



Halstead High School

2011 - 2012

"Home of the Dragons"

Student Handbook

Halstead High School

521 West Sixth

Halstead, KS 67056

(316) 835-2682

This agenda belongs to:

Name _____

Address _____

City/Town _____

State _____ Zip Code _____

Phone _____

IT IS THE RESPONSIBILITY OF EACH STUDENT TO CARRY THIS AGENDA TO ALL CLASSES. IT WILL BE USED AS THE HALLWAY PASS WHILE CLASS IS IN SESSION. STUDENTS ARE ENCOURAGED TO WRITE ASSIGNMENTS IN THEIR AGENDA. IN ADDITION, IT IS THE RESPONSIBILITY OF THE STUDENT TO READ AND UNDERSTAND ALL INFORMATION INCLUDED IN THIS AGENDA. STUDENTS ARE ENCOURAGED TO ASK QUESTIONS FOR UNDERSTANDING.

Class Schedules

Period	1st Semester	Teacher	Period	2nd Semester	Teacher
1st			1st		
2nd			2nd		
3rd			3rd		
4th			4th		
5th			5th		
6th			6th		
7th			7th		
Impact			Impact		

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ACTIVITY LEAVE POLICY: Students attending school sponsored events, home or away, are not permitted to leave and return. In other words, once a student leaves a school sponsored event, the student is not permitted to come back later in the day or evening unless the event has multiple sessions. This includes all school events and activities. In addition, students attending any type of school-sponsored activity are to enter the event or leave the area. Loitering on school property or near school property is prohibited. Exceptions to the above rule must be approved by the building principal.

ADMINISTRATION

Cory Gibson	Superintendent
Joe Gerber	Principal
Michael Estes	Assistant Principal/Activities Director

ADMIT SLIPS: Students are to get an Admit Slip from the office when returning to school following any absence other than an advanced absence.

ALCOHOL AND UNAUTHORIZED DRUGS: Any student suspected of selling, giving, being under the influence or in possession of alcohol or unauthorized drugs in the building or on school grounds, or at a school activity, may be suspended from school for up to 10 days and may have an expulsion hearing in the superintendent's office. Proper law authorities may be notified. Students involved in extra-curricular activities may be subject to further disciplinary actions from the athletic department.

ATHLETICS (Catch the Spirit! Get Involved!)

Baseball
Basketball (boys and girls)
Cross Country (boys and girls)
Football
Golf (boys and girls)
Softball
Track (boys and girls)
Volleyball
Wrestling

ATTENDANCE POLICY

Regular attendance is necessary to maximize the benefits of educational opportunities. One of the major causes of failure in school is absenteeism. Good attendance is a discipline and many students who struggle in higher education and in the job force often do so because of a lack of self-discipline. Employer's state that a major problem they find with high school students or new high school graduates is high absenteeism and late arrival at work.

Education and school attendance must be the student's #1 priority!

EXCUSED/UNEXCUSED/ADVANCED ABSENCES

Any student who is tardy 20 minutes or more will be considered absent for the period. It is the schools responsibility and position to determine the status of all absences and tardies – either EXCUSED, UNEXCUSED, or ACKNOWLEDGED. The principals or their designated representatives will determine if any absence is excused or unexcused according to the following criteria:

Excused Absences require a parent phone call or parent note upon returning to school. Examples of Excused Absences: Personal Illness, Medical/Dental/Legal Appointments, Advanced College Visits, Family Crisis/Funeral, School Sponsored Activities, Advanced Absences approved by an administrator. Students who have a temperature greater than 99.6 degrees are not allowed at school and must be without a fever for 24 hours before returning to school. Exceptions must be approved by the principal.

Unexcused Absences: Absence without advanced parent permission or absences not excused in 48 hours - Suspension counts toward students' absences record. Examples of Unexcused Absences: Oversleeping, Missing the Bus, Working, Skipping School, Senior Pictures, Babysitting/Home Chores, State Fair (unless participating) or any unverified absence (no communication from parents). After 3 consecutive unexcused absences; or 5 unexcused absences in a semester; or 7 unexcused per school year, the student's name may be submitted to the county attorney which could result in charges of truancy against the student and/or parent/guardian. See truancy section of handbook for more information.

Advanced Absences: All absences, other than illness, must have an ADVANCED ABSENCE FORM completed in order to be excused. It is the responsibility of the student and parents to communicate with the school in advance of a requested absence to obtain the proper form in order to avoid unexcused absences and/or make up time.

Excessive Absences:

- Parents may only excuse their student for 10 absences per semester. Further absences will require a doctor's note to be excused. Any absences above 10 without a doctor's note will be unexcused and apply to truancy.
- In the interest of safety and student well-being, parents are requested to phone the school before 9:00 am any day their child is absent.
- On the morning of the third day following an unverified absence, the attendance clerk will record an UNEXCUSED absence. At this point, the unexcused absence can only be changed through an appeal process with a Building Administrator.
- If a student accumulated five or more unexcused absences in a quarter or three consecutive they will be referred the County Attorney for truancy.
- Extreme hardship situations such as extended health problems or medical illness may be granted a waiver by the administration.
- All unexcused absences will need to be made up in after-school detention or Teacher PD/workday make-up time.

- Seniors taking College Classes for dual credit are under Halstead High School attendance requirements.

Exceptions: At an attendance hearing, the student and/or parent(s) must present information regarding the student's absences and reasons for granting an exception to the policy. The committee, consisting of a principal, the counselor and three teachers, will set conditions for an attendance contract.

NOTIFYING THE SCHOOL: In the interest of the safety and well-being for students, parents are requested to phone the school before 9:00 AM any day their child is not in attendance. Students leaving the building during the day MUST check out through the office. A parent conference will be required to be reinstated if the office is not notified.

