



+++ *Goodland Junior-Senior High School*

PO Box 509 ~ 1209 Cherry

Goodland KS 67735

785-890-5656

FAX 785-890-8517

Home of the Cowboys & Cowgirls
Student Handbook 2019-20

DISTRICT WEBSITE <http://usd352.org>

Mr. Bill Biermann
Superintendent

Mr. David Blochlinger
Principal

Mr. Marty Lehman
Asst. Principal/AD

Dear Students and Parents

It is with great excitement that we welcome you as a member of the Goodland Junior-Senior High School community, and we look forward to working in a partnership with all of you in the upcoming school year. We know it is essential that educators, parents and students work together to create a learning environment that is safe, meaningful, challenging, and productive for everyone. Goodland Junior-Senior High School provides a number of opportunities for students to be successful both in and out of the classroom. I encourage and challenge you to explore these opportunities throughout the year and make this a memorable school year.

The primary interest of any school is to fulfill the educational needs of the students. The faculty and staff are dedicated to that purpose. We want to help you achieve educational excellence as we provide an optimal learning environment for you on a daily basis. We challenge you to fill your role as a student and take advantage of the opportunities you are afforded. As students your attitude and effort are vital keys in creating positive outcomes. I encourage you to do the best you can in making every effort to succeed. Your education truly is the cornerstone for building a successful life!

Finally, the Goodland Junior-Senior High School Student Handbook is based on USD 352 Board of Education policies. The information contained in this student-parent handbook is offered as a guide to assist us in maintaining an atmosphere conducive to learning. I encourage students and parents to read the handbook together at the start of the school year to understand the basic guidelines, expectations, and procedures. The policy and rules are in place to assist and protect students during the learning process, so understanding and cooperation are keys to that success.

I encourage and welcome everyone to have an interest in all aspects of our educational programs, please do not hesitate to call the school any time you have questions or concerns. I am looking forward to a highly successful school year at Goodland Junior-Senior High School.

Sincerely,

David Blochlinger
Principal
(785) 890-5656

ADMINISTRATION, FACULTY AND STAFF

USD 352

BOARD OF EDUCATION

Ms. Jessica Cole (President)
Mr. Terry Smith (Vice-President)
Mr. Brad Schick
Mr. Travis Daise
Ms. Diana Spinney
Mr. Brad Bergsma
Ms. Gennifer House

SUPERINTENDENT OF SCHOOLS

Mr. Bill Biermann

GJHS/GHS BUILDING ADMINISTRATION

Mr. David Blochlinger	MS, Fort Hays State	Principal
Mr. Marty Lehman	MS, Kansas State University	Assistant Principal/AD

GJHS/GHS FACULTY AND STAFF

Ms. Raquel Tomsic	BS, Fort Hays State University	
Ms. Delaney Pollart	BS, Kansas State University	Language Arts
Mr. Brian Coon	BSE, Emporia State University	Science
Ms. Jackie Elliott	MS, Kansas State University	Math
Mr. Jeffrey First	BFA, Oklahoma Panhandle State	Art
Ms. Lori Graybill	BS, St. Cloud State University	Language Arts
Ms. Sharon Hall	BS, University of Kansas	Language Arts
Mr. Shane Hollern	BS, Emporia State University	Social Studies
Ms. Deanne Langness	MSE, Newman University	Band
Ms. Jennifer Lehman	MS, Fort Hays State University	Guidance Counselor
Ms. Morgan Sherlock	BS, University of Nebraska at Kearney	Math
Ms. Connie Livengood	BS, Fort Hays State University	Science/PE
Ms. Emily Luckert	BS, University of Nebraska Kearney	Social Studies/PE
Ms. Barbara Bedore	AS, Colby Community College	Library Media
Mr. James Myers	MS, Fort Hays State University	Industrial Arts
Ms. Melissa Reed	MS, Fort Hays State University	Special Education
Ms. Katie Brzon	BA, Fort Hays State University	Language Arts
Mr. Joseph Sramek	BS,, Fort Hays State University	Computers/Business
Ms. Emily Stefan	BSE, University of Kansas	Vocal
Mr. Jeremy Stefan	BSE, Emporia State University	PE
Mr. Jay Stout	BSE, Northeastern State University	Science
Ms. Tanya Szanto	MS, Fort Hays State University	Math
Mr. Chase Topliff	BS, Fort Hays State	Business
Mr. Duane Unger	MS, Kansas State University	Science
Ms. Jordina Obradors-Solanich	MS, University of Barcelona	Foreign Language
Mr. Josep Majoral-Julio	BSc, MSc, Ramon Llull University	Computers/Buisness
Ms. Kathy Werner	MA, Western Governors University	Family and Consumer Science
Mr. Jonathan Whisnant	BA, Fort Hays State University	Social Studies
Mr. Grant Wiegiers	MS, Emporia State University	PE/Weights
Mr. Katisha Wiegiers	MS, Emporia State University	Math/Counselor
Mr. Dustin Wiley	BA, Oklahoma State University	Vocational Ag
Mr. Travis Witman	BA, Kansas Wesleyan University	Social Studies
Ms. Molly Witzel	MA, Colorado State University	Language Arts/Yearbook
Ms. Brenda Platt	BS, Emporia State University	Special Education
Mr. Greg Craig	MS, Emporia State University	ELL

GJHS/GHS CLERICAL STAFF

Ms. Shelley Brown Secretary/Attendance
Ms. Brandi Hays Secretary/Accounts Payable/Athletics

GJHS/GHS CUSTODIAL STAFF

Mr. Kenneth Grieve Head Custodian
Mr. Bob Smith Night Custodian
Mr. Santos Sanchez Night Custodian
Mr. Mario Hernandez Fieldhouse Head Custodian
Mr. Matt Ballentine Fieldhouse Night Custodian

GJHS/GHS CAFETERIA STAFF

Ms. Jennifer Brigham Head Cook
Ms. Brenda Johann Asst. Cook
Ms. Kimberly Clayville Asst. Cook
Ms. Mary Callahan Asst. Cook

GJHS/GHS PARAPROFESSIONALS, Tutors & AIDES:

Pat Briney	Cassie Cooper	Gloria Bustillos	Jared Rider
Marcia Evert	Rhonda Negal	Marcela Orazco	Paul Medrano
Caroline Pettibone	Jeanie Topliff	Taryn Jones	Jovana Amthor
Alma Clavijo			

GJHS/GHS NURSE

Ms. Carrie Peter

DISTRICT PHONE NUMBERS

Administration Office	785-890-2397	West Elementary	785-890-6163
Goodland Junior/Senior HS	785-890-5656	North Elementary	785-890-6558
Bus Barn	785-890-3011		

USD 352 MISSION STATEMENT

USD 352 will provide a safe and positive environment in which high standards of learning are established. We will motivate and challenge each student to engage in high levels of achievement through effective and innovative teaching practices designed to serve a unique and diverse student population. We are committed to prepare each student to become a productive member of society and will work collaboratively to achieve this shared purpose.

Motto/Slogan

Engage, Enrich, Empower Every Student, Every Day

Accreditation

Goodland Junior/Senior High School is recognized by the Kansas State Board of Education as an “accredited” school.

LEAGUE AFFILIATION:

Goodland Junior/Senior High School is a member of the Great West Activities Conference (GWAC). League members are Goodland, Colby, Ulysses, Hugoton, Holcomb, and Scott City.

SCHOOL FIGHT SONG

We'll sing and shout for Goodland High
We wave the black and gold across the sky
We write our name across the plains
Until the world knows of our fame
And power so it's on we go
Unto a school so bright and true
So give a cheer for alma mater of Goodland High
We're strong for you!

GHS CLASS SPONSORSHIP SCHEDULE

Freshmen..... Miles and Coon
(collect cardboard for bonfire, Freshman homecoming float)
Sophomores..... Wiley and Witzel
(Sophomore homecoming float)
JuniorsBedore/Reed.....Szanto and Whisnant
(Junior homecoming float, Prom supervision)
Seniors..... Witman/Blochlinger Livengood and Sramek
(Senior homecoming float, Prom/Graduation supervision)

GHS CLASS SPONSORSHIP ROTATION

2020-21 G. Wieggers and First
2021-22 J. Stefan and Topliff
2022-23 Sherlock and Langness

GJHS/GHS SPONSORSHIPS

A.F.S. Club	Mary Porterfield
Art Club	Jeffrey First
Cheerleaders	Chelsey Brown
DECA	Chase Topliff
FCA	Jared Rider/Caleb Miles
FCCLA	Kathy Werner
FFA	Dustin Wiley

G.A.A.
 G-Club
 SADD
 Jumping Juniors
 N.H.S.
 Scholars Bowl (JH)
 Scholars Bowl (HS)
 Science Olympiad
 STUCO

Connie Livengood
 Chase Topliff
 S.R.O.
 B. Whitmore/J. Vignery
 Duane Unger/
 Emily Luckert
 Brian Coon
 Brian Coon/Jeff First
 Shelley Brown

GJHS/GHS CLASS BELL SCHEDULE

	M,T,TH	Wednesday:	Flex Friday
		PLC 7:30-8:05	
1st Period	7:30-8:20	8:10-8:54	1 st Period -7:30-8:12
2nd Period	8:24-9:14	8:58-9:42	2 nd Period -8:16-8:58
3rd Period	9:18-10:08	9:46-10:30	3 rd Period - 9:02-9:44
4th Period	10:12-11:02	10:34-11:18	4 th Period - 9:48-10:30
HS CC/JH Lunch	11:02-11:42	11:18-11:58	5 th Period -10:34-11:16
JH CC/HS Lunch	11:42-12:22	11:58-12:38	HS CC/JH Lunch 11:16-11:56
5th Period	12:22-1:12	12:38-1:22	JH CC/HS Lunch 11:56-12:36
6th Period	1:16-2:06	1:26-2:11	6 th Period – 12:36-1:16
7th Period	2:10-3:00	2:15-3:00	7 th Period – 1:20-2:00
			Flex Hour -2:04-3:00

GJHS/GHS ENROLLMENT FEES

Technology use Fee	\$30.00
Art JH/HS	\$10.00
FACS JH/HS	\$10.00
Uniform Cleaning	\$25.00
USD352 Instrument Rental	\$85.00
Cabinet Making JH/HS	\$10.00
VoAg HS	\$10.00
All HS PE classes	\$ 8.00
Junior High Sports	\$ 5.00
JH/HS Towel Fee (per sport)	\$10.00

Meal Fees

Student

Breakfast	\$1.70
Lunch	\$2.45

Adult or Guest

Breakfast	\$2.25
Lunch	\$3.70

Extra Milk

\$0.50

***All 7-12 students are admitted free to any home JH/HS athletic event excluding tournaments with a student ID**

Family passes \$200 – Good for all home JH and HS athletic events excluding tournaments

