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**South Barber 7-12  
Student Handbook  
2011-12**

Dear Students,

Welcome to South Barber 7-12 School and the "Home of the Chieftains and Tornadoes!"

We are proud to have you as members of our student body and hope you realize that you are attending one of the finest schools in the state of Kansas. South Barber High and Jr. High has long been recognized for its excellence in academics and extra-curricular activities. You need to be aware of the fact the greatness of your school depends on the efforts and attitudes of each individual student.

We, as school officials, do not like to have rules governing everything but certain guidelines are necessary so that students, faculty, and staff can function with integrity in an atmosphere where good order and high purpose are present.

As students, you should be aware of what is good for the educational atmosphere. Most of your behavior should be based on: (1) "common sense," and (2) the consequences of such behavior.

The information in this handbook is provided to help you become acquainted with the rules, regulations, and policies of U.S.D. #255 which are necessary so an orderly, well-run educational atmosphere is maintained. As this school year begins, it is our hope that this will be your best school year yet.

The South Barber Board of Education does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Questions regarding the Board's compliance with Title VI, Title IX, or section 504 may be directed to the Title IX Coordinator, Superintendent of School, 512 Main, Kiowa, Kansas who can be reached at 316-825-4115 or 120 SE 10th Avenue, Topeka, Kansas 66612-1182 or to the Assistant Secretary for Civil Rights U.S. Department of Education who can be reached at 785-296-2424.

**FACULTY AND AIDES  
2011-2012**

Brad Morris.....	Superintendent
Fred Gillig.....	Principal
Melva Armbruster.....	7 <sup>th</sup> & 8 <sup>th</sup> Grade
Mary Rose.....	7 <sup>th</sup> & 8 <sup>th</sup> Grade, HS Mathematics
Mary Ann Gillig.....	Business Education Instructor
Cheryl Washburn.....	Counselor, Humanities
Jill Daughetee.....	Band Director, Librarian
Amanda Worthington.....	Agricultural Education
Jerry Holt.....	Math, Science
Veda Holt.....	Spanish
Pat Noble.....	Speech, English
James Johnston.....	Social Studies
Cheryl Swartz.....	Family and Consumer Sciences
Deb Hitchcock.....	Physical Education
Tim Rector.....	Industrial Technology
Meagan Masters.....	English, Yearbook
Carla Mitchel.....	Vocal Music
Gayla Reed.....	Special Education
Samantha Inman.....	Special Education
Dick McCall.....	Special Education
Steve Roberts.....	Mathematics
Brenda Beecher.....	Science
Luke MacKinney.....	Technology Director
Barbara King.....	Secretary
Dale Webb.....	Head Custodian & Transportation
Terry Wolf.....	Custodian
Jeff Jahay.....	Custodian
Karen Lambert.....	Head Cook
Josie Miranda.....	Assistant Cook
Cindy Archuleta.....	Para-professional
Denise Donaldson.....	Para-professional
Pam Hess.....	Para-professional
Peggy Fenderson.....	Para-professional
Daniel Hinde.....	Para-professional
Elizabeth Kirkwood.....	Para-professional
Marcia Michel.....	Para-professional
Dolores Moreno.....	Para-professional

**Board of Education**

Mike Anderson	Dana Roark
Jeff Black	Janet Robison
Debbie Helfrich	Bob Schrock
Kent Swartz-President	
Walter E. Fry (Treas.)	
Julie Johnson (U.S.D. 255 Sec.; Board Clerk)	

## SPONSORS AND EXTRA DUTY ASSIGNMENTS

2011-2012

Seniors .....	Pat Noble, Tim Rector
Juniors.....	Brenda Beecher, Jill Daughhete, Mary Ann Gillig, Meagan Masters
Sophomores .....	Deb Hitchcock, James Johnston, Gayla Reed, Cheryl Washburn
Freshman .....	Jerry Holt, Carla Mitchell, Steve Roberts, Cheryl Swartz
8 <sup>th</sup> Grade .....	Mary Rose, Sammi Inman
7 <sup>th</sup> Grade .....	Melva Armbruster, Sammi Inman
JH Cheerleaders & Pep Club .....	Kay Roberts
HS Cheerleaders.....	Janet Cook
Forensics.....	Meagan Masters
Vocal Music.....	Carla Mitchel
Instrumental Music .....	Jill Daughhete
FFA .....	Amanda Worthington
Student Council .....	Jill Daughhete, Fred Gillig
Jr. High Student Council.....	Mary Rose, Melva Armbruster
Concessions.....	Karen Lambert
KAY Club.....	Cheryl Swartz
Industrial Arts Club .....	Tim Rector
Yearbook.....	Meagan Masters
National Honor Society.....	Cheryl Washburn
Scholar's Bowl.....	Jill Daughhete
Jr. High Scholar's Bowl .....	Mary Ann Gillig
Jr. High Football .....	Tim Rector, Berton Walz
Jr. High Volleyball.....	Janet Cook, Kay Roberts
Jr. High Girls Basketball .....	Amanda Corr
Jr. High Boys Basketball .....	Bret Mott
Jr. High Track.....	Steve Roberts, Tim Rector

## **SBHS SCHOOL SONG**

Stand proud, South Barber High School  
Fight for your name.  
We are the Chieftains,  
And we know our game.  
Lift your glory higher,  
Shout out your fame,  
Flash forth the black and gold,  
And let it proclaim.

## **SCHOOL YELL**

Team, Team, Team, Team,  
Fight, Fight, Fight, Fight,  
Win, Win, Win, Win,  
Beat (opponent)

**SCHOOL COLORS:** Black and Gold

**SCHOOL EMBLEM:** Chieftain



## **SCHOOL SPIRIT**

We cannot see or touch "school spirit." We hardly know how to define it, and yet it is one of the most powerful forces in our school.

It is in our **TEAMS**, fighting hard to win.

It is in our **CLASSROOMS** when we do our best.

It is in the **THRILL** of our victories and the **ACCEPTANCE** of honorable defeat.

It is the **DETERMINATION** to put honest effort into our school years.

It is the **STUDENTS** in the halls, on the school grounds, and around the town as they proudly back every worthwhile cause of the school, protect its good name, and do everything possible to add to the reputation of South Barber High School.

This is SCHOOL SPIRIT -- Hold it high, guard it well!

## **SBJH/MS SCHOOL SONG**

Stand proud for South Barber,  
Up for Blue and Gold;  
Keep the colors waving,  
Be strong, be brave, and bold;  
We are the Tornadoes,  
Fight for victory;  
Here's to our Junior High,  
In memory.  
Team, Team, Team, Team;  
Fight, Fight, Fight, Fight;  
Win, Win, Win, Win;  
Beat \_\_\_\_\_

## **SCHOOL COLORS**

Blue & Gold

## **SCHOOL MASCOT**

Tornado



## Introduction

### A. Philosophy Objectives and Mission

The schools of South Barber Unified District No. 255, Barber County, State of Kansas, realizing that any organization must have an underlying group of principles in order to give it direction, believe that the following statements summarize the philosophy of our school and communities.

#### 1. Philosophy

We believe that the schools of our communities exist primarily for the education of the students' needs. The school should be concerned with developing student responsibility, initiative, rights, and opportunities. The school is concerned with all aspects of student growth and adult education; therefore, it will provide the organization, facilities, environment, and the guidance for learning, which will enable the student to become a mature adult and productive citizen in a rapidly-changing world.

#### 2. Objectives

- (a) To develop a regard for democracy and an intelligent appreciation of democratic principles and the American way of life
- (b) To prepare our youth for efficient participation in society
- (c) To develop knowledge, skills, vocational competence, and understanding with consideration for individual differences, and to encourage each student to achieve to the maximum of his/her ability
- (d) To develop more desirable qualities of mental and physical health
  - (1) Physical fitness program
  - (2) Wholesome use of leisure time
- (e) To develop aesthetic appreciation
- (f) To develop a set of values so that the individual may contribute to the economic, cultural, social, and spiritual life of the community

#### 3. Mission Statement

The mission of South Barber High School is to expose students to a well rounded and diversified curriculum and to provide them with the necessary skills to become productive citizens in a global society.

## **Student Behavior**

Guidelines for student behavior are controlled by State Law and District Policies. The following is the basic outline of what governs student suspension and expulsion, what the reasons are, and the process for implementing these actions. You should become familiar with these Kansas laws and district policies.

Article XI (Board Policy Handbook) Discipline Elementary and Secondary Pupils (Regular Term and Summer Sessions)

### A. Our Philosophy of Discipline

#### 1. Basic Nature of Discipline

Good discipline is usually positive rather than negative in nature. It is the result of keeping pupils interested and actively engaged in constructive and worthwhile learning activities, rather than punishing pupils for doing things which are destructive and antisocial. The purpose of discipline is to help the pupil develop self-control with due respect for constituted authority.

#### 2. Importance of Good Discipline

Good discipline in the schools is extremely important to the whole community, but particularly important to the pupils, teachers, principals, superintendent, board of education, and parents. In the end, good discipline is important to the educational process, for it is a vital factor influencing the kind of schooling pupils will receive.

#### 3. Discipline Procedures Must Be in Accordance with Good Educational Practices and Due Process

The board of education must know that the procedures relating to discipline are in accordance with good educational practices and due process in order to give the support which teachers and administrators need. When teachers and administrators operate within the framework of the policies of the board of education, they may rest assured that they will be supported by the superintendent, his staff, and the board of education.

#### 4. Punishment Is Sometimes Necessary

It is the firm belief of the board, administrators and teachers that the large majority of pupils are well-behaved, industrious, and eager to learn. The taxpayers' money and schools' efforts should not be misspent by permitting a few unruly pupils to waste time, upset classes and distract others who wish to learn. For a small percent of the pupils who do not respond to a positive approach, punishment of some kind is sometimes necessary. When involving

punishment or restraint, good discipline should be fair, dignified, and administered without anger or malice.

#### 5. Suspension and Expulsion

Suspension and expulsion are regarded as very serious matters and are the final disciplinary means at the disposal of the duly authorized, certified employees. Suspension may either be short-term suspension or extended suspension. A meeting consisting of the building principal, student, and student's parents must occur before any suspended or expelled student will be readmitted into school.

- (a) The primary purpose of a short-term suspension is to give the pupil, his parents, and the school the time needed for resolving the problem.
- (b) When it is deemed necessary to take decisive and firm action so that the education and welfare of the larger group will not be impaired, extended-term suspension or expulsion may be invoked.