BELL SCHEDULE

Regular Schedule	
Breakfast	7:30-7:50
1st Hour	8:00-8:51
2nd Hour	8:55-9:46
3rd Hour	9:50-10:41
4th Hour	10:45-11:36
Lunch "A"	11:36-12:01
5th Hour	12:05-1:00
5th Hour	11:40-12:05
Lunch "B"	12:05-12:30
5th Hour	12:34-1:00
6th Hour	1:04-1:55
7th Hour	1:59-2:50
IMPACT	2:54-3:20

Late Start Schedule	
1st Hour	10:00-10:39
2nd Hour	10:43-11:22
Lunch "A"	11:22-11:47
5th Hour	11:50-12:29
5th Hour	11:26-12:05
Lunch "B"	12:05-12:30
3rd Hour	12:34-1:11
4th Hour	1:15-1:54
6th Hour	1:58-2:37
7th Hour	2:41-3:20

BOARD OF EDUCATION

Mr. Michael Davison
 Mr. Eugene Haydock
 Mr. Randy O'Neal
 Mr. Gary Warner

Mr. Cory Harrington
 Mr. Shawn Kohr
 Mr. Bret Talbott

BUILDING AND CAMPUS REGULATIONS: As a member of this school community, students are expected to respect the right and property of their fellow students, as well as their teachers and community members. Please do not throw litter on the floors, school grounds, or our neighbors' property. Do not cut across school lawns or those of our neighbors. We are proud of our school; let's keep it clean and neat!

BULLYING

The Board of Education prohibits bullying in any form, including electronic means (Cyberbullying) on or while using school property, in a school vehicle or at a school sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event. The plan shall include provisions for the training

and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

As used in this policy, the following definitions apply:

- (1) Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying can be any intentional gesture or any intentional written, verbal, or physical, act, or threat that is sufficiently severe, persistent, or pervasive. Bullying creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - (i) Harming a student or staff member, whether physically, non-verbally and verbally, socially, or emotionally;
 - (ii) Threatening to or damaging a student's or staff member's property;
 - (iii) Harming someone's group acceptance;
 - (iv) Threatening or harming a student or staff member through cyberbullying.
- (2) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.
- (3) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff member to and from school or any school sponsored activity or event.

CLASS ACTIVITY FUNDS: Management of class funds will adhere to the district adopted policies regarding student activity funds. Following a class graduation, any available funds can be withdrawn from the district account and placed in an established checking account by the class officers. Fund not withdrawn within six months of graduation will be transferred to the Halsted High School Student Activity Account.

CLASS CHANGES: Final drop date will be five days after the beginning of each semester. No classes can be audited or taken for no credit. After five days, the principal and the counselor must approve changes.

CLASSIFICATION OF STUDENTS

Freshmen	Promotion from 8 th grade
Sophomores	6 Units of Credit
Juniors	12 Units of Credit
Seniors	18 Units of Credit

CLUBS AND ORGANIZATIONS

APOLLO CLUB/TREBELAIRES	KANSAS ASSOCIATION FOR YOUTH
BAND	NATIONAL HONOR SOCIETY
CHEERLEADING	POWERLIFTING
CHOIR & VOCAL ENSEMBLES	SCHOLAR'S BOWL
DANCE TEAM	SPANISH CLUB
DEBATE	STUDENT COUNCIL
DRAMA	TRI-M MUSIC SOCIETY
FORENSICS	YEARBOOK
H-CLUB (boys and girls)	

COLLEGE COURSES FOR DUAL CREDIT: Students taking classes for college credits will receive a letter grade on their high school records for English courses, and other courses may be put on the transcript if requested. Credit for the class will come from the college and will appear on their college transcript.

COLLEGE VISITS: Each senior is permitted two college visitations if arrangements are made in advance through the guidance office and the high school office. In order to qualify as a college visitation day, the student must visit with college officials, make up their class work in advance, and complete the appropriate form from the guidance office. No visit will be approved after May 1st.

CONTRABAND DETECTION CANINES: The overall intent of the use of detection canines on the school campus is to provide a deterrent to minimize the presence of contraband items on school property. *Interquest* policy incorporates routine inspections of such areas as: lockers, gym areas, commons, restrooms, parking lots and unoccupied classrooms. Inspections are performed on a random basis insuring consistency of areas searched. The policy and precedent setting court rulings preclude the handlers from discriminating against a single student locker, backpack or vehicle. All activities conducted by the canines should be random in nature. Further, by law, *Interquest* canines are not trained to sniff individuals. The ultimate goal is to assist in providing a learning environment free from unwanted contraband items.

CORE VALUES

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Respect

**Positive relationships
*Respect each other's work
Respect one's self

Commitment

**High expectations
*Teamwork
Continuous improvement

Integrity

**Honesty
*Trust
Fairness

Optimism

**Yes We Can
*Celebrate
Pride

DANCES: All dances will be scheduled in advance and approved by the administration. Names of proposed out-of-school dates must be listed in the office by 3:30 p.m. on the Wednesday prior to the dance. Administrative approval will be given no later than Thursday. Conduct for school dances include all building and campus regulations. Inappropriate dancing as determined by the administrator-in-charge is not allowed. Violators will be asked to leave. Doors are locked thirty minutes after the start time, and if anyone leaves, they will not be re-admitted.

Once in / Stay in – Once out / Stay out!

DESTRUCTION OF PROPERTY: This occurs when a student destroys another student's property or that of a staff member or any school property. Payment for replacement of property and/or detention, suspension or expulsion may occur.

DETENTION: In the classroom, a student may be assigned a detention by the teacher to be served with that teacher before/or after school. Failure to serve this time will result in an office referral. It is the responsibility of each student that receives detention to serve that detention. Work, school activities, transportation issues, and the like are not valid reasons to miss detention. For these and other reasons, detention should be avoided. The detention policy will be explained to the students in detail the first two weeks of school. If detention is not served in a reasonable time period, a student may be placed in ISS or receive OSS. Students may not represent HHS with outstanding detention time unless arranged by the principal. **"No Show Policy"** for detention – Double the days assigned and lunch outside Commons area. **2nd "No Show"** – Parent conference and/or and suspension may occur.

*Unexcused detention time will constitute truancy.

DETENTION CENTER GUIDELINES

- Students will be expected to remain in an assigned seat until dismissed.
- Report to the HMS or HHS library by 3:25. No admittance past 3:25.
- Bring school work, reading and/or writing material.
- No talking, sleeping, or head on desk.
- No food, drink or candy allowed.
- All HHS school policies still apply during detention time.

DIGITAL MEDIA: Ipods, MP3 players, etc can be used at the discretion of the classroom teacher. They are not allowed in the hallways or commons during the school day. Any device that projects sound requires headphones to be used. This includes computers. Digital media devices may be used in the commons area during lunch time.

DISTRICT E-MAIL: Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action, up to and including suspension from school.

