

STUDENT HANDBOOK 2023 - 2024

RIVERTON HIGH SCHOOL

Chad Harper - Principal

**Shelly Livingston
Vice-Principal**

**Brad Hunt
Counselor**

**Telephone (620) 848-3388
FAX: (620) 848-3609**

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STUDENT HANDBOOK

School Mission Statement

It is the mission of USD 404 to provide the students a quality education that prepares them to be responsible and productive citizens in an ever-changing world.

USD 404 Education Goals/Exit Outcomes

1. To have basic and vocational skills.
2. To be a confident, independent person with positive self-concept.
3. To have good life-long habits in physical, mental, and emotional health.
4. To exhibit social skills with respect for others.
5. To develop creatively, an appreciation for beauty in the fine arts, cultures and arts.

Characteristics of Effective Schools

1. Safe and orderly environment
2. Climate of high expectations for success
3. Instructional leadership
4. Clear and focused mission
5. Opportunity to learn and student time on task
6. Frequent monitoring of student progress
7. Home-school relations

Continuous School Improvement Goals Riverton High School

Goal #1: Riverton High School will provide students the opportunity through relevance of curriculum and programs to be college and/or career ready.

Goal #2: Riverton High School will develop a rigorous program creating opportunities and developing students who are both college and/or career ready.

Clubs/ Organizations/ Activities

Academics + Activities = Student Success

Clubs and organizations are part of the overall educational program. A well-rounded means not only one that is academically oriented, but one that also includes physical, social, and emotional development.

Co-Curricular Activities, Extracurricular Activities and Student Drug Testing

Participation in activities encompasses all students and teaches students that it is a privilege and an honor to represent their school. Activities teach self-confidence, poise, respect for rules, responsibility, leadership, sportsmanship, and the importance of community service.

The Riverton Unified School District #404 Board of Education, in an effort to protect the health and safety of its students involved in extracurricular and/or co-curricular activities from illegal and/or performance-enhancing drug use and abuse or injuries resulting from the use of drugs, and to set an example for all other students of Riverton Unified School District #404, requires that all students participating in co-curricular and/or extracurricular activities submit their name for random selection as part of the Student Drug Testing Policy.

Clubs & Organizations

STUCO – Student Council	FEA – Future Educators of America
FFA – Future Farmers of America	Math Club
Spanish Club- Foreign Language Club	Art Club
NHS – National Honor Society	Science Club
FCA – Fellowship of Christian Athletes	TSA- Technology Student Association
FCCLA – Family, Career, and Community Leaders of America	
SkillsUSA	
FBLA- Future Business Leaders of America	
Rams Writing League	

Athletic Activities

Baseball Football
Softball Golf
Basketball Cheerleading
Volleyball
Track & Field
Powerlifting
Cross Country

Non-Athletic Activities

Music
Scholars' Bowl
Archery

Student Eligibility Requirements

Students interested in participating in extra-curricular and co-curricular activities must pass at least five (5) new subjects (those not previously passed) the previous semester in order to be eligible. In addition to KSHSAA guidelines, all students participating in extra-curricular activities must be passing every class each nine-week period. If a student fails a class at the end of a quarter, they will be placed on “**Academic Probation**” for the following nine-week period.

Academic Probation:

Students who are placed on academic probation will have their grades figured on a weekly basis during the following nine-weeks. Any student on academic probation who is not passing all subjects at the end of any week will be ineligible for all extra-curricular activities the FOLLOWING week (Sunday – Saturday). Practice will be at the discretion of the coach or sponsor.

Academic Probation Procedures:

- The student must pick up an academic probation form from the high school office on Thursdays by 8:00 AM and have the sheet signed by each of their teachers before turning it into the office no later than 3:30 PM the same day in order to participate in extra-curricular activities the following week.
- Students on academic probation absent on Thursday **with an excused absence** must pick up a form before school on Friday, have it signed by faculty, and turn it in to the office before 3:30 PM the same day.
- If no grades are taken in a class for a given week, eligibility for that week will be based on attendance, behavior, and class participation.

Cafeteria Information

All faculty and student lunches are to be purchased in advance. Students are to pay on their lunch account in the high school office.

An a-la-carte line is also available from which students may select individual items. Prices range from \$0.25 to \$2.50 on a cash only basis.

Closed Lunch Program

All students are to eat in the cafeteria, commons area or patio area. NO food is allowed in the restrooms or in any other part of the building. **Students are not to be in the classroom hallways during the lunch period. Students are not allowed to leave the building during lunch.**

Schools are not allowed to have private businesses from soliciting, selling, or delivering food or drink items on school property in competition with the school lunch program. Violations will be considered as a Class B offense.

Vo-Tech Students

Students attending classes at the Columbus Area Vocational School will be required to follow all policies and procedures outlined in the SEK Vo-Tech Handbook, as well as policies outlined in the student/parent contract. Students who are 16 or older and possess a valid driver's license may drive to and from the Vo-Tech center provided they have a signed waiver of liability on file in the high school office. Students may not transport others unless the rider is a member of the student's immediate family. Failure to abide by guidelines outlined in the student handbook may result in forfeiture of driving privilege.

Visitors/School Security

As part of our crisis plan and to ensure the safety of our students, all building doors except the main entrance doors of the high school, will be locked during school hours. (Doors are NOT locked to those inside the building. Building occupants will still be able to use the doors as emergency exits.)

All visitors to the high school (including middle and elementary schools) must enter the east entrance doors of the high school and permission granted by school personnel to enter. All visitors must report directly to the security desk for identification purposes before proceeding to the high school (middle or elementary) office.

Students are not permitted to bring out of town guests or relatives to school.

Visitor permits will be restricted and granted by the administration only to members of approved groups and to those with official school business. Persons requesting to relay messages to students, teachers, or other employees should report to the respective offices to make proper arrangements. Those who do not comply with this policy will be asked to leave the school grounds.

Parents: These restrictions are not meant to discourage you from visiting the school. Parents are always encouraged and invited to visit the school. These steps are meant to help insure the safety of your child. Your cooperation is appreciated.

Students: This policy and these restrictions are taken very seriously. **Students are not to open the locked doors for anyone!** ALL visitors are expected to follow the policy procedures. Violations will be treated as a Class A offense.

Lockers

Lockers are provided to all students. Locker assignments will be made through the main office. **Students are encouraged to use the lock provided** to protect their belongings. The school is not responsible for lost or stolen items. **Locks are recommended, but not required.** With proper care and maintenance, students should have a safe and secure place to keep their books and school supplies. It is expected that students will keep their lockers clean and neat, both inside and out and locked at all times. **The lockers are the property of USD 404 and the school reserves the right to search lockers. Reminder to students: NEVER leave money or other valuables in your locker.**

Searches of Property

Searches of property shall be conducted in accordance with the rules approved by the board. No law enforcement officer shall search property without a search warrant. Building principals are authorized to search property if there is a reasonable suspicion that district policies, rules or directives are being violated. All searches by the principal or designated representative will be carried out in the presence of another adult witness.