#### B. Definition of Terms

- 1. Corporal punishment, as used in the school setting, is limited to spanking on the buttocks.
- 2. Restraint is the act of controlling the actions of pupil(s) when in such actions may inflict harm to others or to themselves.
- 3. Short-term suspension is a period of time a pupil is removed from school, or an in-school suspension, not to exceed ten (10) school days.
- 4. Extended-term suspension is a period of time a pupil is removed from school for more than ten (10) days but does not extend beyond the current semester.
- 5. Expulsion is when a pupil is removed from school for the balance of the current school year.

#### C. Rules and Regulations

- 1. Legal Authority for Suspension and Expulsion (K.S.A. 72-8901 et seq. as amended). The board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any student or pupil guilty of any of the following:
  - (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
  - (b) Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or

- (c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (f) Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

## 2. By Board Regulation

The board of education extends its authority to suspend and expel any pupil or student to the following certified personnel:

- (a) Superintendent; principals; assistant principals
- (b) The principal, at the beginning of each school year, shall file with the superintendent in writing the names of two certified staff members, other than counselors, whom the principal recommends be designated by the board of education and authorized to make suspensions and expulsions in the absence of the principal. The superintendent shall report to the board the names of the persons so recommended for such authority, and, if the board approves, it shall designate such persons and grant them such authority by motion duly passed and noted in the minutes of the board meeting.

## 3. Rules and Regulations Established Within Schools

The administrator and the staff of each school may make rules and regulations necessary for implementing this policy and for maintaining good discipline. Additional individual building rules and/or regulations need to be discussed with the superintendent before implementation. Also, rules or regulations made within a specific school must not be in conflict with the policy set forth by the board of education.

## 4. Acts of Behavior Considered Unacceptable

Acts of behavior which interfere with the maintenance of good learning environment or which are antagonistic to the welfare of other pupils will not be considered acceptable. In addition to violations referred to in the preceding

section, the specific acts of behavior applicable to students or pupils in respect to school activities or on school property which are deemed to be grounds for suspension or expulsion are:

- (a) Breaking of school rules repeatedly.
- (b) Extortion.
- (c) Failure to comply with reasonable request (willful disobedience).
- (d) Fighting.
- (e) Intimidation.
- (f) Obscenity.
- (g) Open defiance.
- (h) Possession, consumption, sale or being under the influence of alcoholic beverages or drugs on school-sponsored activities.
- (i) Possession or use of lethal weapons.
- (j) Possession, use, consumption, or sale of narcotics or drugs.
- (k) Profanity.
- (l) Smoking.
- (m) Stealing.
- (n) Excessive tardies.
- (o) Temper tantrums.
- (p) Threats (by word or deed).
- (q) Excessive unauthorized absences.
- (r) Unruly conduct that disrupts school.
- (s) Vandalism.
- (t) Sexual Harassment
- (u) Other matters covered by K.S.A. 72-8901 et seq.

#### 5. Corporal Punishment

Corporal punishment, used only as a last resort, must be done in the presence of the principal or in his absence by his designated, certified representative.

- (a) Corporal punishment should be administered in proportion to the gravity of the offense but should never be administered in anger.
- (b) The teacher and/or administrator should attempt to avoid scuffling or physically struggling with pupils.
- (c) The school administrator should attempt to notify by phone, parents or guardians when corporal punishment is to be administered. If the parent or guardian cannot be reached, corporal punishment may be administered in accordance with the provisions herein set forth.

#### 6. Procedures To Be Followed with Pupils Who Have School Behavior Problems That May Lead to Suspension or Expulsion

In cases involving school behavior problems, the procedures listed below are to be followed. These procedures are listed in sequence; however, occasionally the nature of the situation may be so disruptive that each successive step may not be appropriate or required. When such a situation occurs, the pupil is to be referred immediately to a school administrator or his designated representative.

- (a) Written records of all conference and administrative actions must be maintained.
- (b) At the first indication of a behavior problem, the teacher must arrange for a personal and private conference with the individual pupil.
- (c) In the event that the behavior problem persists, the case must be referred to the counselor, assistant principal, and/or principal.
- (d) The person to whom the pupil is referred shall schedule a conference endeavoring to resolve the behavior problem. Such a conference may include the pupil, his parents, teacher, counselor, a representative from special services, and the principal or his duly authorized, administrative representative.
- (e) When results are unsatisfactory, a conference with the parents of the pupil must be scheduled. The number of participants in the conference will, of course, vary with each case and be dependent upon the combined judgment of the school personnel involved in the conference.
- (f) It may be deemed necessary to adjust the pupil's class schedule in order to secure more desirable behavior on the part of the pupil. Parents will be notified when such action is taken.
- (g) When it is deemed appropriate by the principal or his designated representative, he should notify the parents of the services we have available in the special services department including the services of our psychiatric consultant.

7. Specific Rules and Regulations Governing Short & Long Term Suspensions

**72-8901                      SUSPENSIONS AND EXPULSION OF PUPILS**

**Grounds for suspension or expulsion; who may suspend or expel.** The board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any pupil guilty of any of the following:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- (b) Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- (c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;

- (d) Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult;
- (f) Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

## 72-8902

## SUSPENSIONS AND EXPULSION OF PUPILS

- (a) **Duration of suspension or expulsion; notice; hearing, opportunity afforded, waiver, time, who may conduct.** (a) A suspension may be for a short term not exceeding 10 days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.
- (b) (1) Except as authorized in provision (2) no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil an opportunity for a hearing thereon. The notice may be oral or written and the hearing may be held immediately after the notice given. The hearing may be conducted informally but shall include the following procedural due process requirements:
  - (A) The right of the student or pupil to be present at the hearing;
  - (B) The right of the student or pupil to be informed of the charges;
  - (C) The right of the student or pupil to be informed of the basis for the accusation; and
  - (D) The right of the student or pupil to make statements in defense or mitigation of the charges or accusations.

Refusal of a pupil to be present at the hearing will constitute a waiver of the pupil's opportunity for a hearing.

(2) A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

- (c) A written notice of any short-term suspension and the reason therefore shall be given to the pupil involved and to the pupil's parent or guardian within twenty-four (24) hours after the suspension has been imposed and, in the event the pupil has not been afforded a hearing prior to any short-term suspension, an opportunity for an informal hearing shall be afforded the pupil as soon thereafter as practicable but in no event later than seventy-two (72) hours after such short-term suspension has been imposed. Any notice of the imposition of a short-term suspension that provides an opportunity for an informal hearing after such suspension has been imposed shall state that failure of the pupil to attend the hearing will result in a waiver of the pupil's opportunity for a hearing.
- (d) No suspension for an extended term and no expulsion shall be imposed upon a pupil until an opportunity for a formal hearing thereon is afforded the pupil. A written notice of any proposal to suspend for an extended term or to expel from school, and the charges upon which the proposal is based, shall be given to the pupil proposed to be suspended or expelled from school, and to the pupil's parent or guardian. Any such notice of a proposal to suspend for an extended term or to expel from school shall state the time, date and place that the pupil or student will be afforded an opportunity for a formal hearing, and the failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later than ten (10) days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. 1976 Supp. 72-8903 as amendments thereto.
- (e) Whenever any written notice is required under this act to be given to a pupil or to the pupil's parent or guardian, it shall be sufficient if the notice is mailed to the address on file in the school records of the pupil. In lieu of mailing the written notice, the notice may be personally delivered.
- (f) A formal hearing on a suspension or expulsion may be conducted by any person or committee of persons authorized by the board of education to conduct the hearing.

## **72-8903**

## **SUSPENSIONS AND EXPULSION OF PUPILS**

### **Procedural due process requirements; record of appeal, costs; report of findings**

### **And result of hearing; information regarding behavior improvement programs.**

- (a) The formal hearing provided for in K. S.A. 72-8902 and amendments thereto, shall be conducted in accordance with regulations relating thereto adopted by the board of education. Such regulations shall afford procedural due process including, but not limited to, the following:

- (1) The right of the student to have counsel of the pupil's own choice present and to receive the advice of such counsel or other person whom the pupil may select;
  - (2) The right of the parents or guardians of the pupil to be present at the hearing;
  - (3) The right of the pupil and the pupil's counsel or advisor to hear or read a full report of testimony of witnesses against the pupil;
  - (4) The right of the pupil and the pupil's counsel to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena;
  - (5) The right of the pupil to present the pupil's own witnesses in person or their testimony by affidavit;
  - (6) The right of the pupil to testify in the pupil's own behalf and give reasons for the pupil's conduct;
  - (7) The right of the pupil to have an orderly hearing; and
  - (8) The right of the pupil to a fair and impartial decision based on substantial evidence.
- (b) In all extended-term suspension and expulsion from school cases, there shall be made a record of the hearing of an appeal of the suspension or expulsion, whichever is applicable, by mechanical or electronic recording or by an official court reporter, and the cost thereof shall be paid by the school district.
- (c) At conclusion of a formal hearing which results in a suspension for an extended term or an expulsion, the person or committee conducting the hearing shall make a written report of the findings and results of the hearing. The report shall be directed to the board of education of the school district and shall be open to the inspection of the pupil who is suspended or expelled and, if the pupil is a juvenile, to the parents or guardians and counsel or other advisor of the pupil. If the pupil is an adult, the report shall be open to the inspection of the parents or guardians and council or other advisor of the pupil only upon written consent of the pupil. Whenever a formal hearing results in suspension for an extended term or expulsion, the person or committee conducting the hearing may make a finding that return to school by the pupil, pending appeal or during the period allowed for notice of appeal, is not reasonably anticipated to endanger the safety of others, to cause continuing repeated material disorder, disruption or interference with the operation of school, or to substantially or materially impinge upon or invade the rights of others, in which case the pupil may return to school until the period for filing a notice of appeal has expired with no notice filed or until the determination of any appeal if a notice of appeal is filed.

Whenever the person or committee conducting a hearing fails to make the findings specified above, the report of the hearing shall provide that the suspension or expulsion of the pupil shall continue until appeal therefrom is determined or until the period of suspension or expulsion has expired, whichever occurs sooner. Any such pupil shall be provided with information concerning services or programs offered by public and private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the conduct upon which the suspension or expulsion was based. If the pupil is a juvenile, the information shall also be provided to the parents or guardians of the pupil.