DISTRICT EXIT OUTCOMES

The students of USD 440 will demonstrate knowledge and behaviors that exhibit:

- Democratic and citizenship skills
- Self-directed learning and team-work skills
- Problem solving, creative and high level thinking skills
- Positive leadership skills
- Effective communication skills for a multicultural society
- Concern for others and the world in which we live
- Technology skills necessary for a changing world
- Responsible work place skills

DRESS CODE: Students attending Halstead High School shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards which will result in a neat, clean personal appearance in order to maintain a wholesome and inspiring learning atmosphere. School attire shall be based on common sense and good taste. The district reserves the right at all times to regulate the dress and grooming of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal décor of the school community, or creates a health or safety hazard. Students who violate the rules set below may be asked to change if other apparel is available at school, or they may call a parent to bring proper attire to school. Detention may be assigned for inappropriate dress, and any time lost, due to changing, calling home, etc., and time will be considered unexcused. Dress code violations should be referred to building administration for documentation and action.

The following are general guidelines in regard to student dress:

1. Apparel bearing crude, suggestive, double-meaning, or disrespectful slogans is not to be worn to school or any school function
2. Clothing and accessories, which promotes, advertises, and/or refer either directly or indirectly to drugs, alcohol, tobacco, or inappropriate subjects are prohibited.
3. Bare-midriff shirts, halter tops, spaghetti strap tops, see-through clothing, underwear shirts and tanks that have large armholes are not appropriate.
4. All shorts, skirts, etc. must be appropriate.
5. Any garment that does not allow a student to walk, sit, raise arms, or perform normal school duties without publicly displaying undergarments will be deemed inappropriate. Administration has final authority if clothing is inappropriate.
6. Caps, hats, and sunglasses are not permitted to be worn during the school day in the building. The school day will start when student arrives and leaves the school at the end of the day.
7. Torn, tattered, or sloppy styles are not appropriate.
8. Shoes or sandals must be worn at all times to conform to the State Health Law. Athletic shoes with cleats shall not be worn in the building and only soft-soled shoes are to be in the gym.
9. Coaches and sponsors, in cooperation with the administration, may set standards of dress, which best serve the organization or team.
10. Chains of any type (including billfold chains) will not be allowed at Halstead High School during the day or during any school activity.

11. No *spiked neck* chokers, necklaces, collars, wristbands or bracelets are allowed.
12. No extreme hairstyles (including spiked or unnatural hair colors), dress, or jewelry that detracts from the learning environment will be allowed in school or at school activities.

DRIVERS EDUCATION ELIGIBILITY

Students will be selected and given preference in the following order:

1. Must be in good standing in USD 440.
2. Students must be age 14 on/or before the first day of class.
3. Students must possess a valid Instructional Permit prior to the 1st day of class.

Students must be present for all classroom time as required by the State of Kansas Department of Education. If a student misses scheduled class time, the time may be made up at the convenience of the instructor, but the cost to pay the instructor's salary MUST be paid by the student.

ELIGIBILITY GUIDELINES

Eligibility regulations of the Kansas State High School Activities Association demand that students wishing to participate in extracurricular programs at HHS must pass five out of seven subjects in which they are enrolled the semester prior to competing in an activity. A new average will begin with each new semester.

- If a student is determined to be ineligible, they will be ineligible to participate in any extra-curricular activities of the school except regular classes and activities of those classes where grades are involved. For example, a student may participate in a music concert; however, they may not participate in a music contest or festival involving other schools.
- In addition, Halstead High School requires that students pass at least 5 courses during the season they are a participant or activity they wish to attend at any given time. A weekly eligibility report will be generated the Monday of each week. Any student not passing at least 5 classes will have a week to improve their grades. If the student is not passing at least 5 courses on the concurrent Monday, they will be deemed ineligible until they are passing 5 courses. Students not involved in extra-curricular activities may be restricted from attending extra-curricular activities if they are failing two or more classes and/or are not passing 5 classes. Coaches/sponsors may adopt more stringent guidelines per approval of the building principal.
- Any student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., is not in good standing and will not be allowed to participate in extra-curricular activities as stated in the District's Alcohol/Tobacco Contract.

(Paraphrased from KSHSAA) *Any student who is absent for a significant portion of the school day (FIVE or more class periods) cannot represent our high school in athletics or activities or attend school-sponsored activities on the evening of the same school day. This may be waived at the discretion of the principal under special circumstances. Students must be in school the day before any field trip or school activity to be eligible for the trip unless approved by the Principal. A student may not miss a class they are failing, to participate in a non-graded activity.*

EMERGENCY INSTRUCTIONS

- **A FIRE DRILL** will be held monthly during the school year. The signal for the fire drill is the continuous ringing of the fire alarm bell and strobe lights. Please clear the building as quickly as possible, students should follow the fire and tornado drill directions posted in each room and accompany their teacher to the designated area.
- **TORNADO DRILLS** will be conducted at least once per semester as required by state law. They will be signaled verbally over the school intercom.
- **CODE YELLOW & CODE RED DRILLS** will be conducted once a semester.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provision 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 which are kept and maintained by Halstead-Bentley USD 440. In accordance with FERPA, you are required to be notified of those rights which include:

1. The rights to review and inspect all of your educational records, except those which are specifically exempted.
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;
 - a. The information is considered "directory information" and you have not objected to the release of such information; or disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that 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 US Department of Education if you believe that USD 440 has failed to comply with FERPA's requirements.
5. The right to obtain a copy of USD 440's policies for complying with FERPA. A copy may be obtained from the office of the superintendent.
6. For purposes of FERPA, USD 440 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, 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 the effect with USD 440 at the office of the superintendent on or before September 10 of each school year. If a refusal is not filed, USD 440 assumes that there is no obligation to release of the designated directory information.

FIGHTING: Fighting in the school building, on school grounds, or at any school activity is prohibited. Assault differs from fighting because a person is intentionally placing another person in reasonable apprehension of immediate bodily harm. Battery is unlawfully, willfully, intentionally, or recklessly causing bodily harm to another person. Assault (physical attack) or battery of a student or staff member will, at a minimum, result in short term suspension, and may result in long-term suspension and/or expulsion. Law enforcement may be notified and charges may be filed by parties involved. Students who participate, instigate, or push other students to fight will be dealt with in a similar manner as fighting.