**GOODLAND UNIFIED SCHOOL DISTRICT
2018-2019 CALENDAR**

August 1.....	School Offices Open
ONLINE	District Enrollment
August 8-9	New Teacher In-service
August 12 -14	Teacher Professional Day
August 13	Open House
August 15	First Day of School
September 2.....	No School - Labor Day
September 18, 25.....	Parent Teacher Conferences 4 – 8 pm
September 27.	No School
October 17.....	End of 1 st 9 weeks
October 18.....	No School -Teacher Professional Day
November 27, 28, 29	No School - Thanksgiving Vacation
December 11.....	Senior Citizens’ Dinner
December 19	End of 2nd 9-weeks; 1st semester
December 20.....	Teacher Professional Day
December 23, Jan. 3.....	Winter Break
January 6.	Teacher In-service – No School
January 7.....	Classes Resume
January 20.	Martin Luther King Day – No School
February 11,12.....	Parent Teacher Conferences 4 – 8 pm
February 14.....	No School
March 12.....	End of 3rd 9-weeks
March 13.....	No School - Teacher Professional Day
March 16-20.....	No School-Spring Break
April 10.....	Good Friday – No School
April 20	No School - Teacher In-service
May 13.....	Last Day for Seniors
May 16.....	GHS Graduation
May 21.....	End of 4 th 9-weeks/Last Day of School
May 22.....	Teacher work day
May 25	Memorial Day

BUILDING HOURS: Goodland Junior/Senior High School will be open from 7:00 am until 4:00 pm. Students are not to be in the building prior to 7:00 unless they are working with a teacher. Below are the designated areas students are to be at before, during lunch, and after school.

Breakfast

7:00 - 7:25 (Mon., Tues., Thurs., Fri)

7:40 - 8:05 (Wed.)

Before School until 7:25 bell

Any 7th-12th-grade student participating in the breakfast program should go directly to the cafeteria for breakfast. All other junior high students who arrive early need to report to the gym. All high school students not participating in the breakfast program need to be in designated areas prior to the 7:25 bell. These areas include class hallways (sitting against the wall), library, courtyard, or classroom w/teacher. **High school students are not allowed in the gym prior to school starting.**

During Lunch

During lunch all junior high students are to remain in the cafeteria while eating. At a designated time, students will be allowed to access the gym. High School students eating on campus are to remain in the cafeteria while eating. After eating their lunch, students will be allowed to leave campus or go the courtyard or library. Students are to not be in the hallways or stairways over the lunch period.

After School

After the dismissal bell at the end of the day, students should vacate the building unless they are participating in a school activity or working with a teacher.

STUDENT ID CARDS: All 7-12 students will be issued student ID cards at the beginning of the year. These cards will be used for scanning at lunchtime, in the library, as admission to home athletic activities, and other uses. Students are responsible for their own ID cards and are not to be shared. Cost to replace lost ID cards will be the responsibility of the student. Failure to provide ID card at lunch will result in the student having to go to the back of the line.

CAR USE: "On-campus" driving between classes is prohibited. Students without an unrestricted license are reminded that **by law** they are only able to drive from home to school or work and back and should **not** drive from the campus during the school day.

Suspension of driver's license or privilege upon certain school safety violations; procedure.

(a) Whenever a student has been found in possession of a weapon, controlled substance or illegal drug at school, upon school property, or at a school- supervised activity or has engaged in behavior at school, upon school property, or at a school- supervised activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the chief administrative officer of the school shall make an immediate report of the pupil's act to the appropriate law enforcement agency. Upon receipt of the report, the law enforcement agency shall investigate the matter and give written notice to the division of vehicles of the department of revenue of the act committed by the pupil. The notice shall be given to the division of vehicles by the law enforcement agency within three days, excluding holidays and weekends, after receipt of the report and shall include the pupil's name, address, date of birth, driver's license number, if available, and a description of the act committed by the pupil. Upon receipt of the notice, the division of vehicles shall suspend the student's driver's license or privilege to operate a motor vehicle on the streets and highways of this state. The duration of the suspension shall be for a period of one year. Upon expiration of the period of suspension, the

student may apply to the division for return of the license. If the license has expired, the student may apply for a new license, which shall be issued promptly upon payment of the proper fee and satisfaction of other conditions established by law for obtaining a license unless another suspension or revocation of the pupil's privilege to operate a motor vehicle is in effect. If the student does not have a driver's license, the student's driving privileges shall be revoked. No Kansas driver's license shall be issued to a student whose driving privileges have been revoked pursuant to this subsection for a period of one year.

PERMIT TO LEAVE THE BUILDING: Any time a student leaves the building, he/she must check out through the attendance office and receive a blue slip. The blue slip must be presented to the attendance office upon return to the building. ****Once students are in attendance at school, they MUST check out through the office before leaving for any reason. ALL STUDENTS need parental permission to leave the building during school hours, with the exception of high school students leaving for lunch.***

VISITORS: Any visitor must be cleared by the front office at least 24 hours in advance. When a visitor enters the office, an adhesive badge stating the visitor's name, date of issuance and time will be provided. Prior to leaving the building the visitor must exit through the office and record the exit time. **THIS IS MANDATORY. WE DO NOT ALLOW FRIENDS TO ATTEND CLASSES WITH GJSHS STUDENTS.** In order to attend classes during the school day, you must be enrolled at GJSHS.

ENROLLMENT: Goodland Junior/Senior High School will operate on a 7 period day. **Each student must carry seven (7) units of credit per year unless in a special program.** A high school student may enroll as an aide when he/she is classified as a senior. Office, library, and teacher aides are by permission and must be approved by both principal and teacher.

Required Documents: Students entering Goodland Junior/Senior High School for the first time will be admitted upon presentation of their **transcripts** from the previous school, **immunization records** and **birth certificate**. Kansas Law requires that anyone entering school for the first time in the state of Kansas must present to the school a valid copy of his/her immunization record with the following required immunizations: TDaP, Polio, MMR and a Td booster (every 10 years). If the records are not available at the time of enrollment, the student will have 90 school days to present the records or he/she will no longer be able to attend school until the records are presented as complete. If a student needs a Tetanus booster during the school year, a notification will be sent home and the student will have 30 days to comply with the request. If the Tetanus booster is not obtained by the 30-day deadline, the student will not be able to attend school until documentation of the booster is on file in the nurse's office. The student will also be required to provide a copy of his/her **Social Security Card** and birth certificate. Reasons of health and/or religious beliefs, as provided by law, are the only exceptions to these requirements.

GJHS/GHS GRADING SCALE

100 - 93 = A
93 - 90 = A-
89 - 87 = B+
86 - 83 = B
82 - 80 = B-
79 - 77 = C+

76 – 73 = C
72 – 70 = C-
69 – 67 = D+
66 – 63 = D
62 – 60 = D-
59 & below = F

GRADE POINT AVERAGE: Only those subjects outlined in the Goodland High School Enrollment Handbook will be used to compute the cumulative grade point average. Exceptions are for those students who transfer to Goodland Junior-Senior High School from another state accredited high school or students who are taking approved online courses through an accredited post-secondary school.

Classes taken from an alternative school (e.g. Goodland Learning Center) will be issued a “Pass” or “Fail” status and will not be computed in the GPA.

GPA IMPROVEMENT: With principal and counselor permission, students can improve their grade in course they have previously passed by taking the class a second time. The student may repeat the course only once for the purpose of raising the grade. When re-enrollment in a course is permitted or required, it cancels the original grade and credit of the earlier enrollment. The repeated class does NOT remove the original grade and title of the course from the permanent transcript. The original credit attempt will remain on the transcript and "R" for REPEAT will be placed before the name of the credit class. The repeated class grade will be used to figure the student's grade point average (GPA). **Repeated classes or previously passed classes, DO NOT count for KSHSAA credit and will not go toward the 5 subjects, student athletes need to pass each semester to be considered eligible. Also, any repeated courses will not be included in the calculations for valedictorian or salutatorian.**

FAILED CLASSES: If a required class is failed, students will need to visit with their counselor to plan the best time to re-enroll in the failed class and remain on schedule to graduate.

RECOVERING COURSES: In order to recover failed classes outside of the regular classroom, the classroom teacher and counselor would need to recommend that option to the Principal, who would make the final decision. The decision to allow recovering credit would include: The student's attendance record, missing/not handed in homework, academic growth and achievement, along with total effort put forward in the class.

EXTENDED LEARNING OPPORTUNITIES:

Students will have the opportunity to “recover” failed credits through an off-campus supervised, individualized, virtual learning environment. “Recovered courses” will be issued a “Pass or “Fail” status and will not be computed in the student's GPA. For Eligibility purposes, courses must be completed by the end of the semester. Students experiencing schedule conflicts will also have the opportunity to participate in an on-campus virtual learning environment.

TEACHERS AIDE:

A senior student may enroll as an aide, but they may enroll only in one non-academic (aide) credit course each semester. Only Senior students with a cumulative GPA of 3.0 will be allowed to Aide. The principal must give permission for a student to be an office aide and the teacher must give permission for a student to be a teacher aide. Teacher Aide is given .25 credits per semester. Regular attendance and tardies will be taken. This is like a job. Be on time and be there

every day. Only one student aide per teacher/staff member. The office may have one student aide. All student aides will be assigned to a staff member at the junior-senior high. Once all Jr/Sr High spots are filled, the counselor will check with North and West and possibly assign students to any other teachers interested in a student aide. Student aides are not to leave campus unless assigned at North or West. Students will not be allowed to aide with a relative.

INDEPENDENT STUDY COURSES: All Independent Study courses are for juniors and seniors only and must be approved by the high school principal prior to admission, this includes any courses taken over the summer either online or through a post-secondary school. In the rare case where an Independent Study course is taken for college credit, the grade recorded on the GJHS/GHS transcripts will coincide with the grade given by the college.

DUAL CREDIT CLASSES: Students may enroll in dual credit courses and receive both college credit and high school credit for the class. All expenses of the college credit courses are the responsibility of the student.

ACCELERATED LEARNING ACADEMIES/WEIGHTED COURSES: Students may have an opportunity to be accepted to various accelerated learning academies and/or take courses that are weighted. Such courses will be placed on the student's official transcript as such. However, in determining overall class rank, valedictorian, and salutatorian, all students will follow the same grading scale.

CLASS CHANGES: Students need to choose their courses carefully, keeping in mind their career goals. A student must conference with the principal and/or counselor to present sound educational justification for a requested class/schedule change. After the second week of the semester, courses may be added only with the approval of the parent, teacher, principal, and counselor. Courses may be dropped only with approval from the teacher, principal, and counselor.

