

NORTHEAST U.S.D. 246 MISSION STATEMENT

The Northeast U. S. D. 246 staff believes that all students can and will learn; regardless of previous academic performance, family background, race or gender. We are committed to all students' achieving mastery of the essential academic skills needed upon graduation.

Northeast Unified School District 246, Crawford County, Arma, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

Mr. Michael Philpot, Box 669, Arma, KS 66712 - Phone No. 620-347-4116
(Section 504 Coordinator).

NORTHEAST UNIFIED SCHOOL DISTRICT 246 IS AN EQUAL
EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

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ENROLLMENT

1000 - 1999

- 1000 Admission of Pupils
- 1100 Changing Schedules
- 1200 Laboratory Fees
- 1300 Workbooks

1000 - Admission of Pupils

Grade placement in Northeast U.S.D. 246 most often will be based upon an examination of the student's previous school record, but may be based on achievement tests administered by our staff.

Secondary enrollees should present a transcript of the record made in the last school attended at the time of enrollment in order to facilitate the enrolling process.

All students are required by state law to show proof that they have received, or are in the process of receiving, immunization against polio, mumps, diphtheria, rubella (German measles), measles (rubella), tetanus, and whooping cough. A tetanus booster is also required every ten years. These immunizations shall be in accordance with the immunization schedules of the Kansas Department of Health and Environment. New students shall have 90 days from the date of enrollment to complete these immunizations or they will be dropped from school until such time as it is satisfactorily completed. This requirement is waived for pupils whose parents present written statements asking for exception for reasons of health or religious beliefs.

1100 - Changing Schedules

Class schedules may be changed during the first week of each semester by permission from the Principal. If the schedule is to be changed, the student should do the following:

1. Obtain written permission of a parent or guardian in a note addressed to the Principal.

2. If the Principal approves and the change is made, the pupil should take a slip to each teacher notifying them of the change.

A student may drop a course during the first ten weeks of the school year with the written consent of his/her parents or guardian and the approval of the Principal. If a student drops a course during the first ten weeks, no credit will be given. The grade for the first nine-week period will be recorded in the nine-week register but neither the course name nor the grade will be placed on the permanent semester transcript.

If a student drops a course after the ten-week period, he/she will receive an Incomplete for that current nine-week period, which Incomplete will automatically be changed to an "F" at the end of the semester. (Refer to School Policies on Incompletes.)

Any change in a class schedule for second semester must be completed by Christmas vacation.

Every student is required to take a full schedule of classes.

1200 - Laboratory Fees

Advanced Woods	\$10.00
Art	\$15.00
CAD	\$15.00
Construction Design	\$10.00
Culinary Arts	\$15.00
Introduction to Woodworking	\$10.00
Keyboarding	\$ 5.00
Lock rental	\$ 1.00
Manufacturing Technology	\$10.00
Metals	\$15.00
Residential Design Software	\$15.00
Visual Arts	\$10.00

In those classes where the student intends to keep for his/her own use articles that have been constructed or made as a class project, the teacher shall determine the cost of the article if the materials used are from the school's supply of materials and the cost must be paid in advance by the student. No project shall be taken from the classroom until payment has been made in full for the cost of the project. The student may, in some cases, choose to furnish his/her own materials for the projects.

The money collected for the purchase of articles under the provisions of this section shall be deposited in the revolving fund to the credit of the specific department.

All fees (shop, drafting, auto mechanics, welding, typing, art, etc.) must be paid by the end of the first nine weeks or arrangements for payment made with the principal.

No student shall be denied the right to enroll in any course or participate in any activity because of his/her financial inability to pay a fee. Students claiming financial inability must make such claim by written application in compliance with the statutes.

1300 - Workbooks

Workbooks will be required in some classes. You will be informed of the price of the workbook by the instructor. Workbooks must be paid for before they will be ordered and given to the students.