Automobile Searches: Students are allowed to park vehicles on school premises as a matter or privilege. As such, the school retains the authority to conduct patrols of student parking lots without student consent. The interior of a student's vehicle may be inspected, in the presence of the student, if reasonable suspicion of a violation exists. **Violations are subject to discipline according to student handbook.**

Canine: The administration is authorized to utilize qualified canines to aid in searches of school facilities and/or automobiles parked on school property. **Violations are subject to discipline according to the student handbook.**

Medication / School Nurse

Any students needing medication should see the school nurse or designee in her absence. The school does not provide over-the-counter or prescription medications. All prescription and/or over-the counter medication should be given to the nurse upon arrival at school.

Textbooks

Textbooks are provided for students. Book rental for high school is \$25.00. In many classes, a textbook is issued to each student to keep by the student. In some classes, the student uses classroom sets of textbooks. The student must pay any loss or damage to textbooks.

Laptop Fee

School laptops are provided for students. Laptop rental for high school is \$50.00. The student must pay any loss or damage to the laptop.

Art Fees

Students enrolled in art are required to pay a \$15.00 fee to cover the cost of materials and supplies.

Students enrolling in an advanced or 3D art class should anticipate purchasing additional supplies as determined by individual project selections.

Woodshop Fees

Precision Production Trades and Cabinet Making: Students enrolled in PPT and Cabinet Making are required to complete a Project Cost Estimation Form and place on file with the office. Students enrolled in PPT and Cabinet Making are required to pay a \$35.00 fee per class toward the costs of materials. Likewise, students are asked to make quarterly payments toward the estimated cost of the project. Students who do not have a Project Cost Estimation Form on file or who have not made a payment by the second semester will be transferred to another class. Any overpayment will be reimbursed to the student. Estimated fees: \$200-\$700.

Daily Announcements

Daily announcements are made available each school day to students. Announcements are posted each school day to teachers and made available on the monitor in the main high school commons area. It is the responsibility of students to maintain awareness of statements in the announcements as many directly affect the student population.

Graduation Requirements

The Riverton USD 404 Board of Education has set graduation requirements as specified below for all Riverton High School graduates: **28 credits required for graduation.**

Subject Area	Minimum Requirements	Qualified Admissions Curriculum	Kansas Scholars Curriculum
Language Arts	4 Credits	4 Credits	4 Credits
Mathematics	3 Credits	3 Credits (22 or above ACT in Math) Student shall take one credit each of following: <ul style="list-style-type: none">· Algebra I· Algebra II· Geometry 4 Credits (21 or below ACT in Math)	4 Credits In addition to Algebra I, Algebra II and Geometry, students must complete one unit of advanced math selected from: <ul style="list-style-type: none">· Advanced Math· Calculus
Science	3 Credits	3 Credits Students must take three credits chosen from the following: <ul style="list-style-type: none">· Biology· Adv. Bio. / A & P· Astronomy / Meteorology· Chemistry· Physics Note: At least one credit must be in chemistry or physics.	3 Credits Students applying for a state-sponsored scholarship must take: <ul style="list-style-type: none">· Biology· Chemistry· Physics Note: Students are encouraged to take a fourth year of science.
Social Studies	3 Credits	3 Credits 1-World Regional Studies 1-American History 1-American Government	3 Credits 1-World Regional Studies 1-American History 1-American Government

Health & Physical Education*	1 Credits	1 Credit	1 Credit
Financial Literacy	1 Credit Consumer Personal Finance B	1 Credit Consumer Personal Finance B	1 Credit Consumer Personal Finance B
Fine Arts	1 Credit Shall include art or music	1 Credit Shall include art or music	1 Credit Shall include art or music
Foreign Language	Not required to meet minimum requirements	Recommended but not required for Qualified Admissions.	2 Credits Students are required to complete two years of one foreign language.
Elective	Elective credit to meet credit requirements as specified above.	Elective credit to meet credit requirements as specified above.	Elective credit to meet credit requirements as specified above.

Students interested in Qualified Admissions and the Kansas Scholars Curriculum should consult with the high school guidance counselor.

***This requirement shall be waived:**

- a. Upon a statement of a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program.
- b. When the requirement is contrary to the religious teachings of the student and a written statement, signed by a lawful custodian of the student, is filed with the proper authorities of the school requesting that the student not be required to participate in the activities and stating the reason for the request.

Progress Reports

Teachers will provide all students with a progress report at the end of the fifth week of each quarter. Students with a grade of 'D' or below will have a progress report mailed home to parents.

Honor Roll Recognition

An honor roll list will be generated at the end of each quarter and semester and will be published in the local newspaper. Requirements for this recognition are as follows:

Honor Roll	GPA Requirements
Superintendent's Honor Roll	4.000
Principal's Honor Roll	3.500 – 3.999 and no grade below a 'C'
Honorable Mention	3.000 – 3.499 and no grade below a 'C'

Passes - Teacher Issued

Students are encouraged to take care of personal business before school, between classes or during lunch. Classroom passes will only be issued in emergency cases.

If a student needs to leave the classroom during class time, he/she must have a pass. A teacher issued or generated item is what the students will use for passes. The teacher granting permission for the student to leave class will issue an item, which should indicate the time and destination and sign in the appropriate space for the date and the class hour. The teacher will also note the time and sign again when the student returns to the classroom. This gives the student a permanent record of the time missed from class. The teacher reserves the right to issue any item for the purpose of record keeping.

ATTENDANCE

Philosophy

The administration and faculty strongly believe that a direct correlation exists between regular attendance and academic achievement. Regular attendance is essential to successful achievement and reflects a positive, committed attitude toward school. **Failure to attend classes is the number one reason why students are unsuccessful and one of the main reasons a student drops out of school.**

Our goal is to provide an environment where students can experience both academic and social growth. We encourage high academic achievement, which incorporates other 'life' skills necessary to enable the student to become a successful, productive, and contributing part of society. **Forming the proper habits of attendance is one of the greatest services that our**

school can offer tomorrow's workplace. In order to instill the importance of these workplace skills, such as responsibility, dependability, punctuality, and work ethic, in our students, we feel that it is essential that we have the same high standards in the school setting. **The primary responsibility of attendance rests with the student and parent. However, school officials will determine what is an excusable absence.**

Absences

School Responsibility: Regular attendance is required of all pupils enrolled in elementary and secondary schools under the Kansas Compulsory Attendance Statutes (KSA 72-1113). As Kansas school officials, we are responsible to see that these statutes are followed.