REPORT CARDS: Parents are encouraged to utilize PowerSchool throughout the school year to monitor the grades of their student. Report cards will not be mailed home at the end of each grading period with the exception of the final grading period at the end of the year. If a parent is unable to monitor their student's grades on PowerSchool a hard copy can be mailed home per parent request. If questions arise, parents are urged to contact the teacher. Only semester grades are recorded on the permanent transcript. Grade Point Averages (GPA's) shall be computed on a semester basis. Cumulative credits and Cumulative GPA's are also computed at the end of each semester.

HONOR ROLL: At the conclusion of each quarter and each semester any student who has all A's and B's will be considered to be on the Honor Roll. Students with all A's will be placed on the Supreme Honor Roll. Students with all A's and B's will be placed on the Principal's Honor Roll. the year awards assembly.

SENIOR AWARDS:

1. Rotary Students of the Month- Each month one senior male or female is selected by staff as Rotary Student of the Month. This student will join administration at one of Rotary's weekly luncheons to be recognized as well as have their picture in the paper.
2. *Excellence in Education award- This award is given to a senior male or female who demonstrates a strong

commitment to academic excellence and service to his/her school and community.

3. * Perfect Attendance Award- Any student attending four years of high school without missing any school with the exception of school activities will be recognized and receive a perfect attendance award medal.

4. *Honor awards- Students will receive this honor award based on their contributions to the school, including but not limited to attitude toward staff and fellow students, contributions in classes, participation in some aspect of the school activity programs, and the impact they have had on making GJHS/GHS a better school during their four years. A faculty committee will select the final candidates.

5. * KSHSAA Citizenship Award- One of the more historic and prestigious awards given to seniors throughout the state of Kansas, voted on by the staff. This award is given to one senior male and female student who displays respect, reverence, and responsibility to his/her teachers, administrators, and peers.

- Awards will be given at our end of the year awards assembly

GOODLAND JR-SR HIGH SCHOOL GRADUATION REQUIREMENTS:

Total Credits Required for Graduation

24 credits

Of the total credits required for graduation, the following are required courses:

- Four Units of Language Arts (English I, II, III, IV, Comp I & II, Speech)
- Three Units of Mathematics
- Three Units of Science (Biology is required)
- Three Units of Social Studies (1 Am. History, .5 Am. Govt., 1 World History, .5 Elective)
- One Unit of Physical Education/Health
- One Unit of Fine Arts
- *.5 units of Technology
- *.5 Units of Consumer and Personal Finance or Agricultural Business
- * Beginning with class of 2018

All other units to achieve the total number required are elective.

REQUIREMENT OPTIONS FOR GRADUATION				
Required for:	State (21)	GJSHS Diploma (24)	Qualified Admissions	Kansas Scholar
English	4 credits Must include reading, writing, literature, communication and grammar	4 credits Same as state .5 of Eng IV could be Speech,	4 credits (1 in each year of high school)	4 credits (1 in each year of high school)

Social Sciences	3 credits U.S. Government Modern American History, Modern World History	3 credits Same as state World History (1) U.S. History (1) U.S. Government (.5) Elective (.5)	3 credits Same as state	3 credits Same as state
Math	3 credits Algebraic & Geometric concepts	3 credits Same as state	3 credits Algebra I, Geometry Algebra II & at least 22 on ACT (if not 4 credits of higher level math)	4 credits 1 from Pre- Calculus or above
Science	3 credits Physical & Biological concepts with 1 lab course	3 credits Same as state must take biology	3 credits Biology I & higher	3 credits Biology, Chemistry & Physics
PE/Health	1 credit	1 credit Same as state	0 credits	0 credits
World Languages	0 credits	0 credits	0 credits recommended but not required	2 credits from same World Language
Career & Technical Ed	0 credits	1 credit (.5 tech; comp. apps, web page, acct., graphic design. .5 Personal Finance)	0 credits	0 credits
Fine Arts	1 credit	1 credit Same as state	1 credit Same as state	1 credit Same as state
Electives	6 credits	8 credits	7 credits	4 credits

- Approximately 20% of those students applying for the Kansas Scholar actually receive this honor.
- The high school counselor must submit the names of qualifying students and their grade point average.
- The student must take the ACT before December of their senior year

GRADUATION HONORS:

Only at the completion of eight semesters will graduation honors be determined.

1. The Valedictorian of the graduating class will be determined by the highest cumulative grade point average. The Salutatorian will be determined by the second highest cumulative grade point average. In the case of a tie, students with the highest cumulative grade point average will be deemed Co-Valedictorians with the next highest being deemed as Salutatorian.
2. Those students graduating with a 3.8 cumulative grade point average or above will be recognized as graduates with high honors and will receive honor medals and honor cords.
3. Those students graduating with a 3.50 to 3.79 cumulative grade point average will be recognized as graduates with honors and will receive honor cords.

EARLY GRADUATION: To be eligible for early graduation a student must have passed all required courses and accumulated 24 credits by the end of the first semester. A student will not be allowed to complete such required courses online in order to qualify for early graduation (extreme exceptions

may apply). Additionally, the student must request approval from the building principal and board of education to be accepted for early graduation. When a student graduates at end of first semester, he/she is not eligible to participate in extra curricular activities such as Prom; however, he/she will be allowed to attend graduation and walk across the stage with his/her class. Early graduation students need to contact their senior class sponsor for senior items, such as cap and gown, announcements, and photo packets for the newspapers.

GRADUATION CEREMONY: Seniors wishing to participate in graduation ceremonies must have completed all requirements as set forth by the Board of Education. The Wednesday before graduation weekend will be the last day of finals for seniors, and this will be the deadline date for completion of all requirements. A student who fails to complete requirements by 3:30 pm on Wednesday will be informed that evening that they will not be participating in the graduation ceremonies, and will need to make further arrangements to complete the graduation requirements. Any exception must be approved by Administration.

SENIOR GRADUATION APPAREL: Gentlemen should wear slacks or pants and shirts for both commencement and baccalaureate. Under no circumstances will open toed shoes or short pants be allowed.

Ladies should wear slacks or pants and shirts or dresses with appropriate shoes. Corsages or costume jewelry may not be worn with caps and gowns. Short pants of any kind are not allowed. Students who violate the dress code will be asked to change. If time does not permit for this to occur, the student will not be allowed to participate in the ceremony. **NO WRITING OF ANY KIND WILL BE ALLOWED ON CAPS OR GOWNS.**

DIPLOMAS: Seniors need to pick up their diplomas in the high school office beginning the Monday proceeding graduation. Any senior who has any outstanding fee or has not turned in school issued equipment will not receive their diplomas until such matters have been taken care of. Additionally, any senior that causes physical damage to school property or bodily harm as a result of his/her actions before, during, or immediately after the graduation ceremony will not receive his/her diploma until meeting with administration.

ACADEMIC ELIGIBILITY FOR COLLEGE SPORTS

Scholarships

In order to compete in college level sports, the high school graduate must meet minimum requirements for academic eligibility. It is necessary to start preparation for meeting these requirements in the 9th grade. Requirements vary according to college size and level of competition. Most colleges are associated with one of the following categories:

1. NCAA Division I or Division II (K-State, KU, WSU, etc.)
 - a. Graduate from High School
 - b. Attain a minimum 2.3 grade point in a successfully completed core curriculum of at least 16 academic courses. This includes four years of English, three in Math, two in Natural Science, and two in Social Sciences.
 - c. Achieve a minimum sum score of 75 on the ACT college entrance exam or a 900 combined score on the verbal and math sections of the SAT.
- *NCAA Div II currently requires 2.0 grade point average and sum ACT score of 68, beginning in Aug of 2018 will require 2.3 grade point and sum ACT score of 75

2. NAIA (Bethany, Ks. Wesleyan, etc.) The student must meet two of the following three requirements:
 - a. Attain a 2.0 grade point average in a successfully completed core curriculum of 14 academic courses. This includes three years of English, two in Math, two in Natural Science, and two in Social Sciences.
 - b. Achieve a composite score of 18 on the ACT college entrance exam or a 860 combined score on the Verbal and Math sections of the SAT.
 - c. Graduate in the top half of your high school class.

3. Community and Junior Colleges (Cloud County, Hutchinson Jr. College, etc.)
 - a. Graduation from an accredited high school.
 - b. Minimum of a 1.5 grade point average.

NOTE: These are minimum requirements and colleges may have additional requirements of their own.

College Visitations

Juniors are allowed one day for college visitations and Seniors are allowed three. All arrangements for career days or college interviews will be handled by the Guidance Office. Any career or college visitation must be scheduled at least three days in advance of the visit. Colleges prefer one week notice. If arrangements for a college visitation are made directly between the college and the student, appropriate permission forms should still be submitted to the guidance office in advance in order to qualify for excused attendance status.

NATIONAL HONOR SOCIETY:

Section 1: To be eligible for membership in National Honor Society (NHS), a candidate must be a member of the junior or senior class. Candidates must have been in attendance at the school the equivalent of one semester.

Section 2: Candidates must have cumulative scholastics average of 3.5 or better (on a 4.0 scale). Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 3: The selection of each member to the chapter shall be by a majority vote of the Faculty Council. The Council will consist of at least 5 (five) members of the faculty.

Section 4: A description of the selection procedure will be published in the school handbook. The selection policies shall be consistent with the National Honor Society Rules and Regulations.

SELECTION PROCEDURE:

- Upon receiving first semester grades, all juniors and seniors who have a cumulative GPA of 3.5 or better are given an application form.
- -The student must submit the completed application form to the NHS sponsor in order initiate the selection process.
- -Candidates are judged on **leadership, community service, and character**. The application form allows students to describe those qualities in themselves.
- -Upon the student's submission of the application form, an interview is scheduled with the Faculty Council. The interview process, while a part of the application, is not the deciding factor in the selection process.

- -Faculty members are invited to provide written input regarding the student’s character and leadership.
- -The Faculty Council will vote by ballot after the interview.
- -Students will be notified the next school day following the completion of all interviews their status regarding their acceptance into National Honor Society.

HIGH SCHOOL SEMESTER TESTING PROCEDURES:

1. Mandatory finals will take place for all high school classes on the last two regular scheduled days of each semester. All Students are expected to be in attendance and take finals.
2. Each student is responsible for being to class on time for final tests. Failure to do so will result in grade reduction. All students will report for each final test session.
3. Students are required to remain in the classroom until the testing session is complete.
4. The campus will remain closed until lunchtime. Students are expected to respond in a mature manner and are to observe school regulations during this time. There will be NO LOITERING in the halls.
5. There will be extended time between each class period to prepare for the next class.
6. Students must have their lockers cleaned out and iPads checked in before they leave on their last day. Lockers can be cleaned out BEFORE TEST DAYS to avoid being in the halls. All decorations are to be removed.