## **72-8904                    SUSPENSIONS AND EXPULSION OF PUPILS**

### **Notice of hearing results; appeal to the board of education; hearing officers; procedure.**

- (a) Written notice of the result of any hearing imposing an extended-term suspension or an expulsion from school shall be given to the pupil suspended or expelled from school, and to his parents or guardians of the pupil within twenty-four (24) hours after determination of such results.
- (b) Any pupil, age 18 or older, who has been suspended for an extended term or expelled, or one of his parents or guardians of a pupil under the age of 18, may appeal such suspension or expulsion to the board of education of the school district by filing a written notice of appeal with the clerk of the board of education not later than ten (10) calendar days after receiving the written notice. Any such appeal shall be heard by the board of education, or by a hearing officer appointed by such board, not later than twenty (20) calendar days after such notice of appeal is filed. The pupil and the pupil's parents or guardians, shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under the rules which are consonant with K.S.A. 72-8903, and amendments thereto. The decision on any such appeal shall be rendered not later than five days after the conclusion of the appeal hearing.
- (c) For the purpose of the hearing an appeal of an extended-term suspension or an expulsion, the board of education may appoint one or more hearing officers. Any such hearing officer shall be a member of the board of education, certified employee of the school district, or an attorney admitted to the practice of law in this state. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the board of education in making the appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, the hearing officer shall, prepare a written report thereon to the board of education. After receiving any such report, the board of education shall determine the matter with or without additional hearing. Any matter determined by the board of education in

accordance with this subsection shall be valid to the same extent as if the matter were fully heard by the board of education without a hearing officer.

## **72-8905            SUSPENSIONS AND EXPULSION OF PUPILS**

### **Nonapplication of compulsory attendance law.**

The provisions of K.S.A. 72-1111 and amendments thereto, shall not apply to any pupil while subject to suspension or expulsion from school pursuant to the provisions of this act.

## **72-8906            SUSPENSIONS AND EXPULSION OF PUPILS**

### **Powers and duties of persons conducting hearings.**

- (a) Any person, hearing officer or any member of a committee or the board of education conducting a hearing under this act may:
  - (1) Administer oaths for the purpose of testimony;
  - (2) Call and examine witnesses and receive documentary and other evidence; and
  - (3) Take any other action necessary to make the hearing accord with procedural due process.
  
- (b) Any hearing officer, any member of a committee, or the board of education holding a formal hearing or an appeal hearing under this act may and, upon request of any pupil for whom any such hearing is held, or upon the request of the pupil's parents or guardians or counsel, shall petition the chief judge of the judicial district in which the school district is located requesting that the clerk of the district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and the production of books, records, reports, papers and documents relating to the proposed suspension or expulsion from school in the same manner as provided for the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245, and amendments thereto.

## **72-8907            SUSPENSIONS AND EXPULSION OF PUPILS**

### **Refusal to admit suspended or expelled pupil authorized.**

A pupil who has been suspended or expelled from school by any school district may be refused admission to school in any other school district, regardless of residency, until such time as the period of suspension or expulsion has expired.

**72-8908            SUSPENSIONS AND EXPULSION OF PUPILS**

**Definitions.** As used in this act;

- (a) "Juvenile" means a person who is less than 18 years of age;
- (b) "Adult" means a person who is 18 years of age or older;
- (c) "Felony" means any crime designated a felony by the laws of Kansas or the United States;
- (d) "Misdemeanor" means any crime designated a misdemeanor by the laws of Kansas or the United States;
- (e) "School day" means any day on which school is maintained;
- (f) "School year" has the meaning ascribed thereto in K.S.A. 72-6408, and amendments thereto;
- (g) "Counsel" means any person a pupil selects to represent and advise the pupil at all proceedings conducted pursuant to the provisions of this act; and
- (h) "Principal witness" means any witness whose testimony is of major importance in support of the charges upon which a proposed suspension or expulsion from school is based, or in determination of material questions of fact.

**D. Suspension and Expulsion of Students**

- 1. The board of education hereby delegates the authority to suspend or expel students to the superintendent or principals.
- 2. All acts of suspension or expulsion of students, due process and hearing related thereto shall conform to K.S.A. 72-8901 to 72-8908 as amended.
- 3. Any student who has been suspended for an extended term or expelled, or one of his parents or guardians, may appeal such suspension or expulsion to the board of education as provided in Section 4 of the Act.
- 4. A meeting consisting of building principal, student and student's parents must occur before any suspended or expelled student will be readmitted into school.

## **STUDENT COMPLAINT AND GRIEVANCE POLICY**

In order to provide an opportunity for the expression of legitimate concerns of students with respect to the application of any school rule or regulation, the board will consider complaints and grievances through the procedures established therefore in the board's rules and regulations implementing this policy. Any student may file a complaint with the principal against any school employee or any school rule and regulation. Said complaint must be in writing, and it must be filed within 20 days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to the who, what, where and when of the complaint. Any complaint not filed within said 20-day period shall be deemed to have been waived. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal. Any complaint fulfilling the requirements of this rule shall be acted upon by the appropriate administrator whose decision shall be final. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

## **KANSAS SCHOOL SAFETY HOTLINE**

Kansas School Safety Hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report impending school violence. **(877) 626-8203**

## **DISTRICT POLICY ON ALCOHOL AND DRUG USE IN U.S.D. #255**

Any pupil enrolled in a U.S.D. 255 - South Barber school and is found to be under the influence of alcohol or drugs, or brings upon the school premises any intoxicating beverage, drug, or imbibes an alcoholic beverage, or drug, while in or on school grounds and/or activity will be suspended from school, and their parents will be notified immediately. Depending upon the seriousness of the act, a formal proceeding could be initiated to suspend the student for the balance of the semester. On the other hand it is the desire of the Board of Education to help the student to help himself/herself. Consequently, a support system has been developed to aid and provide guidance in this area. School personnel responsible for the student, or the student group, will be held accountable to report any student violation of this policy to their building principal.

## **DISTRICT DRUG DOG POLICY**

A school should be a place of safe environment as stated by State and Federal Law as well as USD 255. As a supplement to the USD 255 drug policy in place and helping to enforce the drug policy, drug dogs in schools will be used as a deterrent to help in providing a "drug free school work place." This policy will allow the dogs to sniff lockers, hallways, parking lots, and classrooms. No search of an individual will be authorized by the USD 255-South Barber using drug detection dogs. Search of students and their lockers and vehicles will be conducted by the Building Principal or Administration in accordance with the rules approved by the USD School Board when there is reasonable suspicion.

## **DISTRICT POLICY ON USE OF TOBACCO PRODUCTS**

It is generally recognized that tobacco products present a health hazard which can have very serious consequences both for the user and the non-user. Consequently, the

Board of Education, in accordance with Kansas Law and to promote further health and safety of all students, staff, parents, and visitors, bans all tobacco products in school-owned buildings within this district. The board issues this ban in a sincere appeal to all employees, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned. Each building administrator is responsible for the implementation and monitoring of this policy within the school building.

### **DISTRICT POLICY ON ADMINISTERING MEDICINE**

The U.S.D. 255 - South Barber school personnel, in compliance with K.S.A. 65-124, will not administer medication of any kind-prescribed or non-prescribed. However, in each building a locked storage area will be provided for the students that have both prescribed medication and parental consent. All medicine will be self or parent-administered.

### **WELFARE OF STUDENTS**

Pupils shall not assemble upon the school grounds before 7:40 AM. or after 6 PM without approval of the principal, or except for a scheduled activity. Students arriving at 7:40 AM shall remain in the commons area unless they are under the supervision of a teacher. Pupils shall leave the grounds immediately upon being dismissed, unless permission has been given to do otherwise. Any pupil who intentionally damages or destroys school property shall compensate for such damage, and/or may be suspended from school until compensation and/or corrective measures have been made.

### **STORMY WEATHER POLICY**

If severe weather should develop during school hours, children will be kept at school until parents can be notified. If severe weather should develop before school starts in the morning, check Channel 3 TV in Wichita, Channel 10 TV in Wichita or radio stations K101 FM in Woodward, OK, or KXLS 99.7 FM in Enid, OK. The school will send an email to all parents who have provided an email address, as well as all students, faculty, and staff on their southbarber.com email addresses. If you do not have access to any of these, call the 7-12 school @ 825-4214 or the unified office @ 825-4115.

### **LAW ENFORCEMENT**

A student has the right to protection, as outlined, when being questioned on school property by law enforcement officers. The conditions are:

1. Questioning shall be done during out-of-school hours whenever possible.
2. Questioning will be done in the presence of a parent and/or the school official.

### **BUILDING HOURS**

The high school building will be open each day from 7:40 AM 4:10 PM. Students will remain in the commons area until the 8:05 AM bell rings. If you need to call home, you may use the phone in the office for emergencies.

### **DRIVING/PARKING**

Rules regarding student driving and parking:

1. The parking area will be in the front parking lot. In case of bad weather, the parking lot at the southwest corner will be used. Students will not be allowed to park between the buildings. Please leave four spaces empty in front of the building and the first six spaces on each side for teachers and visitors.

2. All students must be properly licensed to drive to school and be covered by insurance. The school is not responsible for the vehicle or its contents.
3. Upon arriving at school students will park their vehicle and immediately leave their vehicle and the parking area. The parking lot is "off limits" to all students during the school day which includes the lunch break.
4. There will be no speeding or any form of reckless driving on school grounds.
5. Students are expected to park their vehicles in the marked spaces.
6. Students involved in after-school athletics will keep their vehicles parked in the front parking lot until leaving after athletic practice.
6. Students are not permitted to drive their vehicles during the hours that school is in session unless permission is given by the office.
7. Students driving to school are responsible for following Board of Education policies.
8. Board policy will be followed when these policies are violated

### **DRIVE TO EXTRA-CURRICULAR ACTIVITIES**

The Kansas Attorney General has issued an opinion concluding that the holder of a restricted driver's license, issued to a person between the ages of 14 and 16 for driving between the licensee's residence and school of enrollment for the purpose of school attendance is not permitted to drive to "mere school activities." The opinion was written at the request of a police chief, who inquired whether an individual having such a restricted driver's license could drive to and from school activities such as football games, school plays, and other extra-curricular school functions. The opinion cites the licensing law, which says that the holder of a restricted license may operate a vehicle "on days while school is in session, over the most direct and accessible route between the licensee's residence and school of enrollment for the purpose of school attendance." The opinion says, "In our judgment, by using the term 'school attendance,' the legislature has expressed its will that driving privileges not be extended to situations involving extra-curricular activities. A distinction between school attendance and school activities is recognized by K.S.A. 72-8302(a) which mandates transportation of students living outside certain radii of the school attended, while other statutes authorize, but not require, schools to provide transportation for extra-curricular activities. "Had the legislature intended to authorize restricted licensees to drive to and from extra-curricular activities, they could easily have done so by including language to that effect...As a practical matter we note that many school activities commence immediately after classes are dismissed. This opinion should not be construed as prohibiting restricted licensee's from driving the most direct and accessible route between the school of enrollment and the licensee's residence upon completion of such activities." Attorney General Opinion No. 83-83, May 25, 1983.