Truancy: Any student required to attend school by Kansas Compulsory Attendance Law KSA 72-1113 is considered truant if the student is inexcusably absent on either 3 consecutive school days, 5 school days in any semester or 7 school days in any school year whichever occurs first. A child is inexcusably absent from school if the student is absent without a valid excuse acceptable to the principal. Any student that accumulates 12 or more tardies to one or more classes within a semester, will be turned in as truant.

Excused Absences Defined: Riverton High School considers all absences classified as type 1, 2, or 3 to be excused absences. Although type 3 absences are excused, they do count against the student's attendance record. (See classification of absences)

Unexcused Absence Defined: Riverton High School considers all unverified absences as unexcused. Verification requires a note or a phone call from a parent upon the student's return to school. For record keeping purposes, both are preferred. (See Type 4 absences)

Significant Part of the Day: Riverton High School considers a significant part of the day to be 4 periods or more.

Parent Responsibility: If a student is absent from school, a parent is asked to call the school secretary (848-3388) by the end of that day to verify the student's absence. **Failure to verify an absence upon the student's return to school will result in the absence being a Type 4.** The secretary will make note of the type on the student's attendance record. **If a parent wishes a student to leave during the school day, a note or a phone call from the parent is required.**

Student Responsibility: When returning to school after an absence, the student must report to the office, before returning to class, to receive an admit slip. A verification note from a parent is required if phone contact was not made on the day of the absence.

If a student is more than 10 minutes late to class they should be referred to administration. The administration will determine whether the missed class time is excused, counted as a tardy, or counted as an absence.

If a student has parental permission to leave school during the school day, the student must sign-out in the office with the Principal or secretary. Students are never to leave school without office clearance. (Class B offense)

Students are responsible for meeting with teachers in regard to make-up work missed during their absence. Students who are absent during all or a major part of the day are not permitted to participate in interscholastic or extra-curricular activities scheduled for that date.

Students are allowed up to eight (8) days of Type 3 or Type 4 absences in a semester. Students exceeding eight (8) days of Type 3 or 4 absences may be referred to the county attorney for truancy unless prior arrangements with administration have been made.

Classification of Absences

Type 1: Exceptional: death in immediate and/or extended family, court subpoenas, college visit for seniors (1 day excused), obligatory religious observances, extended hospitalization or other special situations declared an emergency by the administration. *Immediate/extended family is defined as parents, brothers, sisters, grandparents, aunts, uncles, and cousins.*
Student excused from final exams. Absence does not count against attendance record.

Type 2: Doctor's Appointment: a physician's form or stamped appointment card obtainable from the physician's office will be required when the student returns to school. ***Absence counts against attendance record, but does not count towards final exams.***

Students will be excused up to ½ day (4 class periods) for a routine office visit. If additional time is required for the appointment, you will need to have your doctor note the reason on the Physician's form.

Type 3: Verified: a note or phone call from the parent. ***Absence counts against both attendance record and final exams.***

Any student absent for three or more consecutive days must return to school with a doctor's note unless the administration has agreed to an alternate arrangement.

Otherwise, the student's absences will be unexcused and the student must be reported to the county attorney's office for truancy.

Type 4: Unverified: skipping class or no communication from parent upon returning to school. A Type 4 absence forces the student to take ALL FINAL EXAMS for the semester. ***Absences count against both attendance record and final exams.***

All notes from parents or doctors must be turned into the office secretary upon the student's arrival to school. Teachers will not provide assignments for an unverified absence. Failure to provide a note upon the student's return to school will result in the absence being recorded as a Type 4.

DISCIPLINE CODE

Discipline is essential to smooth functioning in schools and society. Most students think of discipline as punishing actions used against them in times of conflict or misbehavior. However, discipline is not a punishment. It is teaching students to impose limits on themselves. Discipline in the school and classroom means setting limits for students until they are able to set limits for themselves. Students are expected to behave in a manner, which is appropriate for high school age individuals. Students are responsible for knowing what the rules and consequences are in their classrooms and school. They are responsible for their own actions.

The staff's intention is to serve all students. It is the staff's preference to focus on the business of education and avoid being disciplinarians. As part of our goal to prepare students for social responsibility, we feel strongly that providing a 'cooperative' school atmosphere, in which students and staff members interact in a positive and responsible manner, will better prepare our students for their adult role in society.

As part of the student's commitment to their education and opportunity for success, we encourage students to carefully consider their actions and the consequences, both good and bad, associated with their decisions regarding school behavior.

Repeated disruptive classroom behavior situations or other inappropriate school behavior problems will be handled by school administrators.

Severe Clause: The administration reserves the right to deviate from the following policies when necessary, depending on the circumstances, severity and/or frequency of the offense.

DEMERIT SYSTEM

The Demerit system discourages habitual disruption of the learning environment by setting limits on student misbehavior. When a student reaches fifteen (15) demerits for a semester, a letter of concern will be sent to the parents. If a student reaches twenty (20) for a semester or thirty demerits for the year, long-term suspension will be strongly considered and will likely be recommended by the administration.

Consequences for Inappropriate Behaviors

Conference with student:	Teacher, Student and Principal
Before-School Detention (PDET):	7:00-8:00am; To be served next day: 2 Demerits
In-School Suspension (ISS):	Entire day or specific hours: 4 Demerits
Saturday School (SS):	8:00am-12:00 noon: 3 Demerits
Out-of-School Suspension (OSS):	1-10 days: 5 Demerits; Assignments issued when returning to school; student must contact teacher
Long-Term Suspension:	Up to 90 school days - Formal Hearing
Expulsion:	Expelled up to 186 days - Formal Hearing

Excessive accumulation of demerits may result in long-term suspension.

<u>Class</u>	<u>Offense</u>	<u>Consequence</u>
<u>Class A</u>	1st	Classroom discipline as appropriate/parent notification
	2nd	Classroom discipline as appropriate/parent notification
	3rd	Office referral, principal assigned detention
	4th	Office referral, Saturday School
	Subsequent	Office referral, 1-10 days in-school or out-of- school suspension
<u>Class B</u>	1st	Office referral, Saturday School
	2nd	Office referral, Saturday School
	3rd	Office referral, 1-10 days in-school suspension
	Subsequent	Office referral, 1-10 days out-of- School Suspension
<u>Class C</u>	1st	Office referral, 1-10 days In School Suspension
	2nd	Office referral, 1-10 days Out of School Suspension
	Subsequent	Office referral, 1-10 days Out of School Suspension
<u>Class D</u>	1st	Office referral, 1-10 days Out of School Suspension
	Subsequent	Office referral, 1-10 days Out of School Suspension

***Note: Saturday Schools for high school students will be assigned for 4 hours.**

<u>Tardiness</u>	1st	Official warning by teacher
	2nd	Official warning by teacher
	3rd	Detention with Teacher

4th Principal assigned detention
Subsequent (up to 6th), Saturday School
Subsequent (7 or more), Suspension

NOTE: Any tardy extending past 10 minutes will be counted as an absence.