SEMESTER TEST SCHEDULE

1st Day:	1st period	7:30 a.m. - 8:57 a.m.
	2nd period	9:07 a.m. - 10:34 a.m.
	JH Lunch/HS CC	10:34 a.m. - 11:14 a.m.
	HS Lunch/JH CC	11:14 a.m. - 11:54 p.m.
	3rd period	11:54 p.m. - 1:21 p.m.
	4th period	1:31 p.m. - 3:00 p.m.

2nd Day:	5th period	7:30 a.m. - 8:47 a.m.
	6th period	8:57 a.m. - 10:14 a.m.
	7th period	10:24 a.m. - 11:41 a.m.
	JH Lunch/HS CC	11:41 a.m. - 12:21 p.m.
	HS Lunch/JH CC	12:21 p.m. - 1:00 p.m.

BACK PACKS: Backpacks or string bags may be brought into the classroom.

OUTSIDE FOOD AND DRINK:

In accordance with state law KSA 72-5128, USD 352 has established a school wellness policy. As part of that policy restaurant brand name food items, unless provided by nutrition services, in combination with a balanced meal, will not be allowed in the high school building. This includes but is not limited to fast foods, commercial pizza, store bought food (chips, doughnuts, candy bars) and restaurant to go meals. Carbonated drinks (pop) and energy drinks (Monster, Red Bull, Rock Star, etc.) are also prohibited in the building.

Sack lunches from home are permitted in the cafeteria as long as they do not contain restaurant brand name food items in original packing as described above or carbonated beverages and or

energy drinks. Due to sanitation and safety concerns students will not be allowed to share any food brought from home.

Students will be allowed to purchase items from the vending machines located in the building at appropriate times. GJHS/GHS staff members will ask students to discard any beverage or food item brought in to the building or classroom. Repeated violations can result in an office referral.

Cowboy Connections or CC Period:

The purpose of Cowboy Connections Class is to assist students in building relationships with peers and educators alike, discussing career choices, grade monitoring, and homework completion.

The role of the teacher will be to coordinate the building of relationships within the peer group and monitor many aspects of student progress. Teachers will keep the Principal informed of the progress and activities of their Cowboy Connection class.

The role of the student will be to participate in Cowboys Connection activities, be efficient in homework time given, keep grade graph up to date.

Cowboy Connections is to provide extended opportunities for learning and to provide time for teachers and students to connect. The time will incorporate Silent Sustained Reading on Monday, Tuesday and Thursday (SSR), and time for makeup work, tutoring, and homework. Teachers and students should view Cowboy Connections as an opportunity to further enhance classroom instruction and learning. Teachers should review grades and homework status individually, with each of their CC students, every Monday as there will be no club meetings. Students will be graded on a pass/fail scale based on a point or percentage system determined by the CC teacher. Points and percentage will be based on SSR, use of class time, and expected behavior.

PROCEDURES FOR COWBOY CONNECTIONS

- Participation in Wednesday and Friday CC activities is mandatory.
- HS students are expected to report directly to Cowboy Connections. following 4th hour. Failure to do so will result in an unexcused tardy. Teacher may also deduct points and close student's lunch. The first ten minutes of CC will incorporate designated activities such as SSR on Mon., Tues. and Thurs.. All students must finish their class in their designated CC room. Failure to check back into your CC at the end of the class, will result in one week of closed lunch. Reading material for SSR may include the following; library books, e-books, textbooks, magazines.

APPROPRIATE ACTIVITIES: Behavior expectations are the same as in any classroom. Students are to be engaged in positive educational experiences. Cowboy Connections is focused on academic enhancement. Students will have the opportunity to obtain make-up work, missed assignments, and to attend labs on designated days.

- Other appropriate academic activities during CC include making up tests and labs, obtaining help from individual teachers, studying, peer tutoring, or working in the library.
- Support groups and other counseling activities (enrollment activities, standardized testing, career presentations, college/military recruiting, appointments, etc.) will be held during CC period whenever possible.
- Individual Plans of Study

LIBRARY RULES FOR COWBOY CONNECTIONS

- Students are to use the library for research, checking out a book, taking a test, etc. It is not to be used as a social time. Students will be sent back to class if they are not using the library as intended. Continued misuse will result in the student being barred from using the library during CC.
- If seating capacity is reached, students will be sent back to their classroom. Notification will be sent to the classroom when a vacancy occurs and the student may go to the Library.

ATTENDANCE: One of the most important parts of a student's permanent record is attendance. Regular and punctual attendance by all students is necessary for the proper functioning of the entire school. One of the major causes of failure in secondary school is absenteeism.

Kansas law requires compulsory attendance at school; statute 72-1111 states that "every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of 7 and under the age of 18 and has not attained a high school diploma or GED credential, shall require such child to be regularly enrolled in and attend continuously each school year."

Kansas Statute 72-113 discusses enforcement of compulsory school attendance, and requiring school boards to establish policy identifying excused and unexcused absences; our board has established the following for excused and unexcused absences:

Excused:

1. Illness, with a parent's call or note, or a doctor's note, or the school nurse: dental or clinical appointment, legal appointment, or school sponsored activity.
2. Prearranged excuses for funerals, family trips, outside organizations, or any other absence the principal gives prior approval for. These prearranged excuses are done through the principal, and only the principal can excuse these absences.
3. Severe weather that makes it impossible or impractical.

Unexcused:

1. Skipping school.
2. Non-arranged absence.
3. Leaving school without permission.
4. Absent from regularly assigned class.

TRUANCY: A student who has three (3) consecutive unexcused absences or any five (5) unexcused absences in a semester will be considered truant (USD #352 Policy JBE, JBE-R). Prior to reporting to either SRS or the county or district attorney, a letter shall be sent to the parents and/or guardians of the student notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported as not attending school as required by state statute. (USD #352 Board Policy JBE-R). The procedures of K.S.A. 72-1113 will be followed in reporting a truant student.

- Once a student reaches a point where 10 or more absences per semester are documented as excused, students will be required to attend Saturday school. When the student reaches 5 absences a formal notification will be sent home detailing the amount of absences and

consequences of continued absenteeism. **Exceptions to this policy;** Any student who is hospitalized, is suffering from a long-term illness (long term illness as defined as an illness of four or more days in a row), or has a chronic medical condition while under the care of a licensed physician.

- Please call 24 hours in advance, or more, to receive principal's prior approval for an absence, if you know your child will be missing school. We will work with you if you work with us. This helps all of us to avoid the issues of truancy as defined in school law in our state.
- **Understand that a parent phone call to excuse a student, for personal reasons, is not an excused absence.** Only the principal can excuse an absence, because law states that a child attending public school is attending under the compulsory attendance law. They are to be at school, unless they fall under an excused absence, as stated above. The principals are also the truant officers and are bound by state law to enforce attendance and truancy law.
- Our automated calling system is activated at 8:00 am and at 1:00 pm. It will call parents who have not notified the school of their student's absence. After this call is made by our automated calling system, absences will be unexcused except for unusual circumstances. The principal will have final authority on this.

Senior Pictures/Hair Appointments

Seniors are required to have their yearbook portraits taken outside of school hours. Students are expected to schedule hair appointments outside of school hours. Exceptions to these rules will take prior administrative approval, or will be unexcused absences.

Skipping: Skipping is defined as any class period (or significant part of a school day) that a student has missed after the student has arrived at school and/or willingly does not attend class. Any student found to be skipping will be inexcusably absent unless excused by the principal or designee.

Perfect Attendance: All absences including excused and unexcused count against perfect attendance when a student has missed a significant part of the school day (more than two hours, 120 minutes) during a given day. School caused absences is the only exception.

Make-Up Work: It is the student's responsibility to make-up missed assignments. It is the responsibility of the student to obtain the necessary information from his teachers with respect to making up the schoolwork assignments missed following an excused or unexcused absence.

- All class work missed due to any absence will be made up by a student within one (1) day for each day of absence, plus one (1) day. If the work is not made up, the student shall receive a "0" or "F" grade for that day. If the absence is unexcused, the teacher may, but is not required to, allow the work missed to be made up.
- School-caused absences are excused but the student is required to make up the work missed as with any excused absence.

Action: If a student's absences, either excused or unexcused, cause, in the opinion of the principal or his designee, the student's grade(s) in any class(es) to drop to failing or near failing, the student will be subject to an informal or formal hearing to determine a plan: 1) for improving his/her attendance; 2) for improving his/her grade(s) or; 3) for suspension as the situation may warrant.

The days a student is suspended or expelled shall not be counted as unexcused absences in allowing make-up work since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension or expulsion.

TARDIES:

Students in academic classes are expected to be in their seats ready for class when the bell rings. Students in lab, activity, or physical education classes where this is not reasonable are expected to be in the room preparing to begin class when the bell rings. Any student not meeting these criteria is tardy.

Tardies 1st and 5th hr. will be tracked in the office. Teachers-Please do not admit a late student any hour without an admit slip. *Exception may be if a student is tardy to a class at the field house or tech building at which point teacher may notify the office.

a. Students who are 20 + minutes late to class will receive an unexcused absence for that period(s) and will not be allowed to practice in, participate in, or attend any school activity held on that day (example-dances). For every 5 unexcused absences as a result of being tardy, 1 unexcused absence will be counted towards the compulsory attendance requirements. Additional action may be taken by teacher/administration.

b. Students will be given two warnings prior to punitive action for being tardy to class. The third tardy will result in a detention with the teacher at the teacher's discretion. The further consequences for this irresponsible behavior will result in the following action.

Tardy Policy:

(3rd tardy)- Upon a student receiving his/her third tardy a 15 minute detention will be served with the office.

(5th tardy)- Upon a student receiving his/her fifth tardy a 30 min. detention will be served with the office before or after school.

(7th tardy)- Upon the student receiving his/her seventh tardy student will serve closed lunch with parent notification

(9th tardy)- Upon the student receiving his/her ninth tardy, student will be placed in ISS for ½ day with parent notification.

(10th tardy) – Upon the student receiving his/her tenth tardy, student will come to SATURDAY school with parent notification.

ELIGIBILITY - INELIGIBILITY:

Goodland Junior/Senior High School follows the KSHSAA Rule 13 semester eligibility guidelines of having to have passed at least five new subjects (those not previously passed) of unit weight in the previous semester to be eligible.

GJSHS also uses a weekly eligibility policy that begins following the first two weeks after the start of each nine weeks. Grades will be pulled on Monday every week taking affect immediately. If school is not in session on Monday, grades will be pulled on the first day of the school week.

All grades pulled for eligibility reasons will be the current nine weeks grades.