FINALS SCHEDULE

Finals are at the end of each semester – you will be notified as to when this schedule will be used.

FINAL EXAM SCHEDULE	
1 ST or 2 ND HOUR	8:00-9:30
3 RD or 4 TH HOUR	9:40-11:10
<i>LUNCH</i>	11:10-11:40
5 TH or 6 TH HOUR	11:45-1:15
7 th Hour	1:25-2:55

FOOD AND DRINK: Food and drink may be restricted to the commons area by the administration. Students should comply with individual teacher’s rules in regards to food and drink in the classroom. Do not store open food or drink in lockers.

GANG ACTIVITY POLICY: Gang activity, because of its antisocial and violent nature, threatens the physical safety and/or emotional well being of persons, disrupts learning in the school environment, may involve criminal acts, and is therefore prohibited. Gang activity may include, but is not limited to, the following criteria:

1. Communication or dress, implying or indicating membership or affiliation through use of:
 - a. Proclamation of affiliation, either verbal or written
 - b. Hand signals
 - c. Graffiti or literature
 - d. Profanity and other innuendoes
 - e. Apparel, jewelry, accessories, or manner of grooming because of its color, arrangement, trademark, symbol or any other attributes.
2. Organizing or participation in intimidation or aggression, towards self, another person, groups of persons, or school personnel and authority, through use of:
 - a. Initiations or hazing of personal degradation or disgrace through emotional abuse
 - b. Sexual harassment
 - c. Individual or group walk-out or insubordination
 - d. Threatening verbal, body, or written language
 - e. Out of emotional or instructional self-control

- f. Initiations or hazing though physical abuse, including physical abuse
 - g. Extortion
 - h. Assault
 - i. Endangerment
 - j. Possession, threats, or use of weapons
 - k. Bomb threat
 - l. Battery
3. Other Acts
- a. Theft
 - b. Defacing or destruction of property
 - c. Use or possession of alcohol or tobacco
 - d. Sale or distribution of alcohol
 - e. Sale, distribution, possession, or use of drugs or replicas
 - f. Arson

The Administration will follow procedure and assess disciplinary action as necessary.

GENERAL

- Students are not to loiter in city alleys in the vicinity of the school between the hours of 7:30 a.m. and 4:00 p.m.
- The principal must approve distribution of any materials. Petitions must have principal approval to be circulated. Posting of any signs or information must have principal approval.
- Student’s dress or behavior that disrupts the learning climate of the building will not be allowed.
- Students are not permitted to go to the parking lot during the school day without approval from the front office.
- Replacement cost for a lost agenda is \$5.00.
- The stadium area is “off limits” during the school day unless an activity is scheduled with a teacher or sponsor.
- Students under the age of 18 must have a parent present to enroll or withdraw.

GRADE REPORTS: Report cards are issued at the end of each nine weeks session. Parents will be mailed progress reports at mid-quarter.

GRADING SCALE

- 90-100%=A This denotes student work is superior.
- 80-89% =B This denotes student work is above average.
- 70-79% =C This denotes student work is average.
- 65-69% =D This denotes student work is below average.
- 64-Below =F This denotes student work is inferior.

Students have ONE week to make up incomplete grades or they will become “F’s”. See the principal for exceptions.

GRADUATION

25 Total Credits (NOTE - 1 unit = 1 year)

Required Courses for Graduation in USD 440 (17 units)

- (4) units of English
- (3) units of Mathematics
- (3) units of Science
- (3) units of Social Studies
- (1) unit of Practical Arts (includes: FACS, Industrial Arts, computers)
- (1) unit of Fine Arts (includes: vocal & instrumental music, drama, art and forensics)
- (1) unit of Health/PE
- (1) unit of Speech/Lifeskills

REQUIREMENTS TO PARTICIPATE IN GRADUATION

In order to participate in the graduation ceremony, students must fulfill all financial and disciplinary obligations. The principal may allow a student who is within ½ credit of graduation to receive a blank diploma providing plans are made to complete the requirements. Students are expected to attend graduation practice.

REQUIREMENTS TO GRADUATE WITH DISTINCTION

To Graduate with High Honor a senior must attain a grade point average of between 3.75 and 4.0 for their 8 semesters of high school.

To Graduate with Honor a senior must attain a grade point average of between 3.5 and 3.74 for their 8 semesters of high school.

*Honors are calculated on 1st semester grades during the senior year. Honors will be bestowed post graduation for improvements made in GPA 2nd semester.

EARLY GRADUATION: Application must be made by September 1 of the student's graduation year to the principal. Students who graduate early will not be able to participate in commencement ceremonies.

COMMENCEMENT GUIDELINES AND EXPECTATIONS

It is the objective of Halstead High School to conduct an organized formal commencement program. Commencement is a class activity to honor each individual in a dignified manner. Behavior that creates individual attention is inappropriate. Each student participating deserves the recognition earned by meeting the graduation standards. Participation in the formal Halstead High School commencement is a graduate's option and is not required. Students who do wish to participate and march in the commencement activity will agree to the following guidelines:

- A spirit of cooperation will be demonstrated during the practice and program. All school rules and policies are still in force.
- Students will adhere to the following dress code guidelines:
 - Robe and hat decorations are not allowed. Only honor cords and school presented academic medals may be worn. Personal decorations such as pins, flowers, necklaces or other items may not be worn on the robe or hat.
 - Girls will wear a dress, skirt or dress slacks with dress shoes. Flip-flops, tennis shoes, jeans and shorts are prohibited.
 - Boys will wear dress slacks and collared dress shirt, preferably with a tie, and dress shoes. Flip-flops, tennis shoes, jeans and shorts are prohibited.

- Students not adhering to the dress code guidelines will not be allowed to participate in the commencement activity.
- Students are expected to behave in a respectful manner that demonstrates the formal Halstead High School standards of the commencement activity and has been part of the senior commencement practice.
- Diplomas will not be presented during the commencement activity. For those students meeting the expected guidelines, diplomas will be mailed by June 1st.
- Students not cooperating or adhering to the above standards, displaying poor behavior during the commencement activity, or demonstrating poor judgment will be dealt with before officially checking out of school.

HALLWAYS: To maintain an environment conducive to teaching and learning, students are expected to pass through the halls in a quiet, orderly manner. Students are not to linger, run, or shout in the halls, and must have their agenda to be in the halls during class periods.