### **FULL TIME STUDENT**

A full-time student is a student regularly enrolled in a ten-period day. A student must enroll in nine (9) classes each year unless the principal believes a student cannot adequately carry the academic load. Students must have twenty-six (26) units of credit to graduate. Student participation in extra-curricular activities is difficult when attending only part time. Per KSHSAA rules, a student must be passing in five subjects at the end of the semester in order to participate in approved activities the following semester. The school program is devised to help train and equip the students for college, a vocational

technical school, or a better job after graduation. Therefore, a student should take full advantage of the high school program.

### **GRADE CLASSIFICATION**

A student will be classified as a freshman when he/she has earned 0 to 6 credits, a sophomore when he/she has earned 6 to 13 credits, a junior when he/she has earned 13 to 20 credits, and a senior when he/she has earned at least 21 credits. Students moving to SBHS their junior or senior year will be handled individually.

### **CHANGING/DROPPING A SUBJECT**

Changing or dropping of subjects will be permitted only during the first week of regular classes the first semester and then only with permission of the principal. If parental consent is given for a student's dropping a course at the semester's end, the grade he/she has will be entered, but no credit will be allowed in the case of a one unit of credit course. Only for reasons of health will this rule not be followed. Each student is required to be enrolled in (8) courses unless the principal believes the student cannot adequately carry the academic load.

### **ACADEMIC PROGRESS NOTICES**

At the end of each week of school, parents will be notified of students who are making unsatisfactory progress. The purpose is to inform the parents and to ask for their support in helping the student improve his/her academic standing.

### **CHEATING**

South Barber High School does not condone cheating!

- a. Cheating on daily assignments shall be handled by the teacher. However, they should record the incident in a book in the office. Upon a second offense further action will be taken.
- b. Cheating on tests, major papers, or other incidents is more severe. Cheating in such cases will result in a one-day in-school suspension. No credit will be given for the material in which the cheating occurred. The work will be made up for the time missed from classes while on suspension.
- c. The parent or guardian will be notified.

### **GRADES RECORDED**

All grades are recorded in the permanent records. One unit of credit is given for each subject except driver education (.25 credit) and no credit will be given for Assisted Skills, Reading, and Aides. The credit given for a course is determined for the entire year and no one-half credits are given for passing only one semester of a course. You "pass" or "fail" for the entire yearly course, even if you passed one semester.

### **HONOR ROLL AND GRADE CARDS**

The honor roll will be announced at the end of each nine-week grading period. To be eligible for the honor roll a student must have a grade point average of 4.0 to qualify for the Superintendent's Honor Roll; 3.60 to 3.99 for the Principal's Honor Roll; and 3.33 to 3.59 to receive honorable mention. All grades received by a student, excluding Teachers' Aides, Office Aides', Assisted Skills, and Reading are used to figure his/her grade point average. Those Pass/Fail courses will not be figured in the GPA, but a

“Fail” grade for any nine weeks will eliminate any student from being listed on the Honor Roll and to determine weekly eligibility.

Grade points are awarded on the following basis:

A+	(98-100) = 4.0	C+	(82-83) = 2.33
A	(94-97) = 4.0	C	(78-81) = 2.0
A-	(92-93) = 3.67	C-	(76-77) = 1.67
B+	(90-91) = 3.33	D+	(74-75) = 1.33
B	(86-89) = 3.0	D	(70-73) = 1.0
B-	(84-85) = 2.67	D	(68-69) = 0.68
		F	= 67 and below

Grade cards will be issued the week following the close of each nine-week grading period.

### **VALEDICTORIAN AND SALUTATORIAN**

Grades for the valedictorian and salutatorian will be figured after the third nine weeks of the senior year. In figuring the grade point average, courses will be figured and counted as one unit of credit. Grades for Office & Library Aide, Drivers Education, and Reading will not be figured in the grade point average. The grades for each nine weeks will be figured.

### **SCHOLARSHIPS**

Each year there is several thousand dollars' worth of scholarships, which are not granted because of the lack of applications. You should visit with the counselor at South Barber or an adviser on a college campus to find out what scholarships are available and what is necessary to apply.

Any student who will need financial aid should talk to the school counselor or college director to get the necessary information for applying. The SBHS website will post available scholarships and application due dates.

### **PLANNING FOR COLLEGE**

In planning for college, all students should learn the prerequisites and recommended courses of study for admission into the various universities. Planning for post-high school education should be considered very carefully when enrolling for high school classes. Below are the criteria for admission and acceptance to Oklahoma and Kansas universities.

#### **Oklahoma Admissions Requirements:**

1. Four units of English (grammar, composition, literature)
  2. Two units of lab science (biology, chemistry, physics or any lab science certified by the school district with the exception of general science with or without a lab).
  3. Three units of mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, calculus).
  4. Three units of history (including one unit of American History and two units of History, government, Economics, Geography, and/or Non-Western Culture).
- 11 Required Units ( 20 Total Units)

Three additional units of the above subjects or computer science, foreign language (two units of foreign language are strongly recommended). The student should a 2.7 GPA, score a 20 or better on the ACT, and rank in the upper 50% of his/her graduating class.

**Kansas Board of Regents Recommendations (Kansas universities have open admissions, but they recommend the following:**

1. Four units of English (excluding speech and debate).
2. Three units of mathematics (excluding consumer Math and Business Math).
3. Three units of natural and physical sciences (excluding general science).
4. Two years of foreign language.
5. Three units of social science.
6. One unit of Computer Technology

\*Beginning the fall semester of 2001, all high school graduates must meet one of the following requirements to attend the six Kansas Regents universities: (1) 2.0 GPA on the pre-college curriculum, (2) ACT score of 21 or above, (3) Rank in the top 1/3 of the graduating class. The above high school courses will be required to meet the pre-college curriculum, with the exception of foreign language. Detailed information available at [www.kansasregents.com](http://www.kansasregents.com)

**COLLEGE ENGLISH**

College Composition English may not be used to satisfy the English IV requirement. All South Barber students will be required to complete English I, English II, English III, and English IV.

**NORTHWEST TECHNOLOGY CENTER**

Seniors enrolled in enough credited classes to meet graduation requirements may enroll in afternoon classes at Northwest Technology Center in Alva, OK. Students must be in good standing and maintain eligibility requirements in all classes. Students must meet all the requirements set by Northwest Technology Center. Students may still participate in SBHS extracurricular activities. Students may earn dual credit upon receipt of transcript from Northwest Technology Center. The student is responsible for all tuition and transportation cost.

**REQUIREMENTS FOR PARTICIPATION IN GRADUATION EXERCISES**

Three weeks prior to graduation, seniors need to be passing, with no chance of failing all subjects required for his/her graduation. Otherwise, he/she will not take part in the graduation exercises. Arrangements for the graduation ceremony will be made at that time. Any senior who is failing a requirement at that time, but is passing at the end of the school year, will still receive a diploma and graduate. However, he/she will not take part in the graduation exercises. Seniors who have checked out of all their classes and the office will be dismissed on the senior checkout day. Those who have not checked out and have not paid all bills are expected to be at school at 8:10 AM the following days until their work is completed for checking out.

**STUDENT ACTIVITIES, PROGRAMS, AND COMMENCEMENT**

Students must be enrolled as regular students, attending classes regularly, and be enrolled in a program or classes leading to graduation in order to participate in any school-sponsored activity, commencement, or program.

## **REQUIREMENTS FOR GRADUATION**

Twenty-six (26) units will be required for graduation. Graduation requirements will include minimum requirements established by the State Department of Public Instruction. Graduation requirements include the following:

1. Four units in English language arts. All students will be required to take four units of high school English.
2. Three units of social studies, which includes one of American History, American Government, and World History/Geography .
3. Three units of science (one laboratory science).
4. Three units of mathematics.
5. One unit of physical education and health.
6. One unit of computers.
6. One unit of Fine Arts.
7. The remaining courses may be elective courses.

## **HAZING**

"Hazing" or "initiation" of freshmen or any other student at South Barber High School is prohibited.

## **CHECKING OUT POLICY**

In order to check out of school, a student must obtain a checkout sheet from the office. The checkout sheet must include the following:

1. The teacher's signature.
2. The current grade in each class recorded (except for the final checkout period at the end of the year).
3. Have all bills paid.
4. Presentation of checkout sheet to office for final clearance.

## **STUDENT ASSEMBLIES**

Throughout the year we invite people of special talents to share their talent with us. Proper conduct, good manners, and respect for a person's special talent should always be shown. Please leave the front row empty during these assemblies, and students are asked to sit with their respective class.

## **SCHOOL LUNCH PROGRAM**

Lunch count will be taken first thing in the morning. The student who says he/she will be eating lunch that day will not be allowed to change his/her mind later in the morning. This procedure is followed so the cooks will have a more accurate count for preparing the meal. Under no circumstances may a student use school phones or the pay phone to order meals. This includes calling home to remind a family member to call in your order. Arrangements for meals must be made prior to coming to school. Students who bring their own lunch will eat in the commons area. If you brown-bag it, an area will be provided if your lunch needs refrigeration. Arrangements will be made for students requiring special diets. In addition to this policy, the following is the adopted District Meal Policy.