PROBATION—Any student who is failing one class will receive a two-week probation period to get that grade up. If the student is still failing after two weeks of probation, the student will be placed on the ineligible list. A student can be given an extra week of probation at the discretion of the administration.

INELIGIBLE—Any student who is failing more than one class or has failed one class for more than two weeks.

Any student on the INELIGIBLE list will not be able to attend school dances. They will also lose gaming and extra apps on their ipad until they are eligible again.

Each student who is ineligible will be notified by their Cowboy Connections teacher the first day of each school week.

Eligibility will start at the beginning of each week. If a student is deemed ineligible on Monday morning, they will be ineligible immediately. If a student does the work to bring the grade up and the teacher agrees, administration reserves the right to remove the student from the ineligible list.

FLEX HOUR: The main objective for this period is to help those students who have failing grades or who have work that needs to be done.

- Flex hour will start after the first full week of school. Once started, Flex Hour will be every Friday for the remainder of the year. When the 2nd, 3rd and 4th nine weeks starts, the first Flex Friday will be pulled from the previous nine weeks grades.
- The first day of each week, beginning the 2nd week of school, CC teachers will go over grades with each individual student. At that meeting, students with one or more F's will be assigned a classroom that the student must attend at that week's Friday Flex Hour.
- The purpose of the classroom assignment is for the teacher and student to gauge which of the student's failing classes, needs the most work or is most relevant to the student's needs. Once the grade is pulled on Monday and they are put on the list for Flex Hour, they must attend.
- The only way they can get off the list is by being excused by the teacher/s in the class they are failing. Example: If a student improves his/her grade to passing and the teacher feels the student no longer needs the Flex Time to improve their grade, only that teacher can remove him/her. However, a student may get their grade up earlier in the week but still be required to attend if the teacher feels the Flex Time will be valuable to the student.
- Teachers may also assign students to come to their room for Flex hour to make up tests or to turn in missing work. Once assigned and attending Flex Hour, the student will not be able to leave school until the school day is over at 3:00. If a student needs to travel between classrooms, teachers will communicate with one another to make sure they know to expect their arrival in the classroom.
- All students with one F or more are required to attend the assigned class on Friday afternoon. Missing or skipping this period will result in possible In School Suspension, Out

of School Suspension, Saturday School or Expulsion depending on the number of times missed and the attitude of the student. Students will not be excused from Flex Hour unless a Doctor note is provided or an emergency situation occurs that eventually is communicated to an administrator.

- All students who are passing when grades are pulled on Monday have the option of staying or being dismissed for the day. Students who are not assigned to Flex Hour but want to stay at school, must be in A) a classroom, B) the Library or C) the cafeteria. If choosing to be in a classroom, the student will still be required to follow all school rules, not be a distraction, and be working on a school project or assignment. If choosing the Library or Cafeteria, the student will have more freedom to visit, use their phone, listen quietly to music etc... as long as they do not become a distraction. A student not required to be here, that becomes a distraction will be asked to leave the building or be required to go to the office.
- Buses will run at the normal times, leaving at 3:05. We are providing the Library and Cafeteria as quiet places for the students who don't want to leave or may have to wait for buses or parents to pick them up.
- Parents who do not wish their students to leave the building until 3:00 must have that conversation with the child. We will provide a safe place for them to go, but it will be with their honesty and integrity to stay in the building if that is what you choose to have them do. If you would like, the school can permanently add them to the Flex Hour list and they will never qualify to leave. That request will need to be made directly to an administrator.
- Flex Hour can be canceled or moved to another day of the week at the discretion of the administration. If canceled, that day will go to a regular bell schedule day and all students will be required to stay until 3:00 when school is normally dismissed.

SCHOOL DRESS CODE: Clothes worn to school should emphasize that a girl is a lady and a boy is a gentleman. Appropriate grooming and manner is expected in all dress. Students will be asked to change inappropriate clothing to appropriate clothing, which may be provided by the school.

If a student's dress or appearance is a distraction to the educational climate of the classroom or school, the school will assume its delegated authority to protect its intended purpose as an educational institution. The final decision on appropriateness of dress or grooming rests with the principal or principal's designee. Clothing with suggestive and obscene material, or that advertises alcohol or tobacco products, is **NOT** appropriate dress. The body must be sufficiently covered to insure modesty—e.g. strapless shirts/blouses, halter tops, narrow-straps, bare midriffs, and see-through clothing, are not acceptable dress. Hats, caps, bandanas or other headgear are not to be worn in the school building during regular school hours. ~~Any hat brought in the building must go directly to the student's locker. Hats will not be carried from class to class.~~ After one warning, the hat will be confiscated and kept in the office until the last day of the school year. For safe identity reasons, no one is to wear his/her hood up or sunglasses in the school buildings. Long, heavy chains or other similar items are prohibited. The length for shorts, skirts, and/or slits in skirts must be in good taste. All clothes are to be worn as designed and for the purpose designed.

Sagging: Students are not allowed to sag their pants in any USD 352 school building, on school property, or at any school events. Pants must be worn at the hips or above and must stay up without the aid of a belt or must be worn with a belt. Oversized or loose fitting clothing will not be allowed. Any student with sagging or baggy pants or

oversized or loose fitting clothing will be provided with a belt by the school and will be worn to keep the pants at hip level.

DRESS CODE IN APPLIED TECHNOLOGY:

STUDENTS MUST CONFORM TO THE FOLLOWING SAFETY REGULATIONS:

1. Long hair must be covered, pinned or styled so that it does not hang loose.
2. Footwear must be worn so that both the top and the bottom of the feet are covered.
3. Safety glasses must be worn as required under State Law.
4. Clothing that is dangerous around machinery is not allowed.

POLICY ON GANG ACTIVITY: Gang activity of any kind will not be tolerated within USD 352. The purpose of this policy is to provide for the safety and welfare of all students and staff and to maintain effective security within all school building and welfare of all students and at all school events. A “Gang” shall be defined for this policy as any group of two or more persons whose purpose includes threats of violence or intimidation, actions of violence, and/or the accessories, manner of grooming, or behavior that implies membership or affiliation with a gang. If the student’s behavior dress or other attribute is in violation of these provisions, the principal or any school personnel shall request the student to make the appropriate correction. If a student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary, as allowed by the board policy and Kansas law.

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

1. Lead school officials to reasonably believe that the students are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives.
2. Present a physical hazard to self, students, staff, and 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 (hand signals), threat of violence, initiation, or hazing.
4. Imply gang membership or affiliation by written communication, marks, drawings, painting design, or emblem upon any school building, any personal property, or on one’s person.

DRESS GUIDELINES RELATED TO USD 352 GANG POLICY: The presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with a gang is prohibited.

- Any student wearing or carrying gang paraphernalia or symbols, or making gestures that symbolize gang membership, will either be requested by school staff members to make the necessary changes, or will be referred to the principal. The student’s parent/guardian will be contacted, and the student may be sent home if necessary.
- Documentation will be made of any of the identified violations of this policy, and parents will receive a parental notification letter within 5 working days of said violations.
- School officials will be made available to discuss the circumstances surrounding the development of a plan of action, letter of understanding, etc.
- Further consequences for gang-related activity may be long-term suspension.
- Students are not allowed to sag their pants in any USD #352 school building, on school property, or at any school events. Pants must be worn at the hips or above and must stay up without the aid of a belt or must be worn with a belt. Appropriate length for shorts and skirts is required. If there is any question the student will be asked to

change. While students attend classes, boxer shorts and pajama bottoms are not considered appropriate school attire.

- When representing the school, students will be provided definite instructions as to appropriate and acceptable dress and grooming.

For safety reasons there will be no chains in school.

ELECTRONIC DEVICES:

With the constant advancement and abuse in the use of electronic technology, the use of cell phones, iPods, and other electronic devices will be restricted and will not be allowed in the classroom during regular school hours. Students may use cell phones between classes and at lunchtime, and when directed to by teacher or office personnel. Violations of this policy will result in confiscation of the cell phone by a teacher or principal. It will be returned to the student or parent at the discretion of the principal.

1st offense – The student can pick up device after school and serve a 15 minute detention before or after school.

2nd offense - Device stays in the office until a parent comes to pick it up and student serves a 30 minute detention before or after school

3rd offense - Device stays in the office until a parent picks it up and student serves 1 day ISS

4th offense - Device stays in the office until a parent picks it up and student serves 2 day ISS. Upon completion of the 2 days ISS, parent, student, and principal meet to sign an agreement with future consequences determined.

SURVEILLANCE CAMERAS: Surveillance cameras are placed in and around the building to be used by administration, and when needed, local law enforcement in determining violations of school policies.

ATHLETIC EQUIPMENT: Athletic equipment is assigned to a student with the express provision that it will be maintained in good order and if damaged through carelessness or neglect, the student will be expected to replace or repair the item damaged or lost. All school athletic equipment must be returned or paid for prior to entering into competition in the next sporting season.

LOCKERS: Students will be issued a locker assignment at enrollment. Each student is expected to use only the locker and **lock** assigned to him/her and keep in good order. The locker is the property of the Board of Education and is at all times under the control and supervision of the school administration.

SCHOOL INSURANCE: USD #352 has insurance to cover all students for catastrophic injury. Included in this plan is a K-12 All School Insurance Plan, Athletic Plan, KSHSAA Catastrophic Plan, NFSHSA Liability Plan and Lifetime Medical and Disability Option. USD #352 's insurance policy **does not** go into effect until the student's own insurance policy has been utilized. The school district's insurance then can be used.

NOTE: The district insurance policy may not cover all leftover expenses.

GUIDELINES FOR MEDICATION ADMINISTRATION: NO MEDICATION will be provided or dispensed at school by coaches, teachers, secretaries or other personnel. However, according to USD 352 Board of Education policy JGFGB-R,

the school may cooperate with parents in the administration of medicine when "...medication is necessary in order that the student remain in school..."

In order for the school to cooperate, the following steps must be taken:

For Physician Prescribed Medication

A form, "Request for RX Medication to be Administered During School" must be completed by a physician or dentist, signed by the parent or guardian, and on file in the school office;

1. If a medication is brought from home, it must remain in its **original** container (two original containers should be requested from the provider of a prescription item, one for home and one for school.)
2. Any medication changes will require a repeat of items No. 1 and No.2.

For Student (non prescription) Administered Medication

The form, "Permission for OTC Medication Administration" (Form C in Appendix) must be completed and signed by parent or guardian.

1. The non-prescription medication is to be brought to the office in the original container.
2. Students are to bring all medication (prescription or non-prescription) to the office when entering the school.

RIDING HOME WITH PARENTS AFTER ACTIVITIES: The coach/sponsor will have a checkout sheet that the parent can sign after the event and the student will be released to that parent. However, students are highly encouraged to ride home with the team to help built team unity. If parents want their student to ride home with another parent or a relative, they must stop by the office before the event (during school hours) and sign a release form. Signing the form releases the student to only the person named on the release form.