Parent notification will be made on all offenses requiring detention, suspension, or expulsion. Law authorities will be notified if warranted on all offenses.

Cellular Phones

Students are permitted to have cell phones during school hours, on school property but with restrictions. **The cell phones must remain off, on vibrate, or silent.** Students are permitted to use cell phones, in the high school, before the school day begins and during lunch. Cell phones should be located in lockers, purses, bags, or pockets when not in use. Students may use cell phones at appropriate times and locations or when permission granted by school staff. The following restrictions apply when a student chooses to use a cell phone at appropriate times:

- No other student shall be contacted at Riverton Middle School and at Riverton Elementary School at any time during the school day.
- Students are not permitted the use of cell phone, camera, or any other device for the purpose of recording video and audio of a teacher or school employee without prior permission.

Failure to adhere to cell phone use guidelines will result in the following:

1st violation: cell phone confiscated; student assigned 1 hour detention.

2nd violation: cell phone confiscated; student assigned Saturday School.

3rd violation: cell phone confiscated; student assigned Saturday School.

Cell phone returned to student at the conclusion of the school day in the event of up to three violations.

4th violation: cell phone confiscated; student assigned 1-10 days In School Suspension and banned from the use of the cell phone(s) for the remainder of the school year.

Cell phone returned to parent/guardian.

*Riverton High School administration reserves the right to interpret and make appropriate decisions when needed pertaining to this policy.

There will be no expectation of privacy if a cell phone is confiscated. The administration has the right to check information, texts, and other messages housed within cell phone.

Taking pictures by means of a camera phone or other any communication device is prohibited at all times during school hours. This is to include, but not limited to, classrooms, locker rooms, rest rooms, and other locations one can expect privacy. Failure to adhere to this policy will result in the cell phone or communication device being confiscated, returned to the parent/guardian, and possible discipline consequences depending on the nature and severity of the violation; and if warranted, law enforcement contacted.

Class A Behaviors

Relationships: Inappropriate displays of affection such as kissing, sitting on laps, etc.

Repeated Disruptive Classroom Behavior: Continued failure to comply with classroom teachers' rules and procedures.

- * Referral to the office by a substitute or a student teacher will result in a minimum consequence of a Saturday school.
- * Continued disruptive behavior will result in the student being dropped from the class and placed in in-school suspension for the remainder of the semester. The student will be given an 'F' for the class.

Nuisance Items: Bringing items to school that may cause disruption to the learning environment; whistles, water or musical toys, etc. (In addition to Class A consequences, these items will be confiscated and not returned.)

Improper Conduct Outside the Classroom: Improper behavior in halls, commons area, cafeteria, parking lots, etc. (verbal, written, symbolic or other which includes profanity/vulgarity)

School Activity Behavior: Improper or unsuitable behavior at school activities (home or away) such as ball games, dances, etc. (In addition to Class A consequences, this type of behavior may also result in the student being banned from school activities)

Dress Code Violation: Students will not be permitted to remain in class or at school sponsored functions in attire which draws such attention to themselves, that disrupts general decorum, interferes with the intended function of the school or school activity, or creates a potential health or safety concern. Neatness and cleanliness of personal attire and hygiene are required at all times. Self-respect and maturity should guide a student's choice in determining appropriate dress for school. However, school authorities reserve the prerogative to determine when clothing is considered inappropriate. Parents/guardians are expected to show concern, provide guidance and have a knowledge of what their child is wearing to school.

Below are guidelines to help students avoid dress code violations.

Examples include but are not limited to the following:

Clothing that is revealing or suggestive in nature may not be worn. Tube tops, halter tops, spaghetti straps, midriffs, bicycle pants and boxer shorts are considered inappropriate and a distraction; further, revealing clothing is considered inappropriate and a distraction. Shirts and tops should be at least 2" in width at the shoulders. Shorts and skirts should be mid-thigh in length while standing. Head gear and headbands may not be worn in the building during school hours. Unnatural hair dyes/colors and hair styles viewed by administration as bringing unnecessary attention to the individual can be considered inappropriate and a potential distraction. Ball caps, hair curlers, bandannas, sunglasses or dark glasses, unless prescription, are considered inappropriate and a distraction. Other inappropriate attire includes: chains, gloves, and clothing with vulgar, profane, ethnically derogatory messages, pictures, symbols or depictions of illegal substances, alcohol, tobacco or gangs. Trench coats are prohibited.

Piercings: Hoops (outside the ears), bars, and chains are considered a distraction and potential safety concern and will not be allowed.

Technology violations: All Technology violations will fall under the Technology User Agreement.

1 st Consequence	5 day suspension from computer
2 nd Consequence	10 day suspension from computer
3 rd Consequence	15 day suspension from computer

Class B Behaviors

Defiance or Disrespect Toward any School Official or School Personnel:

Behavior, be it verbal, written, or symbolic, which is considered to be defiant or disrespectful will not be tolerated. ANY PHYSICAL AGGRESSION WILL BE GROUNDS FOR EXPULSION. Disrespect towards a school official may result in immediate suspension.

Careless Driving/Illegal Parking: Careless driving which would endanger persons or property on or near the school grounds or illegal parking will not be tolerated. (In addition to Class B consequences, the student will forfeit driving privileges for minimum of 5 school days). Students are to park in their assigned area. Students are not allowed to park in 'reserved' spaces at any time. Violation may result in a detention.

Cheating: Cheating on tests or class work. (In addition to Class B consequences, the assignment or test will count as a zero.

Failure to Serve Detention: Failure to show up, arriving late, or failing to follow rules and procedures of detention supervisor.

Cutting Class: Missing or leaving class without permission. (Repeated offenses will result in a Conditional Enrollment Contract or expulsion)

Stealing, Graffiti or Vandalism: Taking items from, destruction or damage or tampering with the property, or defacing of property of students, teachers, classrooms, or other school property. (In addition to Class B consequences, reimbursement will be required and law authorities will be notified if warranted. Severe offenses may result in expulsion).

Skipping/Leaving School Grounds Without Permission: Students are required to check out through the office before leaving the building or grounds during school hours. Students with parental or teacher permission to leave during the school day are required to sign out in the office before leaving.

Class C Behaviors

Tobacco: Use or possession of any tobacco product on school property or at a school activity. Smoking by students and/or the possession or use of any other tobacco product or electronic/vapor cigarette is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events, and on school owned property.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

Threatening, harassing, and/or hazing Another Student/School Employee: The intentional unlawful threat or intimidation by word or act to do violence to the person or property of a student or school employee or the doing of any act which created a well founded fear within the student or school employee.