- A. All students must have a meal account in order to receive a meal. When a student's meal account reaches \$12.00 or below the school will notify the

- parent/guardian by written notice via the student that the student's lunch balance is low and it is time to re-new their lunch account.
- B. Once a student's meal account has reached a balance that will not allow a student to purchase a meal, a certified letter will be sent to the parent/guardian stating that "As of the date of this letter your child will be given an alternative meal consisting of a granola bar and milk until the date of \_\_\_\_\_". After this date, if a response is not received the student will be placed on a "cash only" meal plan. It will become the responsibility of the parent/guardian to re-new the student's lunch account or have the student bring a sack lunch.
  - C. Seconds – each individual item taken as seconds will have a charge of \$.75 per item.
  - D. All paid lunches include one (1) carton of milk. Extra milk will cost \$.50 per milk.
  - E. Faculty and staff members must have a lunch account in order to receive a meal.
  - F. JH & HS students must have their **own** lunch card to be scanned before eating. Students without their card will go to the back of the line behind all students with their cards and their account will be scanned from a notebook with barcodes. Students may not use their card to scan a meal for another student.

### **VENDING MACHINES**

The vending machine will be "off limits" during the breakfast and lunch period. This includes the time from 7:40 AM to 8:10 AM and from 11:22 AM to 12:22 PM. Recent action by the Kansas State Board of Education (KSBE) will limit foods and beverages sold in school vending machines effective August 1, 2010. According to new state guidelines, Foods of Minimal Nutritional Value (FMNV) which includes all soda water (i.e. diet and regular soda pop) may not be purchased by students or teachers until one hour after the last lunch is served. Therefore the only drinks that may be purchased from vending machines will be water, fruit juice, or electrolyte replacement beverages (Gatorade or Powerade)..

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

School is not the proper place for showing affection. There is no reason for couples to be embracing in the school area. This also includes school activities in or away from the school building. Students who make a public display of affection will be warned once by the teacher. On a second offense the students will be sent to the office where the principal will discuss the offense and will notify the parents of the behavior of the students involved.

### **STUDENT PURCHASES**

Students making a purchase for the school or club organization must secure permission from the principal's office or their sponsor prior to the purchase. The charge tickets must be signed by the student making the purchase and should also show to what organization the charge is being made. The copy of the charge ticket must be brought back to the principal's office. Your failure to follow this suggestion will result in your paying for the purchase.

## **SENIOR HIGH STUDENTS IN THE JUNIOR HIGH**

As a general rule, senior high students are not to be in the junior high hallways or classrooms. Those senior high students who have a class which meets in one of the junior high classrooms are expected to walk, by way of the most direct route, to the assigned classroom. Junior High Students will not be allowed in the senior high hallways, except to attend classes.

## **LOCKERS**

Each student is to retain an assigned locker. It is not advisable to keep valuables, food or clothing in your locker. If you have a large sum of money or other valuables, it is recommended that you bring this to the office for storage in the vault. Students may lock their lockers but must have a key or combination on file with the office. Lockers are considered school property and may be searched as the need arises. Obscenities or questionable materials should not be put in or on your lockers. Students will be provided a clip on the front of their locker for paper signs and notes. Students should not hang coats or book-bags on these clips as they cannot support to weight without breaking. All books, supplies, and bookbags are to be in the locker if not with the students – none of these should be placed on the floor in front of the locker on the floor. Students should not be in another student's locker for any reason!

Locker Assignments are:

Seniors: in west hallway – locker numbers 6-44  
Juniors: in west hallway – locker numbers 46-68  
Sophomores: in center hallway – locker numbers 147-175  
Freshmen: in center & east hallway – locker numbers 128-142 & 177-197  
Eighth: in east hallway – locker numbers 90-125  
Seventh: in east hallway – locker numbers 70-87  
(Jr. High lockers will be assigned in alphabetical order)

## **HEAD LICE (PEDICULOSIS)**

Students infested with lice shall be excluded from school or childcare facilities until treated with an anti-parasitic drug and until all nits have been removed.

## **FIRE AND TORNADO DRILLS**

A fire drill will be held at regular intervals. Students are to move as quickly and quietly as possible to the nearest exit. They should move away from the building by fifty (50) feet or more.

Tornado warnings will be given over the Intercom System. The area designated for tornado shelter is the girls' dressing room and the hallway between the girls' dressing room and auditorium. When a warning is given, students are to move to those areas as quickly and quietly as possible.

**\*\*\*WARNING\*\*\***

Turning in a false fire alarm is a violation of the state fire code. Any student turning in a false alarm will be subject to expulsion from school.

## **SCHOOL BOOKS**

All textbooks will be rented from U.S.D. #255. The rental fee is an annual fee, and will not be returned at the end of the school year. The student will be charged the cost of replacement of any book defaced or marred to the extent that it cannot be used another year. Please take good care of the books so the next student to use them will be proud

to have them. Be sure to check your books and notify your teacher if marks are present so you will not be held responsible. School Book Refund Policy- Students transferring from U.S.D. #255 will be charged for their rental textbooks on the basis of nine-week periods. Students will be expected to pay textbook rental for the nine-week period in which they are enrolled

### **SCHOOL-SPONSORED ACTIVITIES**

A school is judged by the actions and behavior of the students. The conduct of the students during an activity, and while traveling to and from an activity will be commendable. Students may be deprived of attending activities if their behavior is unsatisfactory.

1. Students must dress appropriately for the activity they are attending.
2. Students riding the bus to school activities will also ride the bus home unless parents have made a verbal request to the coach, sponsor, or administration and signed the Activity Release Form.

### **STUDENT APPEARANCE**

The responsibility for proper daily grooming and dress is primarily the responsibility of the home. The school should, by example and instruction, provide reasonable and proper guidelines for good grooming. The school must insist on a neat, clean, and wholesome appearance. Habits, styles, and behavior that interfere with the learning process will not be condoned. If questionable apparel appears, it should be brought to the attention of the supervising person. Students who are not in compliance with the dress guidelines will be sent to the office. In most instances, students will be asked to change. Time missed from classes will be unexcused. The final decision on what is considered proper grooming and appearance is the responsibility of the principal.

#### **A. Hair Guidelines**

The most important thing is that the hair is kept neat, clean and well groomed at all times.

#### **B. Dress Guidelines**

1. Shorts, jams, culottes, beachcombers and other similar styles of clothing will be considered appropriate if worn no higher than mid-thigh. Swimwear and short shorts are not considered appropriate. Tank tops and similar articles of clothing will not be allowed. Shirts and tops will be long enough to cover all skin around the waist area while sitting. Tops and dresses worn at school will be cut high enough to completely cover girls top. Open mid-sections and exposed rib areas are not considered appropriate. At no time should undergarment straps be visible. Undergarments of any kind should not be visible.
2. Students wearing articles of clothing to school or school activities which are questionable for proper dress or bears monograms or lettering which states or suggests things that are considered profane, obscene, immoral, or refers to alcohol, tobacco or drugs will be asked to change or cover the questionable article of clothing.
3. Caps, Hats, and/or sunglasses will not be worn in the building during school.

4. Shoes should be worn at all times. Students will not be permitted to be barefooted in classrooms.
5. Students will dress appropriately for the weather conditions. Students will not be allowed to carry or use blankets or covers during classes.

### **DRINKING AND SMOKING**

Drinking, smoking, and other types of tobacco in school buildings and school grounds are prohibited. Students representing South Barber High while at school functions will not drink, smoke, or use any other types of tobacco as a school is judged by the actions and behavior of its students. This policy also applies to being under the influence of alcoholic beverages or narcotics or drugs while in attendance at a school activity or on school premises. Anyone caught will be punished in accordance with the District Policy on alcohol and drug use as written in this handbook.

### **SCHOOL IMMUNIZATIONS AND PHYSICALS**

Legislation passed by the Kansas Legislature provides the following regulations for school immunization:

1. No pupil will be allowed to enroll or attend any classes at the beginning of any school year without having first presented evidence that at least one dose of each vaccine entity has been received or that a medical or religious exemption has been claimed. The only exception will be for children who have recently moved into the district who are waiting transfer records. Thus, for new students a Kansas Certificate of Immunization form should be a "ticket" to get in, and almost all students should be fully protected against measles, mumps, and rubella before they begin classes.
2. Parents will be notified at the time of school entrance, six weeks after school entrance, and again at twelve weeks, if their children need additional immunization. Parents who do not comply with the law will be notified after twelve weeks, and also notified that their children will not be allowed to attend school until the requirements of the law are met.
3. Students who are not completely immunized within ninety (90) calendar days after admission to school and who have not previously claimed religious exemption will be excluded from school until such time that they complete the series or provide medically approved exemption or postponement. Parents will be notified by written notice stating the reason for exclusion and the conditions under which pupils may return to school.
4. The school maintains and updates the Kansas Certificate of Immunization record for each student. There are many changes in requirements for immunizations for the 2009-10 school year that may require students to update their immunization status.

### **STUDENT EXCUSE POLICY (SOURCE: BOARD POLICY HANDBOOK)**

1. All children are required to attend school and be in regular attendance. School law explains truancy as a student who misses 3 consecutive days unexcused, 5 days in a semester unexcused, or 7 days in a year unexcused.
2. Acceptable valid excuses:
  - (a) Illness.
  - (b) Doctor appointments
  - (c) Funerals.

- (d) Requests by parents for valid work release on parental property or personal family business.
- 3. A student is considered absent if not in attendance the first hour of school.
- 4. The building principal is designated to report any violation of this policy to the Social Rehabilitation Service.

### **ATTENDANCE POLICY (COMPULSORY ATTENDANCE LAW -H.B. 2795)**

The responsibilities to enforce the compulsory attendance law and school absenteeism policies is divided between SRS (for ages 7-12) and the county or district attorney (for ages 13-15). Schools will be required to notify a parent or person acting as guardian by registered mail or phone that the continued failure of the child to attend school will result in a truancy report to SRS, or to the county or district attorney. A follow-up telephone call will be forthcoming from the individual school office when a student is absent. This phone call is to provide the student, parents, and school officials an avenue to meet the compulsory attendance law with the least amount of conflict.

### **COMPULSORY SCHOOL ATTENDANCE AS SET OUT IN K.S.A. 72-1113**

#### **SCHOOL ATTENDANCE, CURRICULUM AND ACCREDITATION**

Same; noncompliance; duties of boards of education, secretary of social and rehabilitation services, county and district attorneys; agreements between secretary and county or district attorneys, duties; notification of absence to parents.