SUBSTITUTES: There will be times when you will be working with a substitute teacher. These teachers have a very difficult job. Please help them by being courteous and on your best behavior. **The substitute has the same authority as your regular teacher and normal student conduct is expected. APPROPRIATE BEHAVIOR IS EXPECTED BY ALL STUDENTS. ANY STUDENT NOT COMPLYING WILL BE DEALT WITH AS THE DISCIPLINE POLICY DICTATES.** You can be assured that the substitute will generalize his/her experiences at GHS. It may be their only contact with our school or community. You can help with some positive public relations by being on your best behavior.

Goodland Jr. /Sr. High School Behavior Policy

It is our goal at Goodland Junior/Senior High School to provide a safe environment for all students so that the learning process is at its highest level at all times for all students. We ask all students at Goodland Junior/Senior High School to follow five basic guidelines, and to make personal choices with these guidelines in mind:

- Presence
 - Showing up to school
 - Punctuality to class and practice
 - Contributing to your school
- Responsibility
 - For your work
 - For your behavior
 - For setting goals
- Integrity
 - Sticking to what you believe is right
 - Being honest in what you do and respecting others
 - Providing a positive example to others
- Diligence
 - Persevering through problems
 - Finishing what you start
 - Avoiding procrastination

- Ethics
 - Standing up for what is right
 - Standing against what is wrong
 - Conducting yourself in a moral and respectful manner

Types of Consequences:

- Detentions (Before School, After School, and Lunch Detentions)
- Saturday school
- Short-Term In School Suspension
- Short-Term Out of School Suspension
- Long-Term Out of School Suspension
- Alternative placement
- Expulsion

DISCIPLINE LEVEL SYSTEM

The purpose of the student discipline level system is to hold students that are repeat offenders accountable for their actions. Only a small percent of the student body will ever be affected by this policy but the destructive effect that percentage has had on the educational process has made it necessary to draft such a policy.

- Level ONE: The first time a student is referred to the principal for disciplinary action **and** he/she receives a suspension, in or out of school, that person will be placed on level one status. Once a status is established it will be in effect until the end of the current school year.
- Level TWO: The second time a student is suspended for an offense, that student will be placed on level two.
- Level THREE: The third time a student is suspended, that student will be placed on level three. Level three is final probation for the student and any further problems of any kind will result in a long-term suspension, alternative placement, or expulsion hearing.
- Very few students are ever suspended for any reason but there are those that unfortunately find themselves in that predicament on a regular basis and this policy holds them accountable for their behavior. The reasons for suspension will not be considered once the student reaches level three. The line is drawn and students will not cross it for any reason.

Severe offenses can accelerate student level status at Principal's discretion

DISCIPLINE REFERRALS:

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies are established and consistently enforced. When a student is having a problem, the teacher may conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the building principal. Proper documentation must accompany all referrals. Staff will also document all efforts made to correct the behaviors prior to an office referral unless the situation is an emergency. It will be considered and treated as a serious offense for a student to be sent out of the classroom. Upon being sent out of a classroom, the student will report directly to the office. As a general rule, students who are sent to the office shall not return that day to the class from which they were sent.

The Board of Education of USD #352 authorizes and directs the Principal and Assistant Principal or head teacher of any attendance center within the district to enforce the provisions of its policies. (USD #352 Board Policy JBD, JBD-R, JBE, JBE-R)

SUSPENSIONS OR EXPULSIONS: The building administrators have the right to suspend any student according to the severity of the infraction. The principal will discuss the problem with the student (and may include the instructor or staff member involved) to seek a solution to the problem. Parents may confer with the principal regarding any suspension.

In instances that endanger students, school personnel, school property, etc., the principal may bypass both in-school and out-of-school suspension and recommend expulsion. Parents may ask for a hearing with the Board of Education to appeal a recommendation for expulsion.

Reasons for Suspension or Expulsion:

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school- sponsored event.

Students may be suspended from class or school and may receive a suspension for unacceptable or repeated disruptive behavior. It can be an in-school (ISS) or out-of-school suspension (OSS). On an in-school suspension, students report to the office at the beginning of the day and are isolated in a room alone to work on assignments provided by the classroom teacher. On an out-of-school suspension the student must meet with the principal before returning to classes. **During OSS, the student is NOT allowed on school property or to attend school-sponsored activities.** Students will be permitted to make up work. If work is not completed in accordance with the timeline set forth in the make-up policy, students will be issued a zero for the coursework missed. This policy conforms with USD 352 policies JDD, and JDD-R, concerning student behavior.

During the day of ISS, the student **WILL NOT BE ALLOWED TO PRACTICE/PARTICIPATE IN OR ATTEND** extracurricular activity until the suspension has been served.

In-School Suspension Rules:

1. All school rules apply.
2. The student is not to leave the room during the day except to use the restroom.
3. Students will be allowed to complete schoolwork during the ISS time.
4. Sleeping is prohibited.
5. ISS students are to have **NO VISITORS**
6. The student must purchase a lunch tray from the school cafeteria. The student and teacher will eat together in the cafeteria.
7. No food or beverages are allowed in ISS.
8. Cell phones are to be retained by administration during the school day while in ISS.

SATURDAY SCHOOL

The goal of U.S.D. #352 is to provide Goodland students with a program titled Saturday School that will serve to modify inappropriate student behavior and give an alternative to short term out-of-school suspension. Saturday School is also used for students to make up time due to excessive and/or unexcused absences. Student assignment to Saturday School will be made by the administration. Parents of the student will be informed of a student's assignment, and if possible, a notification letter will be sent through the mail.

Rules and Regulations for Saturday School:

1. Saturday School students must report promptly at 8:00 a.m. **SHARP** and will be dismissed 12:00 p.m.
2. Each student is required to bring all appropriate books and school materials to Saturday School.
3. Tardiness is not permitted. If tardy the student will be sent home and will not receive credit for that day.
4. Students are required to stay busy on legitimate schoolwork the entire time. The work session will be 55 minutes with a 5-minute bathroom break each hour. The student will not be late in returning from break without permission of the supervisor.
5. No students will be allowed to talk or move around the room without permission.
6. Sleeping will not be permitted in Saturday School.
7. Food and Drink will be at the discretion of the Saturday School Supervisor.
8. Use of cell phones and music devices are not allowed during Saturday School.
9. Inappropriate and disobedient student actions will not be tolerated in Saturday School. Misbehaving students may be subject to further disciplinary action. Additionally, that day will not count toward completion of his/her assigned Saturday School time.
10. The length of a student's stay in Saturday School may be extended by the Saturday School supervisor based upon the student's actions during his/her assigned stay.
11. When appropriate, additional work assignments may be given by the Saturday School supervisor. Bring plenty to do.
12. Saturday School will not be held if the weekend is attached to a vacation period.
13. If school is cancelled on Friday due to inclement weather, there will be no Saturday School the following day and it will be postponed to the following Saturday.
14. All excuses for Saturday School must be made by a parent or guardian directly to administration the following Monday before 8:00 a.m.
15. Failure to show for or complete an assigned Saturday School date will result in one day of I.S.S. upon return, along with the student being reassigned to the next scheduled Saturday. The second unexcused absence will result in a three-day in-school suspension with the remaining time to be served. A third violation will result in a three-day out-of-school suspension. The next violation is a five-day out-of-school suspension. Complete refusal to serve assigned Saturday School may result in expulsion

Hazing/Harassment/Intimidation/Bullying/Menacing Policy

USD 352 is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying (includes cyber-bullying) by students, staff or third parties is strictly prohibited and shall not be tolerated on school property, in school vehicles, or at school sponsored activities.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

Bullying by Definition

The term “bullying” is many times misinterpreted within the setting of our schools. All conflict between students must not be interpreted as bullying. However, in the case that bullying is taking place, it will be handled strictly, thoroughly and quickly by administration in accordance with USD 352 policy.

GJHS/GHS policy defines “bullying” as the activity of repeated aggressive behavior intended to hurt another person or persons, physically, mentally, or verbally. Conflict engagement between students must meet all of the following 4 criteria to be considered bullying.

- Intentional Unwanted Aggressive Behavior
- Repeated Behavior
- Must involve a Perceived or Real Power Imbalance
- Cause Harm or Serious Lasting Problems

In the instance that bullying is found to be taking place, it will be handled strictly, thoroughly and quickly by administration in accordance with GJHS/GHS policy.

- The “Bully” is referred to administration for consequences deemed necessary by the student handbook and all situations will be documented.
- Parents of the Bully and the victim are notified.
- The “Bully” is referred to Counselors for monitoring of progress of this problem
- The victim is monitored closely by counselors

The State of Kansas has established a TOLL-FREE ANONYMOUS HOTLINE to report possible acts of school violence. That number is 1-877-626-8203.

SEARCHES

JCAB Searches of Property

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

JCAB-R Searches of Property

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student’s locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student’s locker or property without the principal’s consent unless the person has a valid search warrant authorizing a search. If a law enforcement officer desiring to search a student’s locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items. (Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent “or designated representative.”)

THEFT: Theft of school property will not be tolerated! Students found to be guilty of theft of school property or other school’s property can be subject to immediate suspension from school and from school activities. The police will be notified and appropriate charges will be filed.

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

item being used as a weapon or destructive device, or any facsimile of a weapon. (See board policy for definition of "weapon.")

Penalties for Possession:

- Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. The superintendent or the superintendent's designee shall conduct expulsion hearings for possession of a weapon.
- Students violating the weapons policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency and if a juvenile to SRS or the Commissioner of Juvenile Justice.

DRUGS & ALCOHOL:

Maintaining drug free schools are important in establishing an appropriate learning environment for the district's students. The possession, use, consumption, sale or an attempt or intent to do the same, of alcohol, tobacco, narcotics, marijuana, addictive drugs, performance enhancing drugs, prescription drugs that are not prescribed to the individual, or deleterious substances (as defined by state statutes) on public school property or at school activities is prohibited.

Any student in violation of the Drugs & Alcohol policy may be reported to the appropriate law enforcement officials, parents will be contacted, and students will be subject to the following discipline procedures:

1. First Offense:
 - a. A punishment up to and including Short-term suspension of no more than ten (10) school days
 - b. Suspension from all school activities for the length of the suspension
 - c. Student must complete an agreed upon drug and alcohol awareness program
2. Second Offense:
 - a. Long-term suspension of no more than thirty (30) school days
 - b. Suspension from all school activities for the length of the suspension (minimum) or longer at the discretion of the principal.
 - c. Student must complete a more rigorous drug and alcohol awareness program
3. Third Offense:
 - a. A punishment up to and including expulsion from school up to 180 school days.
 - b. Suspension from participation and attendance at all school activities for the length of the expulsion.
 - c. Student must complete a professional counseling, drug and alcohol program, outside of the school and the expense of which will not be incurred by the school. (Name(s) of acceptable programs are on file with the school board clerk)
 - d. If the student is readmitted to USD 352 upon completion of the Third Offense, and separate student/school contract will be entered into stating the conditions and terms.

