gain an understanding and appreciation for the rules of the contest.
2. Exercise representative behavior at all times.
3. Recognize and appreciate skilled performance, regardless of affiliation.
4. Exhibit respect for officials, coaches, and players.
5. Display openly a respect for the opponent at all times.
6. Display pride in your actions at every opportunity.
7. Yell with the cheerleaders and pep club, not at them.
8. Never "BOO" regardless of the situation.
9. Show respect for the flag by standing, removing your hat and remain at attention until the end of the anthem.

Students, parents, and patrons who do not abide by the fundamentals of sportsmanship may lose the privilege of attending Rose Hill High School activities.

## **TRANSPORTATION TO ACTIVITIES**

1. Transportation to all activities sponsored by Rose Hill High School will be provided. Students will ride to and from the activity with the team in the school vehicle.
2. Students may be allowed to ride home from an activity with their own parent(s) with the permission of the coach, sponsor, or administration.
3. Students will not be allowed to ride home with other students, young adults, friends, or with the parent(s) of a friend, even with parent permission.
4. In very special extenuating circumstances, a parent may request from the principal, not coach or sponsor, that their child be allowed other arrangements. This request should be made two to three days in advance of the event.

**\*\*Violation of the policy may result in a student being denied transportation and participation in future out of town events, detention, ESD, or OSS.**

## **DRUG, ALCOHOL, AND TOBACCO GUIDELINES THAT APPLY TO ATHLETES**

Each coach is to communicate to his/her athletes training rules that are consistent with those established in the RHHS Athletic Handbook. Consequences for failing to abide by those training rules are also to be communicated. Drug or alcohol counseling is not required in these situations.

During the CALENDAR YEAR, a student shall not: use, possess, sell or distribute a beverage containing alcohol; use, possess, sell or distribute tobacco products; use, possess, sell or distribute or abuse illegal drugs; use, possess, sell or distribute drug simulations.

### **Confirmation of Violation:**

A violation is confirmed by admission of the student or by a signed written statement by an observer.

The reliability and validity of an observer shall be determined by a majority vote of a panel consisting of the high school principal, athletic director, one faculty member, and the coach/sponsor of the student in question, and one impartial coach/sponsor.

The RHHS Principal and Athletic Director will be responsible for documentation and implementation of this program.

Penalties will be enforced based on a calendar year following administrative recognition and confirmation of the violation.

### **Violations and penalties:**

**1st violation** - After confirmation of the first violation the student will be ineligible to participate for the next competition date. The student will be required to continue practice and prepare for their sport or activity.

**2nd violation** - The student will be ineligible to participate for 30 calendar days from the administrative recognition of their second violation.

**3rd violation** - The student will be ineligible to participate in any sport/activity for one calendar year from administrative recognition of their third violation.

## **ACCEPTABLE USE POLICY FOR INTERNET ACCESS**

Rose Hill Schools are pleased to offer limited Internet access to our students. In order for students to take advantage of the vast resources of the Internet, parents and students must first sign a contract. All users must share the responsibility for seeing that our computer facilities are used in an effective, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with these rules.

1. I will use appropriate behavior.
2. I will be courteous to others on the network and on the Internet.
3. I will use the equipment with care.
4. I will use only software which my teacher has assigned to me.
5. I will connect only to sites which have been allowed by the teacher.
6. I understand that the computer systems have been set up for me and may not be changed in any way.
7. I will use only "school-appropriate" language, pictures, and other data on the computers or network.
8. I will follow the copyright laws, which protect programs, data, books, and pictures.
9. I will report problems to a teacher.
10. I will leave all materials, equipment, and parts in the lab or computer area so that the systems will be in good working order for the next user. I will remember to keep all food and drinks out of the lab or computer area.
11. I will help to keep the lab or computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.
12. I will have a teacher's permission for using the Internet, computer, or lab.
13. I will have and complete an "Internet Research Form" prior to beginning an online search.

*\*Internet use is monitored and filtered by Two Trees Technologies.*

**I have read the Acceptable Use Policy for Internet Access and agree to abide by the set guidelines for internet use. Failure to comply with this agreement will result in loss of technology privileges for the year.**

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**Parent Signature**

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**Student Signature**

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**Date**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School district No. 394. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - We have your prior written consent for disclosure;
  - The information is considered “directory information” and you have not objected to the release of such information;
  - Disclosure without your prior consent is permitted by law.

The school district may disclose, without your 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 or duties.

The district will disclose a student’s educational record to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have requested or forwarded.

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education, if you believe Unified School District No. 394 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington D. C. 20202-4605
5. The right to obtain a copy of Unified School District No. 394 policies for complying with FERPA. A copy may be obtained from: Rose Hill Schools USD 394, 104 N. Rose Hill Road, Rose Hill, Kansas 67133.

## **DIRECTORY INFORMATION**

For purposes of FERPA, Unified School District No. 394 has designated certain information in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 394 at 104 N. Rose Hill Road, Rose Hill, Kansas 67133-9785 within five (5) days of student's first day of attendance. If a refusal is not filed, Unified School District No. 394 assumes you have no objection to the release of the directory information designated.

## **RECRUITING INFORMATION**

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name address, and telephone number released without your written consent, we will honor that request.

## **NOTICE OF NONDISCRIMINATION**

The Rose Hill Public schools does not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with disabilities Act, the Age discrimination Act may contact Dr. John Purvis, high school principal, at 316-776-3360 or Brad Keirns, the school district's ADA and Section 504 coordinator, 104 N. Rose Hill road, Rose Hill, KS 67133, at 316-776-3300.