HOMELESS INFORMATION

Homeless children and youth have the following rights:

- Free and appropriate public education
- Services comparable to those offered to non-homeless children and youth
- Choice to remain in their school or origin or transfer to a school in their current attendance area
- Enrollment in school despite the lack of a permanent address or the lack of school records
- Access to educationally related support services funded by district Title I funds
- Transportation to school and to school programs
- Advocacy from school district liaison to ensure that rights are upheld

HOMEWORK MAKE UP POLICY: Students will have the same number of days to make-up work as the number of days they were absent. Students involved in activities are responsible for getting their assignments prior to leaving as those assignments will be due at the regularly scheduled time. Parents should call and request homework before 9 am in order to have it by the end of the school day. In the event of a planned absence please fill out an **ADVANCED ABSENCE FORM**.

HONOR ROLL: Superintendent's Honor Roll 4.0 or all A's
 Principal's Honor Roll 3.5-3.9 (No D's or F's)

HOW TO FIGURE YOUR GPA (Grade Point Average)

A is 4 points	*Add up your total grades by
B is 3 points	points and divide by the number
C is 2 points	of classes you have.
D is 1 point	Example: 7 A's = 28 points
F is 0 points	28 divided by 7 classes = 4.00 GPA

INITIATIONS: No “hazing” of freshmen or any other students of HHS is allowed. Both of these actions have been subject to recent court decisions, which not only ruled that the school should punish such acts severely, but that the persons guilty of such actions should face criminal and civil prosecution as well. This is against Kansas law.

INSUBORDINATION: Failure to comply with a reasonable request (includes failure to participate or do work in class) in order to provide a learning atmosphere so that learning can be carried on for the benefit of all students is insubordination. Rules must be followed. Students are expected to comply with reasonable requests made by any staff member who is carrying out Board of Education policies or Halstead High School policies in USD 440. Open defiance occurs when a student openly challenges the authority of any staff member. Disrespect to school personnel will not be tolerated.

LIBRARY RULES

- All materials must be checked out even if you use it for just a few minutes. Return/recheck material on time. A fine of 5 cents per day per material will be charged.
- People are in the library to study and read quietly. Visiting or talking, etc. from the hallways will not be allowed.
- Be respectful of material, furniture, property, and people. When leaving the library, leave your area in better shape than the way you found it.
- Your agenda must be with you when you come to the library.
- To have food or drink in the library, students must have the approval of the librarian or teacher in charge.
- The telephone is not for student use.
- Consequences will be enforced if the rules are broken.
- Fines will continue until material is returned, rechecked, or considered lost.

LOCKERS: Lockers will be assigned to each student before the first day of school. Keep lockers locked at all times, and do not leave valuables or money in unlocked lockers. The school is not responsible for lost or stolen items. Damage to lockers must be paid for by the student assigned that locker or the student responsible for the damage. No personal locks will be allowed on lockers unless pre-approved by the building principal. The lockers belong to the school and can and will be inspected periodically by school officials. Book bags/purses must fit in lockers and will not be allowed in the classrooms. Lockers may not be decorated on the outside with personal décor. Students not in good standing or students who violate above policy may have locker privileges revoked.

LOST AND FOUND: Anything lost or found should be immediately reported to the office. Students are asked to turn in any articles found to the office. The administration will make any reasonable effort to recover lost items, but the school is not responsible for personal items lost at school. Please keep valuables at home or locked at all times!

LUNCH POLICY: The lunch period at Halstead High School is a CLOSED period for all students. Students are to be in the commons area or the student picnic table area. Violators will be suspended pending a parent conference. Students are not

allowed in the parking lot during the school day. Exceptions must be approved by a building administrator.

Students of Halstead-Bentley USD 440 are required to pay for meal fees in advance. Payment will be accepted in each attendance center office. Each student will have a meal account where advance payments will be posted. When a student's meal account balance falls below a balance sufficient to pay for three meals, the student will receive payment reminder sheets.

If a student's meal account balance becomes negative, the student will only be allowed to charge a maximum of 5 meals. Because the student meal cost is different per grade, the allowable charge amount will vary. A student will not be allowed to charge the purchase of an extra milk or second entrée while the account has a negative balance. The parent/guardian must provide a sack lunch from home until there is a positive balance in the student meal account. If a student does not have a sack lunch and has a negative balance, the student will be provided with a cheese sandwich and milk for a maximum of 10 times during the school year. If arrangements can't be made for the student to eat a sack lunch or school meals, the case will be turned over to STS as a "Child in Need of Care".

Refunds for food service monies collected for student meal accounts shall be made at the time of student transfer, withdrawal, or at the close of the school year.

MEDICATIONS ON CAMPUS: All medications (including non-prescription medications) must be cleared by the school nurse. All prescriptions require a permission form signed by your doctor and a parent. Over-the-counter medications also require a permission form signed by a parent. If a student requires **any** medication at school, it must be dispensed by the office, unless otherwise ordered by a physician. Medications without permission forms will **NOT** be dispensed at school.

MISSION STATEMENTS (USD 440 and HHS)

HHS: THE MISSION OF HALSTEAD HIGH SCHOOL IS TO ENGAGE STUDENTS IN EDUCATIONAL ACTIVITIES WHICH PREPARE THEM TO MAKE POSITIVE CONTRIBUTIONS IN SOCIETY.

USD 440: USD 440 WILL ENGAGE IN CONTINUOUS IMPROVEMENT TO DEVELOP SUCCESSFUL LEARNERS.

NATIONAL and STATE TESTING DATES:

STATE ASSESSMENT DATES	SUBJECT
November 7 & 8, 2011 (JR)	Math
November 16 & 17, 2011 (JR)	Reading
March 22, 2012	Biology B
April 26, 2012 (FR)	Life Science
May 2, 2012 (SO)	Physical Science

ACT Test Date
December 10, 2011 @ HHS
Other ACT test dates
SAT Test Dates
See Counselor
PSAT/NMSQT test dates
October 12, 2011 (SO, JR)

Registration Deadline
November 4, 2011
See Counselor
Registration Deadline
See Counselor
Adv. Placement Test Dates
See Counselor

NON-DISCRIMINATION

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Cory Gibson, 521 W. 6th, Halstead, KS, 67056-2197, (316) 835-2641, has been designated to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

GRIEVANCE POLICY AND PROCEDURES: Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed. *Any student may file a complaint of discrimination with the building principal or the compliance coordinator. Any student complaint of discriminations shall be resolved under the district's discrimination complaint procedure.