ATTENDANCE

2000 - 2999

- 2000 Compulsory School Law
- 2100 Attendance
- 2200 Leaving a Class
- 2300 Leaving the Building
- 2400 Excuses for Appointments or Other Reasons

2000 - Compulsory School Law

K.S.A. Supplement 72-1111. Compulsory school attendance - Every parent, guardian or other person in the State of Kansas having control over or charge of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years, and has not attained a high school diploma or G.E.D. shall require such child to attend continuously each school year (1) public school for the duration of the school term provided for in K.S.A. Supp. 72-1106, as amended, (2) a private, denominational or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational or parochial school is located.

If the child is 16 or 17 years of age, the parent or guardian may allow the child to be exempt from the compulsory attendance requirements after meeting with high school principal and signing a waiver.

Truancy is defined for this policy the same as in K.S.A. 72-1113 as amended and which follows: 1. "Whenever a child is required by law to attend school and such child is not enrolled in a public or non-public school, such a child is a truant"; 2. "Whenever a child is required by law to attend school and such child is inexcusably absent therefrom on either three (3) consecutive days or five (5) or more days in any semester, or seven (7) school days in any school year such child is a truant." 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(s) designated by the Board of Education to have responsibility for the school attendance of such child.

For purposes of this policy, "a significant part of a school day" means "one-half (1/2) or more of the scheduled school day".

For purposes of this policy an "excusable absence" occurs when a pupil misses a significant part of a scheduled school day because of illness, appointments for health care, injury which prevents his attendance, attendance at another educational activity or on a trip approved by the school principal or other absence the reason for which is acceptable to the principal. "Inexcusable absences" occur when there is no attempt to justify an absence, the reason given is not acceptable to the principal and/or the principal has reason to believe that the excuse offered may not be substantially correct and true.

2100 - Attendance/Habitual Absenteeism

Good attendance is a necessary part of academic achievement. Students with good attendance generally have better grades, enjoy school more, and establish work ethic habits for future employment. The high school administration and staff strongly support good attendance. There will however be times when students miss school. Students missing school must, on returning, have a written note from parents or guardians stating the reason for the absence. Students will then receive an excused absence and be eligible to complete missed work. Students who do not bring a note will receive an unexcused absence. Students are counted absent when more than ten minutes of class is missed.

Tardies: After two tardies in a semester, a student will receive a detention for each additional tardy received. After three detentions the student will serve one hour detention.

2200 - Leaving a Class

No student shall be permitted to leave a class without a planner. Students should not be in the halls during class time. When a student receives a pass, he/she should first report to his/her regular class to sign out in the proper manner. Students should not ask to be excused from class to go to lockers, as lockers should not be opened during class periods. The teacher has the privilege of requesting the student to report after school to make up time missed during the regular class period.

2300 - Leaving the Building

No student should leave the school grounds after arrival on campus during school hours without permission of the Principal or Vice Principal and permit from parents stating the reason for leaving. A student may not write his/her own excuse. Students shall not be sent on personal errands for teachers during school hours.

2400 - Excuses for Appointments or Other Reasons

In general, it is the policy of the school to excuse pupils from school for worthwhile reasons and upon the written request of parents. A student may not write his/her own excuse. The principal will need to determine the importance of the request and shall ultimately decide upon the merits of the case. If absence from school in individual cases retards the pupil's progress and interferes with his/her school work, then conferences with parents should be held to inform them of these effects on the child's school progress.

Whenever a student is absent from school due to a doctor's appointment, a note from the doctor's office must be brought to the office upon the student return to school. If a note is not turned into the office within 3 days of the absence, the absence will not be excused.

Whenever possible, pupil appointments with dentists or doctors should be scheduled for times which will not conflict with the school day.