- (a) Each board of education shall designate one or more employees who shall report to the secretary of social and rehabilitation services, or a designee thereof, or to the appropriate county or district attorney pursuant to an agreement as provided in this section, all cases of children who are less than 13 years of age and are not attending school as required by law, and to the appropriate county or district attorney, or a designee thereof, all cases of children who are 13 or more years of age but less than 18 years of age and are not attending school as required by law. The designation shall be made no later than September 1 of each school year and shall be certified, no later than 10 days thereafter by the board of education to the county or district attorney, or the designee thereof, and to the commissioner of education. The commissioner of education shall compile and maintain a list of the designated employees of each board of education. The local area office of the department of social and rehabilitation services may enter into an agreement with the appropriate county or district attorney to provide that the designated employees of such board of education shall make the report as provided in this section for all cases of children who are less than 13 years of age and are not attending school as provided by law to the county or district attorney in lieu of the secretary, or the secretary's designee. If such agreement is made, the county or district attorney shall carry out all duties as otherwise provided by this subsection conferred on the secretary or the secretary's designee. A copy of such agreement shall be provided to the director of such area office of the department of social and rehabilitation services and to the school districts affected by the agreement.
- (b) Whenever a child is required by law to attend school, and the child is not enrolled in a public or non-public school, the child shall be considered to be

not attending school as required by law report thereof shall be made in accordance with the provisions of subsection (a) by a designated employee of the board of education of the school district in which the child resides. The provisions of this subsection are subject to the provisions of subsection (d).

- (c) (1) Whenever a child is required by law to attend school, and the child is enrolled in a school, and the child is inexcusably absent there from on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.
- (2) Each board of education shall adopt rules for determination of valid excuse for absence from school and for determination of what shall constitute a "significant part of a day" for the purpose of this section.
- (3) Each board of education shall designate one or more employees, who shall each be responsible for determining the acceptability and validity of offered excuses for absence of specified children, so that a designee is responsible for making such determination for each child enrolled in school.
- (4) Whenever a determination is made in accordance with the provisions of this subsection that a child is not attending school as required by law, the designated employee who is responsible for such determination shall make a report thereof in accordance with the provisions of subsection (a).
- (5) The provisions of this subsection are subject to the provisions of subsection (d)
  - (d) (1) Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary of social and rehabilitation services or the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance<sup>3</sup> at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.
- (d) (2) Whenever a law enforcement officer assumes temporary custody of a child who is found away from home or school without a valid excuse during the

hours school is actually in session, and the law enforcement officer delivers the child to the school in which the child is enrolled or to a location designated by the school in which the child is enrolled to address truancy issues, the designated employee of the board of education shall serve notice thereof upon a parent or person acting as parent of the child. The notice may be oral or written and shall inform the parent or person acting as parent of the child that the child was absent from school without a valid excuse and was delivered to school by a law enforcement officer.

- (e) When ever the secretary of social and rehabilitation services receives a report required under this section, the secretary shall investigate the matter. If, during the investigation, the secretary determines that the reported child is not attending school as required by law, the secretary shall institute proceedings under the code for care of children. If, during the investigation, the secretary determines that a criminal prosecution should be considered, the secretary shall make a report of the case to the appropriate law enforcement agency.
- (f) Whenever a county or district attorney receives a report required under this section, the county or district attorney shall investigate the matter. If, during the investigation, the county or district attorney determines that the reported child is not attending school as required by law, the county or district attorney shall prepare and file a petition alleging that the child is a child in need of care. If, during the investigation, the county or district attorney determines that a criminal prosecution is necessary, the county or district attorney shall commence such action.
- (g) As used in this section, "board of education" means the board of education of a school district or the governing authority of a non-public school. The provisions of this act shall apply to both public and non-public schools.

### **USD #255 ATTENDANCE POLICY**

PHILOSOPHY: USD #255 Board of Education, Administration, and Staff believe regular attendance is necessary to realize fully the benefits of educational opportunity. The student who attends regularly will have greater opportunity to receive instruction that is continual and in a logical progression. The learning process takes place when students are present on a daily basis and have regular exchange of ideas. The opportunity for success will be enhanced when the students attend classes regularly.

All students are expected to be in school all day every day. Exceptions are doctor's appointments, funerals, and/or school activities. All work must be made up. The student will receive two days for every day absent to complete make-up work, *unless homework or test was assigned on a make-up slip prior to absence*. If the work is not made up, no credit will be given for the work missed; however, extended illnesses will be given special consideration.

## **ABSENTEES WILL BE CLASSIFIED AS EXCUSED OR UNEXCUSED**

### **A. Excused Absences:**

1. Student illness-Parents must notify the office by 10 AM. The school reserves the right to give an UNEXCUSED absence or assign detention in the event the absence is not reported at the proper time or if the student does not attend a full half-day of school. Students that are absent due to illness will be for increments of one-half day. Students should not be absent due to illness for less than five periods, or return to school after the beginning of seventh period. Partial days (other than one-half day) will be considered unexcused and will result in making up the time. After a student has three absences in any nine-week quarter due to illness, they must provide a note from the doctor's office for each additional absence in order for it to be considered excused. Students must be in attendance for a full half-day in the afternoon prior to participating in any extra-curricular activity in the evening.
2. School Activities
3. Medical or Dental Appointments - Office must have 24-hour notice or parent must notify the office by 10 a.m. the day of the absence. The school reserves the right to give an UNEXCUSED absence or assign detention in the event the absence is not reported at the proper time.
4. Working for Parents Only - If the parent wants the student to work, the parent must notify the office by 10 a.m. or the absence is unexcused. If the work missed is not made up within two days, no further work permits will be issued to that individual. Students who cannot carry the required class load and maintain passing grades will not be considered for work. If a student is on the failing list, they will not be excused to miss school for work.
5. Excused absences for other reasons must have prior approval from the principal.
6. Any student that exceeds nine absences per nine-weeks or fifteen absences per semester of excused absences will not be permitted to be absent for school for any school sponsor events unless there are extenuating circumstances which will be determined by the building principal.
7. Two college days are allowed if a student is checking on which college he/she would like to attend. Make-up slips should be picked up from the Counselor.  
**No college days will be allowed after April 30.**

### **B. Unexcused Absences**

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

The first unexcused absences the student will make up one (1) hour for each class period missed. For any subsequent unexcused absences the student will make up one (1) hour for each hour missed, and the student's grade will be lowered three (3) numerical points in each class missed. (Example; A Nine-Week grade of 93 would be lowered to 90.) The teacher will require make-up work in order to facilitate the student's completing the work for that course for the semester. For make-up work students will be allowed a minimum of two days or a maximum of number of days missed plus two.

### **C. Tardiness**

In the bell schedule, three (3) minutes is allotted for students to go from one class to another. This is sufficient time for a person to walk to any area in the school. With proper planning a person should have sufficient time to change classes without being tardy. Tardiness shall be defined as when a student is late to school or class after the tardy bell. Students who are tardy when coming to school at the beginning of the day should report to the office to check into school. Other tardies during the remainder of the day will be handled by each teacher. The teacher will determine what is a "reasonable" explanation. If a student is tardy, he/she should explain to his/her teacher why they are tardy. If the teacher feels the explanation is reasonable, the student should be admitted to class. If the teacher determines the tardy to be "unreasonable," they may apply what they deem the appropriate method to correct "unreasonable" tardies.

If a student is late leaving a previous class because of being excused late or being detained by a teacher, he/she should get a pass from that teacher explaining that the student was excused late or was detained.

### **D. Unexcused Tardies**

Tardy is tardy. Time will be made up after school for any additional unexcused tardy. The second tardy will be five (5) minutes. Each additional tardy will double the previous tardy. Students will be assigned various tasks during make-up time. Students tardy more than fifteen (15) minutes will be given an unexcused absence.

### **MAKE-UP SLIPS**

Make-up slips are permission to be excused from your classes, for any school activity or for personal reasons. A student must have each of his/her teachers sign the slip. If for any reason the make-up slip is not signed by all of your teachers, you will not be excused to go. If you do leave without a signed make-up slip, the absence will be unexcused. Please turn the make-up slip into the sponsor of the activity or turn the slip in at the principal's office for personal reasons. Two college days are allowed if a student is checking on which college he/she would like to attend. Make-up slips should be picked up from the Counselor. **No college days will be allowed after April 30.** If you know in advance you are going to be absent, your parents should contact the office by calling before you obtain the make-up slip. If possible, the make-up slip should be picked up at least two days in advance of your absence.

### **LEAVE BUILDING PERMIT**

After once arriving on school grounds, a student must obtain permission to leave the building. The school expects students to attempt to care for personal matters such as: shopping, running errand, or haircuts outside school hours. Students who become ill during school will be dismissed only after a parent; guardian or other close relative is contacted by telephone. This procedure is to protect the student in case he/she is too sick to drive or walk home.

### **ADMIT SLIPS**

All students who have been absent for any reason, other than an absence that they had previously completed a make-up slip for, must obtain an admission slip prior to returning to class. This slip will be obtained in the office and should be taken care of prior to the beginning of class. This permit should be presented to each teacher of the eight

periods during the day. The teacher may use this slip to write any missed assignments or make-up work needed by the student.

### **HALL PASSES WITHIN THE BUILDING**

If a student leaves the classroom to the library or to the restroom, he/she **must have their Agenda signed from his/her regular teacher** during that particular period. If a student wants to go to another teacher's classroom they should have made arrangements ahead of time indicating approval of that teacher. The student should return to their regular scheduled class before the period is over.

### **ELECTRONIC DEVICES**

Electronic communication/paging devices (pagers/cell phones/Ipods/MP3) are prohibited from the building during the school day (8:10 AM – 3:32 PM). Students should leave their cell phones in their vehicle, or if no vehicle is driven to school leave their phone (easily identified) in the office prior to the beginning of their first class. If students are referred to the office because of a cell phone or electronic device violation, the following consequences will be administered:

**1<sup>st</sup> offense** – *electronic device and/or phone confiscated – student may pick up electronic device after serving a 30 minute detention after school.*

**2<sup>nd</sup> offense** – *electronic device and/or phone confiscated – parents must pick up electronic device after student serves a 30 minute detention after school.*

Students will be in ISS one day for each subsequent offense after the 2<sup>nd</sup> referral. The electronic device will be confiscated and must be picked up by the parent.

*Students will be allowed to take their cell phones with them during school-sponsored extra-curricular activities, but will be subject to their sponsors' rules concerning cell phones use during that trip*

### **CLASS SKIPPING**

Class skipping is defined as when a student fails to attend class but remains in the building or on school premises without the knowledge of a school official.