SECTION 504

The Halstead-Bentley School District does not discriminate against any student on the basis of his or her disability and allows equal access to and participation in its programs and activities. The district also does not discriminate against anyone because he or she is associated with someone who is disabled. In addition, it is the district's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instruction or services so that those students may receive free appropriate public education. For additional information please contact a building principal or the district office.

For the policy, a student who may be eligible within the intent of Section 504 is one who:

- Is eligible to attend the district's schools under federal and Kansas law; and
- Has a physical or mental impairment that substantially limits one or more major life activities, including learning.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act, (IDEA). Students who are identified as individuals with exceptional needs under IDEA criteria will have their rights and obligations determined by that law.

Each qualified student within the district who is eligible to receive appropriate individual services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive a free and appropriate public education from the district, as it is defined in Section 504 of the Rehabilitation Act.

PLAGIARISM/CHEATING: If the student is deemed to have cheated or plagiarized others work by his/her instructor, they will receive no credit on the assignment or test and parent contact will be made. The student will be on probationary status from any office they hold. *Second offense* – No credit on assignment/test; Parent conference with student, teacher and administration; and removal from any office held. *Third offense* – No credit and three days OSS. *Fourth offense* – Five days OSS with expulsion hearing.

PRE-COLLEGE CURRICULUM

One of the ways to meet university admission requirements is to successfully complete the pre-college curriculum as outlined by the Kansas Board of Regents. You must complete the curriculum with at least a 2.0 GPA ("C" average) on a 4.0 scale. The following requirements are for admission to any of the Kansas Regents Universities:

(4) units of English

(4) units of Math

(3) units of Natural Science

(3) units of Social Science

(2) units of the same Foreign Language

For more information, visit with the high school counselor.

PUBLIC DISPLAY OF AFFECTION: Displaying affection in public places is inappropriate. The staff and administration will caution students and detention will be assigned for repeated violations. Holding of hands is allowed.

SCHOOL CHECK IN/OUT: Students MUST check in/out through the office to be excused. DO NOT LEAVE the building without notifying the office in advance. Students who fail to check out upon leaving the building will require a parent conference to be reinstated and will also be assigned a double detention for time missed.

SCHOOL CLOSINGS: In case of inclement weather or mechanical breakdown, school may be delayed, dismissed early, or closed by the superintendent. Listen to local radio stations for announcements, or watch Channel 10 (KAKE), Channel 12 (KWCH), or Channel 3 (KSN). In addition, check the district website at www.usd440.com.

SCHOOL SAFETY HOT LINE

Toll Free 1-877-626-8203

SCHOOL TRANSPORTATION

Article 36-13-2 of the Kansas State Regulations states, *“Pupils transported in a school bus shall be under the authority of and direct responsibility of the operator of the bus, unless otherwise assigned by proper authorities. Continued disorderly conduct or persistent refusal to submit to the authority of the operator shall be sufficient reason for refusing transportation to any pupil. The operator of any school bus shall be responsible for the order and conduct of the pupils transported. Drivers are required to report misbehavior by students on the bus.”*

*When a student is dropped off for school on school grounds, they are not to leave without parent/principal permission. Nor may they leave after school if waiting for school transportation home.

As a rule, students shall ride school provided transportation to and from the activity site, unless permission is granted by a building administrator to do otherwise. Students are not permitted to ride to or from activity sites with boyfriends, girlfriends, or other students. Should emergencies or unusual circumstances occur, they should be reported and arrangements made with the principal. Students may ride home with their own parents or guardians if approval is given to the parents/guardians at the site, from the sponsor. Students may ride home with the parents/guardians of another student if prior arrangements are made with the principal or coach well in advance of the activity (prior arrangements include a parent note).

Students will observe the following guidelines while riding the bus:

- Students will be courteous and behave as they are expected to behave in school. School expectations regarding conduct apply to the bus. Students will keep the bus clean and will not vandalize or destroy bus equipment.
- Food and/or drink are not permitted on the bus unless approved by driver or administration. Students will cooperate with the driver and comply with reasonable requests made by the driver.
- Students will not engage in actions which may be considered bullying. Students will not be in possession of tobacco products, illegal substances, or objects that would create a safety hazard while riding the bus.
- Students will keep all body parts inside the bus and will not throw objects while riding the bus. Students will keep their voices at reasonable levels and will not engage in the use of profane or inappropriate language. Students will stay in their seats with their feet on the floor in front of them, facing forward, and keep aisles clear. Students will sit in assigned seats as designated by the driver.
- Students will be on time for boarding of the bus. Students will not exit the emergency exits on the bus unless instructed by the driver to do so or in the event

of an actual emergency. Students will not bring animals on the bus. Students will not bring glass containers on the bus without approval of the principal.

- Students will respect themselves and others. In addition, students will use common sense in following expected behavior.

VIOLATION OF POLICY: Pupils who violate these rules will be reported to the school administration and the privilege of riding the bus may be suspended. The student will be written up on a "Bus Conduct Report" of which copies will be given to the student's principal and sent to parents. A student receiving a second such notice of misconduct may be suspended from riding the bus. Usually, a student may be suspended from riding the bus three to five days after receiving the second report and placed on probation for abusing the privilege of riding the bus. Students who receive additional conduct reports may be refused transportation for the remainder of the current semester.

The following procedures are guidelines for violations or misbehavior by a student riding the bus, per administrative discretion:

1. First violation – Warning by administrator
2. Second violation – Could lead to loss of riding privilege for three (3) days.
3. Third violation – Could lead to loss of riding privilege for five (5) days.
4. Any further violation may result in the loss of transportation privileges for the remainder of the school year per administrative decision.
5. Any serious violation would necessitate instant suspension of transportation privileges for an indefinite period of time. Administration has the authority to bypass steps should the behavior by the student warrant such a measure.

SENIORS TAKING COLLEGE CLASSES for dual credit are under Halstead High School attendance requirements.