Sexual Harassment: Including but not limited to: *Verbal*, such as derogatory comments, jokes, slurs, or remarks/questions of a sexual nature: *Physical*, such as unnecessary, unwanted or offensive touching: *Visual*, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, gestures, looks.

Failure to Serve Saturday School:

1st offense: Assignment to an additional Saturday School

2nd offense: Out-of-school suspension

Class D Behaviors

Weapons: ZERO TOLERANCE POLICY: Any weapon, object, substance or material that could cause bodily harm or any facsimile or replica of a deadly weapon are prohibited on school property will be prosecuted as a felony offense. Federal law requires a one-year expulsion.

Drugs/Alcohol: Students found to be in possession of, using, providing or under the influence of drugs/alcohol on school property or at a school activity (home or away).

Fighting: Any mutual combat, on school property or at any school activity at home or away, in which both parties have contributed to the conflict either by verbal or physical action will result in disciplinary action. Individual circumstances will be taken into consideration. (Repeated offenses will result in a Conditional Enrollment Contract.) In addition to disciplinary action, the contributing parties will be referred to the Cherokee County Sheriff's Department.

CONTROLLED SUBSTANCES

The board of education, administration and members of the faculty, recognize the illegal use of drugs and alcohol as being detrimental to the positive development of the students. The schools' primary role in this area is to educate students concerning the hazards of the drug and alcohol use.

All U.S.D. #404 employees, and other personnel working with the U.S.D. #404 students as well as any other student under direct or indirect supervision, who observes the use, sale, transfer, possession of any drug, medication or other chemical substance, or the paraphernalia associated with administering of drugs, shall report immediately to the principal/designee.

Any staff member who observes a student exhibiting an apparent health disturbance during the school day or a school activity shall refer such student to the principal designee for further observation. If after the observation, the principal/designee has reasonable grounds to believe that the student's behavior or health disturbance may be related to the use of a restricted substance, the principal/designee will make a reasonable effort to contact the student's parents or guardians and urge that a physician be consulted. If the parents or guardians cannot be contacted after reasonable effort, police will be notified and the student placed in their custody.

Students who attend U.S.D. #404 and come to U.S.D. #404 school grounds, which, in addition would include all school activities, with obvious symptoms of having consumed alcoholic beverages (including malt beverages), or who are under the influence of drugs, or who have in

their possession alcohol/drugs will face suspension and/or expulsion. When suspended or expelled, such student will be prohibited from being on U.S.D. #404 school grounds, from participating in or attending school activities and will not be allowed credit for class work during the period of suspension or expulsion. Students being readmitted following and alcohol or drug related suspension/expulsion would be admitted on probationary status and subject to frequent drug testing. Police/juvenile authorities may be notified concerning every drug/alcohol offense.

PENALTIES OF DRUG/ALCOHOL VIOLATIONS

1st Offense:

- A. The student will be suspended for 1-10 days with a long-term suspension hearing scheduled. Parents must accompany the student to the long-term hearing.
- B. If readmitted, the student will be placed on probation as determined by the hearing committee.
- C. The student will be considered as having committed a first offense with regard to the "student drug testing policy."

2nd Offense:

- A. The student will be suspended for 1-10 days with a long-term suspension hearing scheduled. Parents must accompany the students to the long-term hearing.
- B. If readmitted, the student will be placed on probation as determined by the hearing committee.
- C. The student will be considered as having committed a second offense with regard to the "student drug testing policy."

3rd Offense:

- A. The student will be suspended for 1-10 days with a long-term suspension hearing scheduled. Parents must accompany the student to the long-term hearing.
- B. The student will be considered as having committed a third offense with regard to the "student drug testing policy."

Transfer: Students found to be selling or distributing alcohol/drugs, or selling what they believe to be drugs, will be suspended for 1-10 days and the following action taken: Long term suspension will be recommended contingent upon the follow-up investigation.

Severity Clause: In situations deemed severe enough by the administration, steps under first and second offense may be omitted and the student be recommended for long-term suspension/expulsion.

Prevention: U.S.D. #404 will offer a prevention education program for all students enrolled in kindergarten through grade twelve. This program will present appropriate issues and information at mature levels that will support the drug/alcohol prevention program.

INTERVENTION: U.S.D. #404 will offer an intervention model that will address possible treatment for users and/or suspected users. This program will identify agencies and care treatment units that patrons, students and staff can utilize in dependency cases.

SUPPORT GROUPS: U.S.D. #404 will offer support groups for the students and parents. These groups will address both the needs of the recovering individual and the individual desiring additional information.

RIVERTON U.S.D. #404 BUS DISCIPLINE POLICY

Conduct on School Buses

School bus transportation is a privilege that cannot be abused by demands for luxury services or individual conveniences.

A safe and efficient school bus program calls for teamwork by pupils, parents, bus drivers, teachers, and principals. Without teamwork, a school system must risk what it cannot afford to risk-death and injury.

To provide both efficient and safe transportation the Riverton School System has established the following rules and regulations, which comply with the laws of the State of Kansas.

Getting On and Off the Bus:

1. To help maintain morning schedules all pupils must be ready and waiting when the bus arrives.
2. Riders must conduct themselves in a safe manner while waiting for the bus.
3. Riders must wait until the bus comes to a complete stop before attempting to board.
4. Crowding and pushing is dangerous and must be avoided when getting on or off the bus.

Riding the Bus:

1. Loud talking and laughing or unnecessary confusion can divert the driver's attention and may result in a serious accident. Riders must talk quietly at all times when riding the bus at intersections and railroad crossing there is to be no talking.
2. Bus riders must never tamper with the bus or any of its equipment.
3. Any damage done by pupils riding the school bus, such as a cut cushion, or a broken window, etc. will have to be paid for by the pupil.
4. Riders must always keep arms inside the bus when the windows are open.
5. Books, packages, coats and all other objects must be kept out of the aisles.
6. Eating or drinking is not permitted on the bus during regular morning and evening routes unless otherwise warranted by medical situations.
7. The driver shall be responsible for the orderly conduct of the pupils. While on the bus, the pupils are under the authority of and directly responsible to the driver.

8. The bus driver shall have the authority to assign a seat to each passenger.
9. The student at no time will be allowed to show any disrespect to the bus driver.
10. The above rules and regulations apply to any trip under school sponsorship.
11. Extra-curricular trips- if time is scheduled for a food stop, no food or drinks should be brought on the bus. However, if circumstances require eating on the bus, the sponsor should provide numerous trash liners for the proper disposal of trash. No glass containers. Sponsors who do not comply with this rule should be reported to the Director of Transportation and their building principal will rectify the problem.

School Bus Consequences-Riverton High School

The bus drivers are urged to give verbal warnings and instructions to bus riders who are failing to follow the rules. However, when the child ignores the warnings of the drivers the students will be referred to the assistant principal.

1st offense: Dependent on severity of offense, the administration may give warning or impose the 1-week ban discussed in Step two. Parents notified.