### **TRUANCY**

Truancy is defined as when a student leaves school, or never comes, and neither the parent nor school official knows the student's whereabouts. In either situation, a truant student will be requested to make up triple time after school regardless of what after-school activities (i.e. work, athletics, and music) he/she is involved in. This time will be made up in consecutive days. Example: If a student skipped or was truant two hours, he/she would have to make up six hours. The student's failure to attend this make-up time period will make him/her eligible for suspension.

### **SUSPENSION**

Suspension is defined as temporary exclusion of any student from attending South Barber Schools or participating or attending any South Barber School functions.

Suspension includes:

- A. Out-of-school suspension which is a period of one to ten days. During this period, the student will not attend school or school activities. The student is not eligible to participate in any extra-curricular activities, and he/she will not receive credit for any work missed during this period.

- B. In-school suspension which is a period of one to five days. During this period, the student will attend school but will be isolated from the rest of the students.

## **ISS Rules**

### **In-School Suspension (ISS) Rules**

1. Students report to the ISS room at 8:10 AM..
2. Students who miss any ISS time due to early dismissal, tardiness, absence, or emergency school closing will make-up the time missed on the next day of attendance.
3. Absences from class due to ISS will be not be reported on report cards as absences.
4. Restroom breaks are provided periodically.
5. Students eat lunch in the ISS room.
6. Students assigned through lunch may bring their own lunch, or purchase a lunch from the cafeteria.
7. Students are responsible for getting assignments from teachers before reporting to ISS.
8. Students must bring all necessary assignments, text and materials.
9. Full credit will be given for work (project, laboratory, or rehearsal) made-up within 5 days. This may require making up *the time* missed in class.
10. All school rules apply in ISS.
11. Student will remain seated in assigned room and work on assignments, behavioral packets, or read appropriate material.
12. Talking or interfacing with other students, sleeping, lounging, and eating or drinking at any time other than lunch is not allowed.
13. Violation of ISS rules results in Out-Of-School Suspension for the remainder of the assigned time and the loss of ISS as an option for disciplinary actions.
14. Participation in or attendance at any extracurricular activity from the time the ISS is assigned until the next school day after completion may not be permitted.

## **HONOR POINTS AND AWARDS**

In South Barber High School three honor awards may be earned. When a student has accumulated 25 points, he/ she may receive a bronze honor pin. When he/she has a sum total of 50 points, he/she may receive a silver honor pin. When 75 points are secured, the student shall be given a gold honor pin. Following is the honor point schedule:

<b>Scholarship</b>	<b>No. of points</b>
Straight A's (each 9 weeks)	8
Honor Roll (each 9 weeks)	6
Hon. Mention (each 9 weeks)	4

<b>Leadership</b>	<b>No. of points</b>
Cheerleader	4
President of Organization.	4
Minor office of Organization	2
Committee Chairman	2
Club membership	1

<b>Journalism</b>	<b>No. of points</b>
Yearbook Staff	2
Editor	2
Business Manager	1

## **CLASS AND ORGANIZATION OFFICERS**

Organization and class officers will be elected in the spring and they will be expected to carry out their jobs in detail. The secretary and treasurer of each class and each organization will be expected to submit a proper request for any purchase, get a receipt for the purchase, and execute a properly signed pink slip. Officers are expected to handle all meetings with proper parliamentary procedure. If you are not sure how to do this, please contact your sponsor.

## **LEADERSHIP**

The following regulations shall govern student qualifications for holding any elective or appointive office in South Barber High School:

1. Students shall be eligible to hold the presidency of any school organization or to serve as a cheerleader after he/she has been enrolled in South Barber the previous two (2) semesters.
2. Students may hold one major office and two minor offices at the same time in different organizations. To hold more, permission must be granted by the principal and sponsors of the organizations involved.
3. A major office shall be considered a four-point office, minor offices two points.

4. Students shall be ineligible for a major or minor office who have not maintained an overall "C" average in his/her academic subjects the preceding semester.
5. Students are discouraged from holding the same major office for two consecutive years with the exception of the office of cheerleader.

### **CARE OF SCHOOL PROPERTY**

South Barber High School takes pride in the good upkeep of its buildings and equipment. It is up to all of us to use the buildings and equipment in the proper way. A building like this gives us all the responsibility to keep it clean, unmarred and undamaged so that those who follow us may have the same privilege of a fine school. Students will be held responsible and will pay for damages to school property caused by abusive treatment or unauthorized use.

### **DANCES AND PARTIES**

Each class and/or organization may have one party per year. Approval slips signed by the sponsor, president, and the principal must be executed at least two weeks in advance of the event. Times for parties and dances are from 7:30 p.m. to 10 p.m. on weekdays and 7:30 p.m. to 12 p.m. on weekends. After-game dances are the only exception, and these must be approved. Parties and dances are for students who are regularly enrolled in South Barber High School. Parties and dances will not be scheduled during the week of the nine-week tests, semester tests, or during the month of May. Once a student leaves a school-sponsored dance or party, he/she may not return to the dance or party

#### **Rules for School Dances**

1. Students may not leave the building to go to their cars. Once you have left, you cannot return.
2. No drinking is allowed.
3. No junior high students may attend.
4. Homecoming dances and Prom-Proper homecoming attire will be a dress or a nice pair of slacks for girls. Boys will be allowed to wear nice colored jeans or slacks. No blue jeans!! All other dances may be casual unless otherwise announced. Prom dress is formal attire only. No jeans or shorts of any kind are appropriate for the banquet and prom!!
5. Students from other schools, as well as those not currently enrolled at South Barber High School, may attend as dates. Dates must be signed up by Friday noon.
6. Alumni, parents, and faculty will be invited by invitation only.
7. Students are to dance face to face, no rubbing up behind another student, no sexually interpretive dancing is allowed.

### **Breathalyzer Policy**

U.S.D. #255 reserves the right to test all students with a breathalyzer.

- A. When possible, all students will be tested before entering dances and other activities as determined by the administration.
- B. If the administrator, or their designee, by use of observation or investigation, has reason to believe a student or guest is under the influence, the student or guest

will be offered to prove they are not under the influences by use of the breathalyzer. If the student or guest refuses to be tested, he/she will be considered guilty of consuming alcohol.

- C. If a student or guest is determined to be under the influence, either by administrator's judgment or the breathalyzer, the student will be refused admittance or attendance and the parents will be contacted so the student can safely be removed from the school premises for that event, home or away. Law enforcement will always be contacted. Under no circumstances will the school give permission for the student or guest to leave the premises alone or with another guest or student.

Students will receive appropriate disciplinary actions according to the U.S.D. #255 policy, which may include suspension or expulsion from school. Guest will not be allowed to attend future activities and their administration will be notified.

### **LIBRARY REGULATIONS**

1. Books are checked out for two weeks and may be renewed once for two additional weeks.
2. When checking out a book, a student should tell the librarian his or her library user number. When rechecking a book, it must be brought to the library so it may be stamped with the new date due.
3. Students may not check out books for another person. The person checking the book out is responsible for the book.
4. A fine of ten (10) cents per school day will be charged for each book overdue up to \$2.00. If the book is late because of the student's illness, no charge will be made if the student can show his make-up slip, and if the book is returned the first day back in school following the illness.
5. Students may not have more than two books checked out at any time. If additional books or materials are needed to complete an assignment, permission may be granted by the librarian.
6. Current issues of magazines or newspapers may be checked out for one hour. The student should sign their name, the date, and the name of the magazine on the sheet provided at the desk. When the magazine is returned, the student needs to mark their name off the list. A fine of (10) cents per hour, not to exceed twenty-five cents per day, is charged for overdue magazines.
7. Back issues of unbound magazines may be checked out for overnight use any time during the school day and will be due the following school day by 9:30 a.m. Bound magazines may not be checked out. A fine of ten (10) cents per hour, not to exceed twenty-five (25) cents per day, is charged for overdue magazines.
8. Reference books may be used in the library for the period only. A student who wishes to take a reference book (encyclopedia. etc.) to a class for a report should get permission to check out the book for the period only. The book must be back by the end of the period.
9. If a student loses a book or damages it beyond repair, he or she must pay the amount it costs to replace the book. If the damaged book can be fixed, the student will be fined accordingly.
10. Students using the computers in the library will only use them for research or typing class projects and papers. Students cannot access chat lines, auctions, or any other

inappropriate sights on the Internet. Games will not be played on the library computers at any time. If a student does not comply with these rules, they will lose their computer privileges.

Library hours                      School days .....8 AM to 3:40 PM.

Fines

Books - two week                      (10) cents per day

Mag. and Newspapers                      (10) cents an hour

Back issues of magazines                      (25) cents per day

Students with unpaid fines or overdue books will not be checked out of the library until their fines are paid and materials returned.

### **PROOF OF IDENTITY FOR CHILDREN ENROLLING IN SCHOOL -S.B. 593**

When a child enrolls in school at South Barber for the first time, the board of education is required to secure proof of identity of the child. Proof of identity can be a birth certificate, a copy of a court order placing a child in the custody of SRS, a certified transcript or other similar pupil record, or other documentary evidence that the Board of Education considers satisfactory. If the proof of identity is not provided within 30 days, the board must notify the local law enforcement agency, which will then promptly investigate the identity of the child.

### **ACTIVITIES**

Activities are a part of our educational program. Student activities serve the same purposes and functions as the required and elective courses in the curriculum. However, they provide experiences which are not included in formal courses of study. They permit students to make applications of knowledge acquired in various courses and to acquire concepts of democratic living.

The student activities, in addition to the regular instructional program, allow for a well-rounded, balanced program including intellectual, physical, social, and emotional experiences. Our activities program is based on the needs, talents, and interests of the students, and they are found in all divisions of our school system. Activities are basically what the students will refer to as "school life".

All classes and clubs are limited to one moneymaking project per year unless special permission is given by the principal. All class and club dues are limited to a maximum of five dollars (\$5) per year. In years past it has been found that many students take part in too many activities at the expense of their studies. It is hoped that students will choose their activities wisely so that the organization will be strong as a result, and their studies will not suffer.