SEXUAL HARRASSMENT

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

SMOKING AND USE OF TOBACCO: USD 440 does not permit the use of tobacco by students or any other persons as all USD 440 campuses are tobacco free according to USD #440 Board Policy. Any student in possession of smoking or chewing tobacco in the school building, on school grounds, at a school activity or adjacent areas, may be suspended for three days. Matches and/or lighters are also not permitted on school grounds. Students involved in extra-curricular activities may be subject to further disciplinary actions from the athletic department.

SPECIAL EDUCATION SERVICES

All schools in the Halstead district have access to special education services through the Harvey County Special Education Cooperative. The Cooperative provides services to children age's birth to 21 years. Assistance in meeting the educational needs of your child is available through the schools Intervention Team. Referrals can be made to the team by the parent, teacher(s) or other concerned individuals. The Intervention Team reviews information about the student and develops strategies that may help your child. More information about this process or special education referrals is available through the building administrator.

The Parents Handbook for Special Education and the Procedural Safeguards and Parents Rights in Special Education are documents that can help explain special education services and your rights as a parent. Copies are available through your school office or the Harvey County Special Education Cooperative, 308 E. First, Newton, Kansas. Children with exceptionalities have equal access to all nonacademic and extra curricular activities, as do children without disabilities. It is the policy of the Harvey County Special Education Cooperative to forward educational records on request to the school in which a student seeks or intends to enroll.

More information about special education services is available through your building administrator or the director of the Harvey County Special Education Cooperative, (316) 284-6580. For Hearing/Speech Disabled TDD Users, dial the Kansas Relay Center toll free number 1-800-766-3777. Calls handled by the Relay Center are strictly confidential. The Relay operator will voice to the hearing person the TDD User's message, and then types back to the TDD user the hearing person's words.

SPIRIT SONGS

FIGHT SONG

Halstead High School hats off to thee!
To thy colors, true we shall ever be.
Firm and strong, united are we,
Dragons we will always be
Blue and White we
Fight for old Halstead
F-I-G-H-T, fight, fight, fight, hey
Dragons we will always be
Blue and White we
Fight for old Halstead High.

ALMA MATER

Look across old Kansas
Look out across the plains,
There rises from the 'fore our visions
One school we all acclaim.
Passing from its portals,
To foreign land and sky
We proudly sign our praises,
To dear old Halstead High

SCHOOL SONG

Stand up and cheer
Shout along for dear old Halstead.
For today we raise
The Blue and White above all others!
The snappy band now is playing,
and we are sure to win the fray;
We've got the vim- we're sure to win- For this is Halstead High School's day!

SPORTSMANSHIP

Students participating in and attending school activities and athletic events are representing Halstead High School. Sportsmanship is good citizenship in action! All action is to be for, not against, positive, not negative or disrespectful. We will observe all aspects of *KSHSAA Rule #52*. Know this rule!

1. BE COURTEOUS TO ALL (Participants, coaches, officials, staff and fans)
2. KNOW THE RULES, ABIDE BY AND RESPECT THE OFFICIAL'S DECISIONS.
3. WIN WITH CHARACTER AND LOSE WITH DIGNITY
4. DISPLAY APPRECIATION FOR GOOD PERFORMANCE REGARDLESS OF THE TEAM
5. EXERCISE SELF-CONTROL AND REFLECT POSITIVELY UPON YOURSELF, TEAM AND SCHOOL
6. PERMIT ONLY POSITIVE SPORTSMANSHIPLIKE BEHAVIOR TO REFLECT ON YOUR SCHOOL AND ITS ACTIVITIES

USD 440 POLICY:

School athletic events offer students an opportunity to support the Dragons and learn and practice the role of being a spectator. USD 440 students of all ages are encouraged to attend athletic events. Students will be required to be in the bleachers unless they are going to and from the concession stand or restrooms, or unless the students are with their parents. Bicycles, skateboards, rollerblades, and other such conveyances are not permitted in the activity area. Personal athletic and recreational equipment will not be brought to school activities. For events in the auditorium, students are required to be in seats during performances. Food and/or drinks are not permitted in the auditorium unless approved by a sponsor or administration. Any student who chooses to violate this policy will be warned and, if necessary, directed to leave school grounds immediately.

We never get a second chance to make a good first impression...

SUPPORT STAFF

Charlotte Bouma - HHS Cook	Mary Littlejohn - Custodian
Mike Branson - District Maintenance	Marilyn Mueller - Bookkeeper
Gale Deewall - HHS Cook	Diane Post – HHS Cook
DeAnn Diepenbrock - Secretary	Jason Reinert - Groundskeeper
Joyce DuBois – Paraprofessional	Anne Roach - Technology
Melissa Fisher – Paraprofessional	Charles Robinson - Technology Coord.
Dave Freeburg – Custodian	Jane Rudman - HHS Cook
Tammy Gamache – Activities Secretary	Ryan Spence - Technology
Brad Glendening - District Maintenance	Sandra Williams - Food Service Dir.
Christian Kloepfer – Custodian	

TARDIES

It is the responsibility of the student to be in class on time. A detention policy will be established and explained to all students by the administration. Consequences for tardiness, per nine weeks, will be as follows:

1 st	Warning-no assigned time
2 nd	Detention – 20 minutes – am, pm
3 rd	Detention – 35 minutes – am, pm
4 th	Detention – 60 minutes - pm
5 th	Detention – 60 minutes - pm (Administrator Conference)
6 th	One day In-School Suspension (Parent Contact)
7 th	Two days In-School Suspension (Parent Conference)
8 th	Out of School Suspension (Possible Expulsion)

TEACHING STAFF

FACULTY OF HALSTEAD HIGH SCHOOL

James Caldwell	MS, Wichita State	Art
Bonnie Chronister	ME, Wichita State	TAG
Ron Chronister	MME, Wichita State	Vocal Music
Dana Cox	BS, St. Mary's	Language Arts
Tim Hertzler	BS, Bethel	Industrial Arts
Derrick Hibler	BA, Wichita State	Instrumental Music
Tony Hoops	BS, Bethel	Physical Education
Jane Bodecker Johnson	MS, Emporia State	Spanish
Joshua Johnson	BS, Kansas State	Mathematics
Laura Jordan	MS, Newman	Social Worker
Duane Knoll	MA, Friends	Science
Joell Matlack	BS, Sterling	Media Center
Henry McIntosh	MS, Pittsburg State	Language Arts
Mark Meyer	MS, Fort Hays State	Counseling
Jay Myers	MS, Fort Hays State	Social Science
Donovan Regehr	MS, Wichita State	Mathematics
Mandy Smith	BS, Wichita State	Language Arts
Marc Svaty	BS, Bethany	Physical Education
Carla Warner	BS, Emporia State	Business
T.J. Warsnak	MS, Pittsburg State	Social Science
Adrienne Wedel	BS, Wichita State	Science
Jana Wedel	ME, Tabor	Business Curriculum
Kathy Witt	BS, McPherson	FACS