TOBACCO:

Students shall not unlawfully manufacture, distribute, dispense, possess or use tobacco products, including electronic cigarettes on school district property, or at any school activity. Any students violating the terms of the policy may be reported to the appropriate law enforcement officials, parents will be contacted, and students will be subject to the following discipline procedures:

1. First Offense:

- a. A punishment up to and including Short-term suspension of no more than ten school days
 - b. Suspension from all school activities for the length of the suspension
2. Subsequent Offenses:
- a. 2nd offense off the tobacco policy and further offenses will be referenced on the levels of the alcohol/drug policy. In other words, the 2nd offense of Tobacco is treated as a 1st offense of the Alcohol drug policy.

In addition, students participating in activities shall be held accountable for the use of alcohol, drugs and tobacco beyond the limits of the normal school day and off school property (as stated in the Goodland High School Extracurricular Participation Forms and Policies packet).

CRIMINAL ACTIVITY:

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found; *in possession of a weapon, *in possession of a controlled substance or illegal drug; *to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal shall report such act to the appropriate law enforcement agency. The principal will use an established form to report such behavior to the police in a timely manner. Additionally, any criminal conduct on school property or at school activities shall be reported to law enforcement immediately.

PARENTAL NOTIFICATION: Parents will be notified if law enforcement officials wish to talk with a student on school property in a non-student initiated contact.

USD 352 TRANSPORTATION

BUS SAFETY INFORMATION

Safe transportation of students to and from school and school activities is vital to the administration and transportation department of USD 352. To assist bus drivers in accomplishing this task, discipline must be maintained, and riders must follow the driver's directions and bus rules at all times.

Instructions to Bus Students and Drivers

The requirements of this regulation shall apply to all passengers when transported in a school bus:

1. The bus driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus.
2. The bus driver shall have the authority to assign a seat to each passenger.
3. Pupils must be on time; the bus cannot wait for those who are tardy.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Your safety is in his/her hands!
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students shall not extend any part of their body out of the bus windows.
8. Pupils must not throw wastepaper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
9. Students shall not get on or off the bus or move about while the bus is in motion.

10. Any damage to the bus is to be reported at once to the driver.
11. Smoking inside a bus shall be prohibited.
12. Intoxicating liquor, alcohol, or illegal drugs shall not be consumed or carried in a bus.
13. Animals shall not be transported in a bus.
14. No weapons of any type except side arms carried by a law enforcement officer shall be transported on a bus.
(Authorized by K.S.A. 1977 Supp. 8-2009; eff. E-78-22, Aug. 10, 1977; eff. May 1, 1978)

When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.

15. No glass objects of any kind shall be allowed on the bus.
16. Non-bus students will be allowed to ride the bus with prior written permission from the parent.
17. No food or drinks will be allowed on the activity bus.
18. Parent(s) and/or students are required to notify the bus barn or driver if NOT RIDING prior to the student's scheduled loading time.

When a bus rule violation takes place, the transportation department will directly:

- Notify the parent/guardian
- Notify the building principal

Parents and building principals will receive a copy of all safety violation reports signed by the driver. A copy of the report signed by both the driver and the parent will be given to the building principal.

Bus Safety Violations:

- *Fighting on the bus
- Disrespectful to driver and/or fellow passengers
- Continually too noisy
- Refusal to follow directions
- Bothers others continually
- Constantly out of seat and/or will not stay seated
- Improper language
- Destroying school property
- Other

***Fighting on the bus will bring a mandatory 5-day suspension & further action as deemed necessary, placing the student on step 3.**

Disciplinary Action Overseen by Building Principal

All bus violation reports must be signed by the parent and returned to the driver prior to student's bus privileges being reinstated.

Step 1. The first report is a warning that the above-noted safety violation has taken place.

Step 2. The second report for a safety violation will bring suspension of bus riding privileges for a minimum of 2 days. The student and parent must make contact with the building principal to determine a plan to resolve the bus safety violation(s). The building principal will directly notify the transportation department of the determined consequence. Proper corrective measures must be met.

Step 3. Any additional bus safety violation reports will bring suspension of bus riding privileges for a minimum of 5 days. The student, parent, and building principal will meet to determine a plan of action to resolve the bus safety violation(s). The building principal will directly notify the transportation

department of the determined consequence. Proper corrective measures must be met for transportation privileges to continue.

Step 4. A fourth write up will be an automatic suspension from all bus riding privileges for an unspecified period of time. A meeting will be set up with the student, parent, principal(s), transportation director, driver and superintendent. During this meeting an action plan will be developed and agreed upon by all parties before bus privileges will be reinstated.

06/04/09

Non-bus students will be allowed to ride the bus to another student's home for overnight stays or emergencies upon a request—written or telephone—to the building principal or bus barn personnel. The exception to this rule will be if the bus is full. If that is the case, the principal/bus barn will be unable to honor the request.

Country/Shuttle Buses are scheduled to arrive at school approximately 25 minutes before the start of school (7:05/7:45 AM) and begin loading in the afternoon at approximately 3:10 PM. Students riding the afternoon bus will be taken to Central and transferred from there.

For information about buses, call the Bus Barn (890-3011) or the Administration Office (890-2397).

The transportation staff looks forward to providing a safe and pleasant ride for all students riding district bus.

COMPETITIVE SPORTS ACHIEVEMENT PICTURES: In order to celebrate the successes of students' achievements in sports competition, the following recommendation is made:

All teams that medal at state competition shall have a picture placed in Max Jones Fieldhouse. Teams placing first shall have a picture that is the same size (31"x41") as the state team winners presently pictured. Teams finishing in one of the next 2 places shall have an 11"x14" picture. Only those athletes qualifying and attending state competition shall be pictured.

Any individual(s) who place first in state competition or who are designated as 1st Team All-State by one of the major newspapers in Kansas (Salina, Topeka, or Wichita) shall have an 8"x10" picture placed in Max Jones Field House; any individual(s) who place below first place but in a position where a medal is presented, shall have a 5"x7" picture placed in Max Jones Field House.

An 11"x14" team picture shall be placed in Max Jones Field House for any team that completes the regular season, prior to the beginning of state qualifying competition with an undefeated record. Yearly scheduled district playoff football games will be counted as part of the regular season.

VIDEOTAPING & FILMING

Parents may videotape their own children for personal use of the video. Parents will not be allowed to videotape school events and extracurricular activities and sell these videos or recordings for a profit. KSA 72-6214, the Family Education Rights and Privacy Act (FERPA) requires school districts to protect student privacy and confidentiality.

The videotaping of other students and the selling of the videotape to others may result in a violation of FERPA and/or federal copyright laws.

General Technology Information

USD 352 Goodland iPad Policy, Procedures, and Information

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving your iPad

iPads will be distributed at the beginning of each school year during “iPad Orientation.” Parents & Students must sign and return the Student Pledge documents before the iPad can be issued to the student.

1.2 iPad Check-in

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of USD 352 during the school year, the iPad will be returned at the time of checkout.

1.3 Check-in Fines

1.3.1 Individual school iPads and accessories must be returned at the end of each year. Students who withdraw, are suspended or expelled, or terminate enrollment at GJHS/GHS for any other reason must return their individual school iPad on the date of termination.

1.3.2 If a student fails to return the iPad at the end of the school year or upon termination of enrollment at GJHS/GHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the full replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Goodland Police Department.

1.3.3 Furthermore, the student will be responsible for any damage to the iPad, case, and chargers consistent with the District’s iPad Protection plan and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the office for an evaluation of the equipment.

2.1 General Precautions

2.1.1 The iPad, case, and charger are school property and all users will follow the GJHS/GHS acceptable use policy

2.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3 Cords and cables must be inserted carefully into the iPad to prevent damage.

2.1.4 The iPad, case, and charger must remain free of any writing, drawing, stickers, or labels that are not the property of USD 352.

2.1.5 iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.6 Students are responsible for keeping their iPad battery charged for school each day.

2.1.7 Students will have the same iPad for the life of the iPad (senior iPads will go to next year's freshmen).

2.2 Carrying iPads

2.2.1 A protective case/cover for the iPad is required to help protect the iPad and provide a suitable means for carrying the device throughout the day.

2.3 Screen Care

2.3.1 The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

2.3.2 Do not put unnecessary pressure on the top of the iPad.

2.3.3 Do not place anything near the iPad that could put pressure on the screen.

2.3.4 Do not place anything in the carrying case that will press against the cover.

2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth.

2.3.6 Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

3. USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students should bring their iPad to all classes, unless specifically instructed not to do so by their teacher. USD 352 believes strongly in technology integration as part of every student's education in our school system. Refusal to use the iPad as part of the educational process is not an option.

- iPads Left at Home- If students leave their iPad at home, they are responsible for getting the course work completed as if their iPad were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action.
- iPad Undergoing Repair- Loaner iPads may be issued to students whose machine is being repaired.
- Charging Your iPad's Battery- iPads should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.
- Screensavers/Background photos- Students will have the ability to customize their iPad (screen background). Appropriate media will be used. Screen lock passcodes are not to be used.

- Sound, Music, Games, or Programs- Each student will need to have a personal iTunes account. The iTunes account will be the conduit through which apps are downloaded to the iPad. If you do not have an iTunes account already set up you can do so with a credit card or simply get an iTunes card (recommended).
- Sound must be muted at all times unless permission is obtained from the teacher.
- Appropriate music is allowed on the iPad. Ear buds/headphones may be used in the classroom based upon individual teacher approval. During passing periods, students may not use ear buds/headphones.

Home Internet Access / Printing- Students are allowed to set up additional wireless networks on their iPads. This will be necessary to use web-based services outside of the school setting. Printing at home will require a wireless printer, proper settings on the iPad, an eprint compatible printer and possibly an additional app or software on your home computer/printer.