2nd offense: The student's riding privileges will be revoked for 1 week. Depending on the particular offense, the high school discipline code may be followed additionally.

Student and/or parent have sole responsibility for student's transportation to and from school while on suspension from bus.

3rd offense: The student's riding privileges will be revoked for 1 month. Depending on the particular offense, the high school discipline code may be followed additionally.

Student and/or parent have sole responsibility for student's transportation to and from school while on suspension from bus.

4th offense: The student's riding privileges will be revoked for the remainder of the school year. Depending on the particular offense, the high school discipline code may be followed additionally.

Student and/or parent have sole responsibility for student's transportation to and from school while on suspension from bus.

CHANGING OF COURSES BY STUDENTS

All courses are for the entire year. If a course is dropped during the year, approval must be mutually agreed upon by the parents, teacher, counselor, and principal. Students dropping courses without this approval will be given an 'F' for the semester on the official transcript.

Permission will not be given for any student to drop a class if he/she is making a 'C' or better in the class unless warranted by the administration.

ADD/DROP PROCEDURE (BEFORE THE FIRST DAY OF CLASSES)

All schedule changes are to be made prior to the first day of classes. The student will pick up an add/drop slip from the guidance office and return the completed slip with the student's signature to the guidance office.

SEMESTER FINALS/EXEMPT DAY INFORMATION

Semester finals will be given at the end of each semester. However, a student may earn the opportunity to be exempt from a semester finals based on academic performance, attendance, and discipline of the current semester provided the student fits in one of the categories described below (criteria is based on current semester):

The student must fit in one of the following categories of academic performance:

1. Maintain an A and up to four Type 3 absences;
2. Maintain a B and up to two Type 3 absences;
3. Perfect attendance with a C.
 1. A student is required to take all finals if failing to meet the criteria mentioned above for achieving exempt status.

Additionally, the student may **NOT** earn exempt status if they fit in one of the following categories:

1. The student has been referred to the office for discipline reasons, which have resulted in the student accumulating more than two (2) demerits;
2. The student has been referred by a substitute/student teacher for any reason, which results in consequences assigned by the administration;
3. The student has been assigned Saturday school, in-school suspension or out-of-school suspension for any reason other than tardies or make-up time.
 1. The student has ½ day or more of unverified absences.
 2. A student with 4 or more tardies in a semester in any one class may not earn exempt status.

The student is responsible for attending scheduled practices of extra-curricular events and activities he/she may participate in during the exempt day.

SENIOR INFORMATION

COLLEGE DAY VISITS:

1. Students must be currently passing all classes and on target to graduate.
2. Students must pick up parental permission slips from the guidance office.
3. Counselor will make an appointment with the college.
4. Parental permission slips are to be turned into the counselor the day BEFORE trip is taken.
5. If a student having an appointment does not keep the appointment and does not attend classes in high school, the absence will be UNEXCUSED. The student will be provided a slip that is to be signed by the college admission officer and returned to the counselor.
6. College trips will not be allowed after April. 1.

EXCEPTIONS: Auditions for scholarships for drama, debate or music or spring sports.

EXTENSION COURSES

Students may not enroll in college classes for the purpose of acquiring high school credits. In the event of prolonged illness or other emergencies whereby a student cannot meet graduation requirements, the counselor will help the student select an appropriate correspondence course or other appropriate action.

SENIOR TRIP

Seniors will take a 1-3 day trip in the spring of the year. The board of education will furnish transportation, but any other moneys must be provided by the students themselves. Students may participate in fundraising projects to defray expenses if approved by the sponsors and administration. A copy of the senior trip guidelines adopted by the board of education may be obtained from the principal or head class sponsor.

Student Eligibility Guidelines- Students must earn the privilege of going on the trip.

- a. Students must adhere to all policies regarding working concessions stand during events and fundraising.
- b. Any student who has been assigned more than 9 out of school suspension days during his/her senior year will NOT be eligible to go on the trip. Administration does reserve the right to review situations on a case-by-case basis.
- c. Any student who has been assigned more than 30 hours accumulative detention, in-school suspension, or attendance make-up time will not be eligible.
- d. To be eligible to go on the trip, the student must be on target to graduate with his/her class.

Students who lose eligibility after January 15, or after the reservation deposit have been made, will forfeit the deposit and any monies earned.

TEACHERS AIDE

Only seniors who are completing requirements for graduation may enroll as a teacher's aide in the particular class of interest if the teacher is willing to be responsible for the student's attendance and the provision of learning experience. No credit will be given. Students may serve as a teacher's aide for only 1 (one) block.

INCENTIVE CLASSES / HONOR STUDENTS

Riverton High School has an incentive program that rewards students for pursuing academic goals. All incentive courses must be taken as regular school subjects during the regular school day unless individually approved by the board of education. For the purpose of calculating honor students, a student's GPA will be increased by .02 for each incentive class passed. Honor students will be determined at the conclusion of the third quarter of the senior year. To be eligible for honors a student must have been enrolled in and attending Riverton High School for a minimum of four semesters (including the eleventh and twelfth grades) and have accumulated a minimum of 13 credits. All transfer credits must be from an accredited high school. Incentive courses as determined by the Riverton High School faculty and administration are as follows:

Communications	Mathematics	Science	Social Studies
English IV (CP)	Advanced Math	Chemistry I	Amer. Gov't (CP)
Adv. Spanish and/or Spanish II, III, IV	Calculus	Chemistry II	
		Human Bio / A&P	Other
		Physics	

DISMISSAL OF SCHOOL

Please do not call the school for information whether school is in session. Announcements relating to the cancellation, dismissal, and/or release of school can be accomplished by contacting, by phone, the primary household of the student via School Reach communication. Additionally, the following local TV and radio stations will start announcing the decision around 6 am: KKOW-AM, KMOQ-FM, WMBH-AM, KOAM-TV, KSN-TV.

In the event that school is dismissed, any days to be made up will be added to the end of the year or as indicated by USD #404 Board of Education Policy.

MEDIA CENTER

Riverton is very fortunate to have such a well-equipped library for its students and faculty use. The library is supplied with many good books and classified according to the Dewey Decimal System. An up-to-date card catalog is maintained to aid the student in locating various typed of materials. The library has excellent atlases, dictionaries, encyclopedias, and other general reference materials. In addition, a wide range of periodicals are available for students enjoyment. We have a computerized checkout system. Each student will be issued one initial card with a charge for any additional cards. The Media Center is available for student use before and after school when prior arrangements have been made with Mr. Harper or Mrs. Livingston. Only students with a current Technology User Agreement on file will be allowed to use the computers

TECHNOLOGY

All students of U.S.D. #404 will be required to sign a technology agreement form at the beginning of the school year. Students will also need to have the form signed by a parent. Any student who tampers or does damage to any school equipment will be charged a \$100 deductible for damages per incident.