Graduation

3000 - 3999

- 3000 Requirements for Graduation
- 3100 Test Out Procedure for Academic Credit
- 3150 On-line Learning Opportunities
- 3200 Dual Credit for High School Seniors
- 3300 Alternative Credits and Graduation
- 3400 Early Graduation

3000 - Requirements for Graduation

Twenty-six units of high school credit are required for graduation beginning with the freshman class enrolling in the fall of 2005. The required units and subjects are:

English	4 units
American History	1 unit
American Government	1 unit
Fine Arts	1 unit
Math	3 units
Science	3 units
Physical Education/Health	1 unit
Keyboarding or Computer App.	1 unit
Technology	1 unit
Social Science	1 unit
Freshman Orientation	½ unit
Speech	½ unit

Twenty-eight units of high school credit are required for graduation for the freshman classes enrolling in the fall of 2006 and 2007.. The required units and subjects are:

English	4 units
American History	1 unit
American Government	1 unit
Fine Arts	1 unit
Math: Geometry is required	3 units
Science: General Science & Biology are required	3 units
Physical Education/Health	1 unit
Keyboarding or Computer App. Technology	1 unit
Social Science	1 unit
Freshman Orientation	1 unit

Twenty-eight units of high school credit are required for graduation for the freshman class enrolling in the fall of 2008. The required units and subjects are:

English (I-IV)	4 units
American History	1 unit
American Government	1 unit
Fine Arts	1 unit
Math: Algebra or Algebra 1A Geometry is required	3 units
Science: General Science & Biology are required	3 units
Physical Education/Health	1 unit
Computer Technology	1 unit
Technology	1 unit
Social Science	1 unit

Every student is required to take a full schedule of classes.

3100 - Test Out Procedure for Academic Credit

A student may earn credits towards high school graduation by demonstrating mastery of the course standards, benchmarks and indicators through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to the learning accomplished by students completing the full course.

A written request to “test out” of a class must be submitted prior to the beginning of each year. A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal and the students' parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course standards, benchmarks and indicators. Commercially available instruments may be used if they adequately cover course objectives.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

Credit for such classes shall be awarded based on the letter grade received on the completed performance assessment. Students will be allowed only one opportunity to "test out" of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the standards, benchmarks and indicators for the course will be made available.

3150 – On-line Learning Opportunities

Application – Students may apply for permission to enroll in an on-line course for credit. Applications for the next academic term shall be submitted to the principal no later than 45 calendar days before the next academic term begins. The student and student's parents shall be informed of the administrator's decision in writing no later than 15 calendar days before the start of the next academic term.

Students may not enroll in an on-line course as an alternative to any course offered by the high school, except as:

- an attempt to earn credit for a class already attempted but failed by the student
- to reasonably accommodate a student wishing to accelerate high school graduation and proceed with further postsecondary education or training;
- or to resolve a significant scheduling conflict.

Guidelines – The following guidelines shall be used by the administration:

1. Only approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length, scope, and its method of assessing knowledge acquired by the student, the qualifications of the instructor and the other appropriate factors.
3. Enrollment in an on-line course will be allowed only if an appropriately certified or licensed teacher is available and willing to supervise the student's participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in on-line course work.
5. The cost of on-line courses shall be borne by the student unless otherwise approved by the Superintendent.

Other Regulations or Guidelines – Approval by the administration shall also be based on Kansas State Department of Education regulations and/or guidelines in effect at the time of the student request is made.

3200 – Dual Credit for High School Seniors

Northeast High School students attending college classes during the school year will receive both college credit and high school credit. The grade for the class will go on the student's high school transcript and be used to calculate the student's GPA and rank in class.

3300 – Alternative Credits & Graduation

Northeast U.S.D. 246 may provide instructional programming for identified At Risk students. Students enrolled will be expected to meet all course requirements, counseling sessions, and other criteria as set forth by the student improvement team. Credit earned will be counted toward graduation requirements.

3400 - Early Graduation

A student may graduate under the following provisions:

1. The student has completed all graduation requirements as set forth by Northeast U.S.D. 246 and the Kansas State Department of Education.
2. The student has the option to attend commencement exercises or receive the diploma by mail. In either case, the diploma will be issued on or after the formal commencement date.
3. Grades will be tabulated for rank in class and the student can qualify for valedictorian or salutatorian.
4. Approval forms must be completed 60 (sixty) school days prior to the end of the semester the student plans early graduation.