TELECOMMUNICATION DEVICES: While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law (KRS 158.165) and other related electronic devices, provided they observe the following conditions:

1. The use of cell phones during the school day (7:55 AM-3:20PM) is prohibited, except during a student's assigned lunch period.
2. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorized the student to do otherwise, devices shall be turned off and operated only in the commons area or outside before and after the regular school day and during the student's lunch break.
3. When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, a teacher and/or administrator will confiscate the device which shall only be returned to the student's parent/guardian unless the administration deems another consequence more appropriate.
4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
6. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

TELEPHONE: The high school office phones are for school business only. Students will not be called out of class for incoming calls, unless it is deemed an emergency by the administration.

THEFT: Students are not to steal property of another student or staff member, or steal from any place of business while on school trips. The proper law enforcement authorities will be notified for assistance and possible prosecution of those involved. Suspension and expulsion may occur.

THREATS: All threats will be taken very seriously by USD #440 Administration. Students are not to make threats in any manner. Students are responsible for comments made or written. Outside authorities will be involved as needed.

THROWING OF SNOW: Students are not to throw snowballs at or on school property, or anytime they are under jurisdiction of school authority. This includes before, during and after school and school activities.

TOBACCO/ALCOHOL/DRUG POLICY (for Extracurricular Activities)

The Halstead School District is committed to provide a wide variety of extra-curricular activities for students. The following policy will apply to each student who represents his or her school in any extra-curricular activity sponsored by the Kansas State High Schools Activity Association. Students participating in USD #440 district high school activities are expressly prohibited from the use, possession, transfer, or sale of any

alcoholic beverage, tobacco product, or illegal substances (including the abuse of prescription or over-the-counter medications).

Students participating in any district extra-curricular activity must have a signed Tobacco/Alcohol/Drug contract on file in the Principal's office prior to competing in any event. The signed contract will be in effect during the current school year (first day of fall practice until each season is complete).

Confirmation of violations may result by court action, police report, arrest by law enforcement officials, or by substantial evidence presented to a building administrator by responsible sources. Confirmed violations of this contract will, and may result in additional activity-specific discipline, result in the following consequences. If the student is involved in an activity that is extra-curricular and curricular, such as forensics, debate, or the musical and violates this policy, they will not be allowed to compete or perform. To insure their grade is not affected they will be provided an alternative assignment.

First Offense

In Season Violation: Conferences including a building administrator, the student, parents/guardians of the student and coach/sponsor will be conducted. If verification is found to be sufficient by school administration, the student will be suspended from participation in all extra-curricular competitions for **20% of the regular season**. If a student-athlete responsibly reports such violations to coaches and/or administration prior to confirmation of Tobacco/Alcohol/illegal substance violations, they will be subject to a loss of playing time equal to 10% of the regular season contests.

Out of Season Violation: Conferences including a building administrator, the student, parents/guardians of the student and coach/sponsor will be conducted. If verification is found to be sufficient by school administration, a student is placed on administrative probation and will not be considered "in good standing" as described by Rule 14 in the KSHSAA Handbook, therefore are not permitted to participate in extra-curricular activities. A student may have the choice of successfully completing a substance abuse program and serve a minimum of 20 hour community service OR be suspended from 10% of their next extra-curricular activity season.

Second Offenses (offenses are accumulative throughout the duration of the contract) Conferences including a building administrator, the student, parents/guardians of the student and coach/sponsor will be conducted. If verification is found to be sufficient by school administration, a **student will be suspended from participation in all extra-curricular competition/practices for the remainder of the current season**. Prior to competing in the next season, a student must successfully complete a substance abuse program and serve 30 hours Community Service.

Third Offense (offenses are accumulative throughout the duration of the contract) Conferences including a building administrator, the student, parents/guardians of the student and coach/sponsor will be conducted. If verification is found to be sufficient by school administration at the conclusion of a due process hearing, the student will be prohibited from participating in extra-curricular activities for **one calendar year OR** successfully complete a substance abuse program and serve 30 hours Community Service.

TRUANCY

In accordance with Senate Bill #26, as adopted by the 1973 Kansas Legislature, the Board of Education of USD 440 set forth the following procedures to be followed in enforcing the compulsory Attendance Law: ***A student is considered truant if they are unexcused for either three consecutive days, five or more days in any semester, or seven days in one school year. The County Attorney will be contacted by HHS. Unexcused detention time will constitute truancy.***

USE OF VEHICLES ON CAMPUS: All student vehicles will be parked in the lot northeast of the building only, and only one space is to be used per vehicle. Any display of speed or unsafe driving may result in a suspension of driving privileges. Police may also issue tickets. All transportation should be locked at all times. Any accidents, thefts, or vandalism that occurs on school property should be reported to the administration as well as to the police. The school assumes no liability or responsibility, either expressed or implied, for damage or loss to student vehicles in the high school parking area. Students who are aides at Halstead Middle School may not drive to the middle school or leave campus unless approved by the administration. Parking in the HHS lot is a privilege and may be taken away per administrative discretion.

***WARNING – Vehicles Subject to Search:** Any vehicle entering school property is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

VISITORS: Only students of Halstead High School will be allowed to attend class. All visitors must check in at the office and receive Administrator approval to visit with a member of the staff or student body. Violators can be considered trespassing and can be subject to further legal consequences.

VOCATIONAL TRAINING (Career and Technical Education): Newton High School Vocational Technical School is an educational opportunity afforded our students in good standing. Contact the Guidance Office for details.

WEAPONS AT SCHOOL: Students responsible for bringing firearms on school property may be subject to a one year expulsion (186 days). As used in this policy, the term “*firearm*” means any weapon (including a starter gun, which will or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device). As used in this policy, the term “*destructive device*” means any explosive, incendiary or poison gas, bomb, grenade, bullet or shot gun shells, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other device similar to any of these devices. This also applies to vehicles that are on school property. Students shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