COMPUTER AND DEVICE ACCEPTABLE USE









Students shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. 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 or information stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school

IMMUNIZATION REQUIREMENTS

State school law requires the following immunizations before a student can enter school.

- 4- DTap and 1 DTAP at 7th grade
- 4- IPV
- 2- MMR
- 3- Hepatitis B
- 2- Hepatitis A
- 2- Varicella
- MCV4 at 11th grade

I NEED TO STAY AT HOME IF...							
							
Cough	FEVER	VOMITING	DIARRHEA	RASH	HEAD LICE	EYE INFECTION	HOSPITAL OR ER VISIT
If the cough is different than allergies or asthma	Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours	Rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" drainage from eye	Hospital stay and/or ER visit
I AM READY TO GO BACK TO SCHOOL WHEN I AM...							
Nearly free from coughing or the cough is easily controlled.	Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 24 hours	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever. I have been evaluated by my doctor if needed	Treated with appropriate lice treatment at home and proof is provided to office	Evaluated by my doctor and have a note to return to school	Released by medical provider to return to school

EMPLOYEE AUTHORITY

In helping maintain proper order, any school employee has full authority over all pupils in the building or on the school grounds. This includes administration, faculty, bus drivers, maintenance workers, food service workers, etc.

DRIVING AND PARKING REGULATIONS

Students desiring to drive cars to school must:

1. Have a permit signed by the parent. Permits may be obtained in the high school office. These permits contain the rules and regulations on driving to school. These permits must be on file in the office.
2. Students are not to park in the visitor parking located in the front of the school.

TELEPHONE CALLS

The phones at school are business phones. A student will be allowed to use them in case of an emergency. Students will not be called to the phone during school hours unless in extreme emergency situations. Telephone messages will be delivered, if necessary, to students during the day, but only messages from parents or legal guardians, unless the situation is deemed an emergency. Students are not to use cell phones during school hours.

FIELD TRIPS

It is the responsibility of the student to notify teachers in advance that they are going to miss class due to a field trip, athletic contest, college day, etc. Teachers will inform the students of their assignments and will give a due date for the assignment. Students who fail to follow the procedure will not be allowed to make-up any assignments.

COMMONS AREA

The commons area will be utilized as a student lounge prior to the school day, at noon and after school. Students are not to go into the classroom areas during the noon hour unless under the supervision of a teacher. Students should not be in the hall before school except for locker use.

DANCES

The board of education, the student council, teachers and administration have established the following guidelines for dances held at Riverton High School:

1. State law, as well as local school policy, forbids the drinking of alcoholic beverages on the school's property; this means the building, parking lots, roads, etc.
2. No tobacco is permitted in the building, parking lots, etc.
3. Once a student has entered the school for dance, he or she must remain in the building until the dance is over or until he/she leaves permanently.

NO ONE MAY RE-ENTER ONCE THEY LEAVE.

4. Any student attending a school dance under the influence of a chemical substance will be escorted home either by their parents or the appropriate law enforcement officials. A denial of this privilege may result upon the administrator's discretion.
5. Appropriate dress codes must be followed. Administration and activity sponsor shall determine proper attire for the dance and provide prior notification to the student body.

6. School sponsored dances are intended for high school aged students. Students who are of middle school or junior high age will not be permitted to attend high school dances or prom. Attendance by persons older than high school age will be left to the discretion of the administration.

ASSEMBLIES

All students are required to attend assembly programs. At all times, the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body in an assembly. Negative or disruptive behavior may result in the suspension of the student's privilege.

RULES FOR ROYALTY CONTESTS

Each class will select one girl from their class for each contest.

1. No girl should be chosen as a queen candidate more than one time during the current school year. This will apply to all school contests.

EXCEPTIONS: This rule does not apply Prom King & Queen

2. No girl should be chosen in the same category more than one year.

For example: If a girl is football queen or candidate her freshman year, she should never be a candidate for football queen again.

3. Sisters will not be allowed to compete against one another.

CITIZENSHIP POLICY

Participation in extracurricular activities is a choice made by a student. Therefore, participation is viewed by the Kansas State High School Activities Association and the Riverton USD #404 as a privilege, not a right.

The supervision of a student's actions and behavior during non-school hours and non-school sponsored activities is the responsibility of the parent and/or guardian. Although the Riverton USD #404 does not have authority or responsibility for students away from the school setting or non-school related activities, the Kansas State High School Activities Association does place responsibility on schools to take disciplinary actions when a student's behavior discredits the school, and/or reflects negatively on a team, club or organization in which the student holds membership, to discipline or suspend a student from participation in the sport, club or organization.

All students participating in extracurricular activities are subject to Kansas State High School Activities Association rules and policies, specifically Rule 14 of the Kansas State High School Activities Handbook.

Rule 14
Bona Fide Student

Section 1: General Regulations (apply to grades 7-12)

Art. 1: In order to be eligible for participation, the student must be a bona fide undergraduate member of that school and in good standing.

Art. 2: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

Riverton High School

2023-2024

High School athletes who wish to play two sports in the same season:

1. Must declare which of the sports is his/her primary sport.
 - a. Contest of the primary sport will take priority over the secondary sport.
 - b. After conferring with the coach of the secondary sport, the coach of the primary sport will provide the athlete of the secondary sport coach with the schedule of practices and events the athlete will attend.
 - c. Approval of a parent is needed for the athlete to participate in two sports.
2. Approval is to be written and signed by the coaches, student athlete, parent(s), principal, and athletic director.
3. An athlete who is removed from a team due to disciplinary reasons/or quits a team will also be removed from the other sport they are participating in.
4. An athlete who quits a team will not be allowed to participate in two same season sports for the remainder of their career at RHS.
5. An athlete who violates training rules or becomes academically ineligible will have suspension/penalty for both sports.
6. In the event of a bussing conflict, the parent/guardian of the student/athlete is responsible for transportation to the athletic event.
7. Requirements for participation in events for dual sport athletes are to be determined by the coach and should be consistent with requirements set for the other team members.
8. There will be no punishment for the athlete by either sport for missing practice/competition for the other sport if proper procedures are followed.
9. It may be necessary for a dual sport athlete who fails to fully comply with the terms of this agreement to meet with a committee composed of the athletic director, high school principal, the primary coach, and the secondary coach to explain his/her reason(s) for non-compliance. It will be the responsibility of the committee to decide if there should be any consequences for non-compliance. If the committee decides

there should be consequences it is the duty of the committee to determine the consequence(s).