### **EXTRA-CURRICULAR ACTIVITIES**

The following activities are available for participation:

1. Forensics
2. Industrial Arts Club
3. Scholars Bowl
4. Music
5. Student Council
6. FFA
7. Athletics
9. KAY Club

## **ATHLETIC AWARDS**

The letters "SB" will be used as the insignia for awards for South Barber High School. Athletic letters shall be given only upon the recommendation of the coach of each sport, and to be eligible, a student must qualify under the Kansas State High School Activities Association rules. A student automatically forfeits his/her right to the letter if he/ she fails to pass in three subjects during the semester in which he/she wins the letter. Upon the recommendation of the coaches and the approval of the administration, letters may be awarded in special cases to students who have not participated in the required number of games or events. After winning the letter, a bar or other insignia will be awarded for each sport. The "Chieftain Award," which is a composite of all awards earned, will be given to the seniors at the end of the school year, if they participate in at least two sports (football, volleyball, tennis, basketball track, manager) per year for four years.

## **FAILING LIST AND ELIGIBILITY**

Students not doing passing work will be reported each Monday on the teacher's lesson plan and a composite list will be made. When a student's name appears on the failing list, that student should check with the teacher to see what needs to be done. Each week that a student is on the failing list in one or more subjects, a form will be sent to the parents notifying them of the problem. This failing list will also be used to determine eligibility for athletes and for student participation in activities. Students on the failing list will not be given an excused absence to work for parents. The absence will be treated as unexcused, and the student will make up time after school. If a student's name appears on the failing list in consecutive weeks in the same subject, the student will be ineligible for the following week. The failing list is determined on Monday morning, and, if a student is ineligible, it will be from Monday through the following Sunday. If a student is failing or ineligible the last week of the nine week period, they will be ineligible if they are failing in the same class at the end of the first week in the new nine weeks.

## **PHYSICAL EXAMINATIONS**

All senior high athletes, boys and girls, are required to have a physical examination before participating in practice. The school strongly recommends a physical examination for all students, boy or girl, who will be enrolled in any physical education class. This is for the student's protection since some of the activities may be rather strenuous. Cheerleaders are also required to have a physical examination before the first game.

## **ATHLETIC RULES ON ALCOHOL, DRUGS, & TOBACCO**

All athletes participating in a South Barber sport must follow the training rules regarding absolutely no use of alcohol, drugs, and/or tobacco. If an athlete has a problem with alcohol, drugs, and/or tobacco, the answer is not to kick them off the team but to help the individual with the problem. If the athlete chooses to remain a member of the team, he/she must meet with the Athletic Council as well as accept additional conditioning as prescribed by the coach. This will give the individual an opportunity for help and also tell if he/she is willing to stay on the team. With the second offense in the same sport, the athlete will be removed from the team. However, if there should be a third offense during the school year, the individual will not be allowed to participate in any sport the rest of the school year.

**KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION**  
**ELIGIBILITY RULES FOR ATHLETES**

1. They are bonafide, undergraduate students in good standing, with regular attendance.
2. Their conduct and standards of sportsmanship are satisfactory and do not bring discredit to themselves or their school.
3. They are not nineteen (19) years of age on or before September 1 of the school year in which they compete.
4. They have not completed 8 semesters of high school attendance (includes total attendance, beginning with the ninth grade). Their last two semesters of possible eligibility must be consecutive.
5. They have not participated in 8 semesters of competition, nor more than 4 seasons in one sport (includes grades 9 through 12).
6. They are currently passing in 5 subjects of unit weight or the equivalent. (There is a semester grace period.)
7. They have passed in 5 subjects of unit weight or the equivalent their last semester in attendance. (There is a semester grace period)
8. They do not engage in outside competition in the same sport during a season in which they are representing their school. Consult the coach or principal before allowing them to participate individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.
9. They have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.
10. They have passed an adequate physical examination given by a physical and have the written consent of their parents or legal guardians.
11. They have met the requirements of the Transfer Rule if they are transfer students.
12. They are not a member of any fraternity or other organization prohibited by law or by the rules of the K.S.H.S.A.A.
13. They have not competed under a false name or for money or merchandise of intrinsic value and have observed all other provisions of the Amateur Rule.
14. They are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they participate.
15. Your child is insured while practicing for, participating in, or traveling to or from any inter-school activity under jurisdiction of the K.S.H.S.A.A. This is a catastrophic policy paid for by U.S.D. #255.

## **OFFICE AIDE**

Students will be allowed to be Office Aides if they are enrolled in seven other classes of unit weight. Office Aides will receive one unit credit, but grades will not be averaged for the Honor Roll or be included on their GPA. Office Aides are expected to report to the office each day and are expected to be under the supervision and direct control of the principal or secretary during the entire class period.

## **CHEERLEADER TRYOUTS**

Tryouts for cheerleader will be held in the spring. Those wanting to tryout must maintain a C overall average in each class for the first three nine weeks and for the fourth nine weeks prior to the Friday preceding elections, and meet the leadership requirements (page 32) of this handbook. Cheerleaders are also required to have a physical before the first game.

## **FORENSICS (SPEECH ARTS)**

The forensics team is open to anyone interested in public speaking or drama competition. The team organizes second semester and participates in various competitions throughout the spring. Most meets are held on Saturdays.

## **KAY Club**

Purpose:

It is the endeavor of the Kayettes (Kansas Association for Youth) to maintain high ideals, have a positive influence in the life of our school and community, to appreciate all races, faiths and creeds, and to create an association which will be a source of joy and satisfaction. KAY's will endeavor to fulfill the following six objectives: character, health, service, appreciation (of friends, races and self,) recreation and leadership (citizenship and caring.)

Membership Requirements:

Membership in this club is open to any student in high school. The dues of this group shall be determined at the first meeting.

## **FFA**

Purpose:

FFA provides opportunities for developing agricultural leadership, citizenship and cooperation. This can be accomplished through member participation in local chapter activities, district FFA activities, and state and national activities that the local chapter is affiliated with throughout the year. It gives an opportunity for any individual interested in agriculture to develop his/her leadership ability, which he/she can use throughout life in any occupation.

Membership Requirements:

Active-Any student who is regularly enrolled in vocational agriculture is entitled to become an active member of any chartered FFA Chapter. He/she may be active all through high school or until turning twenty-one (21).

## **INDUSTRIAL ARTS CLUB**

### **Purpose:**

The purpose of the Industrial Arts Club is two-fold-the first being to provide information concerning the world of work, and the second being to provide a social organization for those students enrolled in industrial arts classes.

### **Membership Requirements:**

Students must be enrolled in an industrial arts class the current year or have been enrolled in one the previous year.

## **STUDENT COUNCIL**

### **Purpose:**

Students serve as the governing body for South Barber High students, to foster high standards and ideals of conduct, and to unify the spirit of cooperation between the student body and faculty.

### **Membership requirements:**

The student must be in good standing and currently enrolled in South Barber High School. Student Council members must be elected and have maintained a "2.5" average or better the previous semester.

## **SCHOLAR'S BOWL**

### **Purpose:**

Students encourage academic achievement and competition.

### **Membership Requirements:**

Team members will compete with other schools where questions are asked in the areas of mathematics, science, language arts, foreign language, fine arts and current events. Members will also attend practices as well as participating in competition, help with local meets, and write questions. Two (2) honor points per year will be awarded for members.

## **NATIONAL HONOR SOCIETY**

### **Selection Procedure:**

Membership in the National Honor Society is both an honor and a responsibility.

Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

1. Selection of students for membership is the responsibility of the SBHS Faculty Council. These five council members are selected by the principal.
2. Membership is open to qualified juniors and seniors who have been in the school the equivalent of one semester.
3. Students having a cumulative scholastic average of 3.4 or higher meet the scholarship requirement for membership in the NHS. These students are then eligible for consideration on the basis of leadership, service, and character.
4. Qualifications of eligible candidates are reviewed by the entire faculty before the Faculty Council makes its final selection of members.
5. Candidates receiving a majority vote of the Faculty Council are invited to become members of the National Honor Society.

## **ACADEMIC EXCELLENCE LETTER**

The Student Council of South Barber High School submits the following guidelines for the awarding of an academic letter:

1. Students must have attended South Barber High School at least one full semester.
2. Students must maintain a 3.65 yearly cumulative grade average. The grade average will be based on nine-weeks grades, figured after the third nine-weeks of each year.
  - a. Freshmen averages will be based on three nine weeks.
  - b. Sophomore averages will be based on seven nine weeks.
  - c. Junior averages will be based on eleven nine weeks.
  - d. Senior averages will be based on fifteen nine weeks.
3. Students will receive a letter, a bar, and a certificate the first year they letter, and a bar and certificate each succeeding year that they letter.

## **INTERNET AND ELECTRONIC MAIL ACCESS AND ACCEPTABLE USE POLICY**

The Board of Education recognizes that new technologies must be considered as part of student instruction and learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. As part of the availability of electronic information, students and staff need to observe the policies of acceptable and appropriate use. The following limitations outline acts which will result in loss of access as well as other disciplinary or legal action for students and staff using the INTERNET and electronic mail: (1) Sending or displaying offensive messages or pictures, (2) Using obscene language (3) Accessing sources which are sexually oriented or otherwise objectionable materials, (4) Harassing, insulting or attacking others, (5) Damaging computers, computer systems or computer networks, (6) Violating copyright laws, (7) Using another's name or password, (8) Trespassing in another's folders, work or files, (9) Intentionally wasting resources, (10) Employing the INTERNET or network for commercial purposes, (11) Giving personal information over the Internet such as home addresses or telephone numbers, (12) Violating the rights of others.

## **PROTECTION OF THE RIGHTS OF INDIVIDUALS AND INSTITUTIONS**

This policy pertains to all persons employed by or attending schools within U.S.D. #255, Barber County Kansas and covers all crimes, disorders, disturbing of the peace, or disruption of any activity or class under the supervision of the schools in U.S.D. #255.

1. Certain activities may constitute violations of city ordinances or county or state laws. The district will cooperate with law enforcement in security matters and shall, as required by law, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.
2. Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law. The building administrator should also be notified.

3. Pursuant to K.S.A.72-89b03, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the pupil to all employees who are involved or likely to be directly involved, in teaching or providing related services to pupil:
  1. Any student who has been expelled for conduct which endangers the safety of others;
  2. Any student who has been expelled for commission of felony type of offenses;
  3. Any student who has been expelled for possession of a weapon;
  4. Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
  5. Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

School district staff are required by both Federal Law and K.S.A. 72-6214 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data and information directly related to the student and his/her family. Information may be shared only with other U.S.D. #255 employees and officials.

Violation of these privacy rights could include sanctions up to and including termination.

4. No board of education, board member, superintendent of schools or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas school safety and security act.

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