4. iPads and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not iPads are allowed to be on buses or at particular events.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the iPad/Home Directory

Students should save work to the digital storage provided by the school. It is recommended students regularly back up data. Limited storage space will be available on the iPad – data will NOT be backed up in the event an iPad has to be re-imaged or

Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON iPads

6.1 Originally Installed Software

- 6.1.1 The apps and operating system originally installed by USD 352 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.
- 6.1.2 Periodic check of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

- 6.2 Additional Software- Students will be provided with purchase codes (at no charge to them) to purchase some basic apps: Pages, Keynote, iMovie, Garage Band, etc. Other apps may be added by the school or the student throughout the school year. Some apps will be free and others may cost.
- 6.3 Inspection- Students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.
- 6.4 Procedure for re-loading software- If technical difficulties occur, the iPad will be restored from a backup (if last sync'ed to a home personal computer) or will be re-set to factory settings in the event a home computer is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.
- 6.5 Software upgrades- Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

7. ACCEPTABLE USE The use of the USD 352 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 352 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 352. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

7.1 Parent/Guardian Responsibilities

- 7.1.1 Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for iPad use outside of the school day.
- 7.1.2 The iPad, regardless of location, is filtered through the schools management system.
- 7.1.3 USD 352 will also be able to restrict the content of the legally purchased content purchased through iTunes that can be put on the device.

7.2 School Responsibilities are to:

- 7.2.1 Provide internet and email access to its students
- 7.2.2 Provide internet filtering.
- 7.2.3 Provide network data storage. (These will be treated similar to school lockers. USD 352 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 352 owned equipment and to investigate inappropriate use of resources.)

- 7.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 7.2.5 Provide user accounts for free information storage in cloud-based applications.
- 7.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

7.3 Students responsible for:

- 7.3.1 Using iPads in a responsible and ethical manner.
- 7.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 7.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 7.3.4 Helping USD 352 protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 7.3.5 Monitoring all activity on their account.
- 7.3.6 Securing their iPad after they are done working to protect their work and information.
- 7.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

7.4 Student Activities Strictly Prohibited:

- 7.4.1 Illegal installation or transmission of copyrighted materials.
- 7.4.2 Any action that violates existing Board policy or public law.
- 7.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 7.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 7.4.5 Changing iPad settings in an effort to circumvent the filtering system.
- 7.4.6 Downloading inappropriate apps.
- 7.4.7 Spamming-Sending inappropriate emails.
- 7.4.8 Gaining access to other student's accounts, files, and/or data
- 7.4.9 Vandalism to your iPad or another student's iPad.

7.5 iPad Care:

- 7.5.1 Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
- 7.5.2 iPad batteries must be fully charged and ready for school each day.
- 7.5.3 iPads that malfunction or are damaged must be reported to administration.
- 7.5.4 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.
- 7.5.5 iPads that are stolen must be reported immediately to the office and the Goodland Police Department.

7.6 Legal Property:

- 7.6.1 Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unaware, ask a teacher or parent.
- 7.6.2 Plagiarism is a violation of the GJHS/GHS handbook. Give credit to all sources used, whether quoted or summarized.
- 7.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

7.7 Student Discipline:

If a student violates any part of the above policy, board policy, or GJHS/GHS handbook policy, he/she may be subject to the following disciplinary steps:

- 7.7.1 Student will check-in/check-out their iPad from the office daily.
- 7.7.2 Required to attend an iPad refresher class.
- 7.7.3 Loss of individual iPad and be issued a generic loaner iPad.
- 7.7.4 Loss of iPad while being required to complete coursework.
- 7.7.5 Disciplinary/Legal action as deemed appropriate.

8. PROTECTING & STORING YOUR IPAD

8.1 iPad Identification:

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number and USD 352 identification number.

8.2 Storing Your iPad:

When students are not using their iPads, they should be stored in their locked locker. Nothing should be placed on top of the iPad. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a

student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage at the Library.

8.3 iPads Left in Unsupervised Areas:

Under no circumstance should iPads be left in unsupervised areas. If an iPad is found in an unsupervised area, it will be taken to the office. A student will be charged \$5.00 to retrieve their iPad that has been turned into the office due to not being supervised and may have disciplinary consequences as well.

9. REPAIRING OR REPLACING YOUR iPad / COST OF REPAIRS- USD 352 recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

- 9.1 Technology Fee Students will be charged a \$30 technology fee at the time of enrollment. This fee is set to cover the cost of district purchased apps for student use in the classroom as well as to set aside money in a self-insurance fund.
- 9.2 Accidental Damage Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be responsible for a \$49 deductible in the event the iPad is accidentally damaged and needs repaired.
- 9.3 Personal Home or Homeowners coverage Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your coverage of the iPad computer.
- 9.4 Warranty Repairs Warranty repairs will be completed at no cost to the student.

SCHOOL RIGHTS:

Revised;BOE Approved:

1. USD 352's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 352. Student must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
2. The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all USD 352 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 352 technology.
3. USD 352 reserves the right to define inappropriate use of technology.

July 22, 2013

Student Pledge for iPad Use

- I will take good care of my iPad.
- I will never leave the iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad battery as needed.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not change the management profiles as set up by the district.
- I will protect my iPad by keeping it in the protective case supplied by the district.
- I will use my iPad in ways that are appropriate, meet GJHS/GHS expectations, and are educational in nature.
- I will not deface the serial number.
- I understand that I will return the iPad, case, charger and cord in the condition it was given to me or I may be assessed a fee for damages and/or repairs.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of USD 352.
- I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad and power cords in good working condition.
- I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature _____ Date: _____

E-MAIL AND COMPUTER SYSTEMS see IIBG

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.

STUDENT PRIVACY RIGHTS (See JRB)

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

COPYRIGHTED MATERIAL POSTED ON WEBSITES (See KBA)

Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. Director of Technology shall be in charge of monitoring permission to post copyrighted materials.

SOFTWARE COPYRIGHT (See ECH)

Software acquired by staff using district or school web sites, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

DOWNLOADING COPYRIGHTED MATERIAL see ECH

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

CHILDREN'S INTERNET PROTECTION ACT (CIPA) PLAN see IIBGA

The USD 352 plan shall, at a minimum:

- Provide reasonable public notice including at least one public hearing.
- Install blocks or Internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- Monitor the on-line activities of minors;
- Address issues related to the safety of minors when using 3-mail, chat rooms, and other electronic communications;
- Hinder unauthorized access (hacking) and other unlawful on-line activities by minors; and
- Prevent unauthorized disclosure of personal information regarding minors.

ACCESS TO STUDENT RECORDS: Goodland USD 352 will comply with the Family Educational Rights and Privacy Act of 1974 as it regards educational records of students of the district. The act grants the parents or guardians of any student the right to review the educational records of any dependent student. This right is granted to the student rather than the parents or guardians upon the student becoming eighteen (18) years of age.

Upon receipt of a written request to review a student's records, school personnel will provide the requested records as soon as possible and in no event later than forty-five (45) days following the request. Parents or guardians will be granted a hearing if they wish to challenge the content of their children's educational records.

Forms for requesting access to student records are available upon request at each of the schools. Schools may make directory information available without parent or eligible student consent. Directory information includes the following information about students:

1. Student's name, address, telephone number, and date of birth.
2. Student's major field of study.
3. Student's participation in officially recognized activities and sports.
4. Weight and height of members of athletic teams.
5. Date of attendance.
6. Degrees and awards received.
7. Most recent education institution attended.

If you do not wish any or all of the above information regarding your child to be released, a request not to release the information must be in writing and directed to the principal's office of your child's school within two weeks of his first attendance each year.

Except for the directory information, all student records are handled in a confidential manner. You will be informed of any transfer of such records in the event your child changes schools or in the event records are requested by judicial order for use in court. A record will be kept of any authorized group or organization requesting access to a student's records and will be included with the student's educational records. All certified school staff are authorized access to records of students with whom they work.

Complete federal guidelines regarding the Family Educational Rights and Privacy Act are on file in the principal's office of each school and are available for your inspection. (IDAE)

Board Policy IDEA

Protection of Pupil Rights Amendment: Regulation

USD 352

Surveys: Parental Inspection Rights: Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required: If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations: Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

Parental Rights: Marketing Information: If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

4. College or other postsecondary education recruitment, or military recruitment.
5. Book clubs, magazines, and programs providing access to low-cost literary products.
6. Curriculum and instructional materials used by elementary schools and secondary schools
7. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
8. The sale by students of products or services to raise funds for school-related or education-related activities.
9. Student recognition programs.

RELEASE OF INFORMATION (FERPA Rights): Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

RELIGION IN CURRICULAR OR SCHOOL SPONSORED ACTIVITIES: No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern that prevent it. Refer to Activity Participation Opt-Out Form IKDA.

ADVERTISING, TICKET SELLING: Unified School District 352 is a public corporation operated for the general welfare and must be kept as free as possible from exploitation by corporations, private individuals, or special groups. For the protection of the school children of this district the Board of Education disapproves of the following practices:

1. The use of teachers' time while in classes by agents and representatives of various businesses, unions, professional organizations, commercial and financial institutions.
2. The display of posters advertising lodge, fraternity, sorority, or other commercial dances or shows.
3. Ticket selling campaigns in the school for events that are not school sponsored or pertaining to non-profit organizations.
4. The giving of paid performances in school during the school day by outside agencies for which tickets will be sold or admission charged to students.
5. The assessing of children or permitting them to be assessed by organizations for any purpose that is not important to the conduct of the regular educational program. Our schools are nominally free, and children should be relieved as far as possible of demands upon the family income.

SEXUAL HARASSMENT: Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

- It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.
- Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.
- When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.
- 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.

RACIAL HARASSMENT (According to School Board Policy GAF): The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personal, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

- Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.
- Racial Harassment is racially motivated conduct which:
 1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
 2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
 3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.
- Racial harassment may result from verbal or physical conduct or written graphic material.

- Complaints received will be investigated to determine whether the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.
- An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints may face disciplinary action
- When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

RIGHT OF APPEAL: Students who feel that they have extraordinary circumstances not addressed in policy may seek an informal appeal through the Principal. If the student is not satisfied with the ruling of the Principal, further formal appeals may be made with the Superintendent, and finally, the Board of Education. Any appeal to the next level must be filed within three school days.

USD 352 ANNOUNCEMENT OF EQUAL OPPORTUNITY GUIDELINES

USD 352, Goodland, Kansas, in compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, school rules, law, regulations, and policies, the Goodland Unified School District 352, Sherman County, Kansas, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the education programs or activities which said district operates.

It is the intent of the Goodland Unified School District 352 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by Unified School District 352, Goodland, Kansas; Sherman County.

Specific complaints of alleged discrimination under Title IX (sex) Section 504 (handicap) should be referred to:

**USD 352 Administration Office
1312 Main
Goodland KS 67735**

USD 352 Administration Office can be contacted by dialing (785) 890-2397.

Title IX complaints can also be filed with the Office for Civil Rights.

Regional Office for Civil Rights
324 East 11th Street
Kansas City, Missouri 64106

All students attending Goodland Unified School District 352 may participate in educational programs and activities including but not limited to health, physical education, music, vocational, and technical education, regardless of race, color, national origin, age, handicap, or sex.

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