Request for Dual Sport Participation

We, the undersigned, acknowledge that we have read and understand the rules and regulations for Dual Sport, Same Season participation and agree to full compliance for the season specified below:

Season: Fall Winter Spring Year _____

Primary Sport: _____ Secondary Sport: _____

Student Signature: _____

Parent Signature: _____

Primary Coach: _____

Secondary Coach: _____

Athletic Director: _____

Principal: _____

Date: _____

FIRE, STORM, AND TORNADO ALERT INSTRUCTIONS

There will be fire and storm drills to prepare students to save their lives should a disaster occur. Detailed instructions will be given to the students by the teachers. The east music room is designated as our tornado/storm shelter. It is specially designed for this purpose. Students should move as quickly as possible but stay orderly and calm.

SPECIAL EDUCATION SERVICES

Unified School District #404 strives to provide for the educational needs of all students. Among these are instructional and support services for exceptional students, including disabled and gifted.

These services are provided to our students through membership in the Southeast Kansas Special Education Cooperative. Through membership in the cooperative we join twelve other districts in providing an appropriate education to all our exceptional children and youth.

Acquisition of these services through a cooperative is necessary due to reasons of small incidence of exceptional children; economy in providing the services and the ability to serve the varying needs of these children.

For information regarding these programs, services and procedures for referral for comprehensive evaluation for the exceptional child, please call your Board of Education Office at 620-848-3386, or Greg Kubler, Director of the Southeast Kansas Special Education Cooperative, 400 N. Pine, Pittsburg, KS 66762, Phone 620-235-3180.

The Riverton Unified School District No. 404 does not discriminate on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

***Dr. Kevin Cooper, Superintendent
6860 SE Hwy 66
Riverton, KS 66770
620.848.3386***

Complaints

Complaints About Discrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Dr. Kevin Cooper, Superintendent, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT OF 1974

On November 20, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children.

The following rights are accorded to you under this act:

1. You are entitled to have access to your child's school records upon request.
This request should be directed to the custodian of the school record in question.
Access must be granted to you within 45 days after receipt of the request by said custodian.
2. The school district has established the following procedures in granting access by parents to student's records:
3. The parent's right of access shall include:
 - (A) The right to be provided a list of the types of educational records, which are maintained by the institution and are directly related to their children:
 - (B) The right to inspect and review the content of those records:
 - (C) The right to obtain copies of those records, which may be at the expense

of the parent of the eligible student but not to exceed the actual cost to the school district of reproducing such copies:

(D) The right to a response from the district to reasonable requests for explanations and interpretations of those records:

(E) The right to an opportunity for a hearing to challenge the content of those records:

(F) And if any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

4. Right to a hearing to challenge the content of your children's educational record.

(A) To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student;

(B) To insert into the record a written explanation respecting the content of the record.

5. The school district has established the following procedures where a parent desires to challenge the content of a student's educational record:

(A) The hearing shall be conducted and decided within a reasonable period of the time for the request for the hearing.

(B) The hearing shall be conducted, and the decision rendered, by an institutional official or other party who does not have a direct interest in the outcome of the hearing;

(C) The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to issues raised;

(D) The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

6. Before any school records will be released to third parties (other than those specified in item 13) who have requested copies of your child's records, you must give your written consent to said release. This written consent must be presented to the custodian of said records before the custodian will release them.

(A) The specific records to be released;

(B) The reason for such release;

(C) The name of the party or agency to whom the records will be released;

(D) And notification to you that if you desire you may receive a copy of the student's records to be released, if you desire a copy, at a cost of \$.10 per page.

7. Right to obtain copies of your child's student records, with the cost of reproduction charged to you at the rate of \$.10 per page.

8. Right to notification of transfer of your child's/children's student records and the right to challenge content of the records to be transferred.
9. Right to notification of subpoena of your child's/children's education records prior to the institution's compliance with the subpoena.
10. Right to notification of receipt of a judicial order by the custodian of the education records requiring the custodian to turn over your child's/children's educational records to the court prior to compliance.
11. The following records are maintained by this school district and directly relate to and personally identify students who have attended or who are attending this school district:
 - (A) Cumulative educational records;
 - (B) Health records;
 - (C) Cumulative attendance records;
 - (D) Records on disciplinary action;
12. The chief administrator of each attendance center has been designated by the school district as custodian of student records.
13. The following persons have right of access to your child's education records without your consent:
 - (A) Other school officials including teachers within the educational institution for local educational agency who have been determined by such agency or institution to have legitimate educational interests;
 - (B) Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
 - (C) Authorized representative of (1) the Comptroller General of the United States, (2) the Secretary of the Office of Education, and (3) administrative head of an education agency;
 - (D) In connection with a student's application for, or receipt of, financial aid;
 - (E) State and local officials or authorities to which such information is specifically required to report or disclose pursuant to state statute adopted prior to November 19, 1974;
 - (F) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive instruction, if such if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;

(G) Accrediting organizations in order to carry out their accrediting functions;
(H) In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect health or safety of the student or other persons;

(I) State educational authorities in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of the federal legal requirements, which relate to such programs. Provided, that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner, which will not permit the personal identification of your child/children and you, by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.

14. The school district will follow the following procedures in the case of reviewing and expunging the student records: Each record shall be reviewed at least annually by the attendance center administrator and purged of information, which is no longer needed, or of lasting value.

15. The school district has designated the following information as directory information:

- (A) The student's name, address, telephone number, date of birth;
- (B) The student's major field of study;
- (C) The student's participation in officially recognized activities and sports;
- (D) The weight and height of members of athletic teams;
- (E) Dates of attendance;
- (F) Degrees and awards received;
- (G) And the most recent previous school district attended by the student.

This information is considered public information, which may be released by the school district without your prior consent. You have ten days from the first day of school each year to inform the school district that any or all of the directory information should not be released without your prior consent.

16. The custodian of said records will maintain a record of those persons, agencies, or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency or organization had in seeking the student's records will be available only to the parents of said student and the custodian of the records.

17. When your child becomes eighteen years of age, all rights formerly accorded to you as parents of said student become the sole rights of the student, and you will no longer

have the right of access to said student's records, except in the case where the student still resides at home or is claimed as a dependent on the parents' income tax form.

EXPULSION/LONG TERM SUSPENSION AND DRIVERS LICENSES
1999 Kansas Legislature
S.B. 38

Whenever a student 13 years or older has been expelled from school or suspended for an extended term for:

- (1.) Possession of a weapon at school, upon school property, or at a school supervised activity: or
- (2.) Possession, use, sale or distribution of an illegal drug or a controlled substance 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.
- (3.) Behavior at school, on 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 from which the pupil was expelled or suspended shall give written notice to the division of vehicles of the department of revenue of the expulsion or suspension of the pupil. The notice of expulsion or suspension shall be given to the division of vehicles within three days, excluding holidays and weekends, after imposition of the expulsion or suspension and shall include:

- (1.) the pupil's name
- (2.) address
- (3.) date of birth
- (4.) drivers license number if available
- (5.) and the reasons for the expulsion