Grading System

4000 - 4999

4000	Grading System
4100	Academic Letters
4200	Academic Excellence Awards
4300	Reporting Pupil Progress to Parents
4400	Incompletes

4000 - Grading System

A. Our grades are indicated by A, B, C, D, P and F. "No Credit" is recorded as an "F".

B. An A is 90-100, a B is from 80-89, a C is from 70-79, a D is from 60-69, an F is anything below 60. The letter grade P is used only in classes graded as Pass/Fail.

C. Our grades rate A as superior, B as excellent, C as average, D as below average, P as passing, and F as failure.

D. Declaring rank in class will be computed on the basis of 4-3-2-1; A--4; B--3; C--2; D--1. Only semester grades are used to compute Grade Point Averages.

E. A student will receive one-half (1/2) unit of credit for each semester (18 weeks) of work successfully completed in any subject in which he/she is enrolled. A student who passes seminar will receive one-quarter (1/4) unit of credit for each semester. A student who passes reading will receive one-quarter (1/4) unit of credit for each semester.

4100 - Academic Letters

Students in grades 9-12 who average a GPA of 3.8 or higher in both semesters of an academic school year shall be eligible to receive an academic letter.

4200 – Academic Excellence Awards

Students excelling academically shall be appropriately recognized for their performance at the building level. Building principals shall plan for appropriate recognition of academic excellence through the provision of awards and programs that recognized the achievements of high performing students and students showing significant improvement in academic skills.

4300 - Reporting Pupil Progress to Parents

A. The district will provide parents and students online access to a tool named Power School.

B. These reports to parents are supplemented in several other ways and by several other means -- parent/teacher conferences, telephone calls, letters or informal notes, or by means of forms prepared for this purpose. Unsatisfactory work is reported as the need arises, without waiting for the end of the nine-week reporting period.

4400 - Incompletes

If a student has not met the requirements set up by the teacher and Principal within two weeks after a grading period, an incomplete will automatically be changed to an "F".

Management and Operations

5000 - 5999

- 5000 Fire Drill and Tornado Drill
- 5100 Student Use of Automobiles
- 5200 Bus Rider Rules
- 5300 Bus Discipline Procedures
- 5400 Special Rules Regarding Riding of School Bus
- 5500 Administration of Medication
- 5600 Illness and Medical Emergencies
- 5700 Interrogation and Investigations Conducted In School

5000 - Fire Drill and Tornado Drill

At different times during the school year, the fire alarm (steady, harsh blowing horn) is sounded. Each classroom has instructions concerning what to do in case of fire or tornado. When the alarm is heard, students walk out quickly and orderly from the building for fire drill. Students should walk quickly and orderly to designated areas and follow instructions for tornado drill. (The Principal will explain the difference between a fire alarm and a tornado alarm.)

5100 - Student Use of Automobiles

Students must operate any vehicle in a safe manner.

First Offense - Warning

Second Offense - Loss of driving privileges to and from school and school events for nine weeks.

Third Offense - Loss of driving privileges to and from school and school events for the school year.

5200 - Bus Rider Rules

During the course of regular student transportation in school district vehicles the Board of Education view this service as a privilege extended to students confirming to district rules of conduct.

Previous to loading (on the road and at school):

1. Be on time at the designated school bus stops--keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.

While on the bus:

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus windows.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are to sit in their seats and face the front of the bus while the bus is in motion.
13. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
14. Absolute quiet when approaching a railroad crossing stop.
15. In case of a road emergency, children are to remain in the bus.

After leaving the bus:

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at places other than the regular bus stop at the home or school unless by proper authorization from the parents and school officials.

Extra-Curricular Trips

1. The above rider rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperone appointed by the school.

5300 - Bus Discipline Procedures

NO EATING OR DRINKING OR CHEWING OF GUM ON THE BUS AND NO TOBACCO PRODUCTS OR MEDICATION NOT PERSCRIBED BY A PHYSICIAN.

Bus drivers are encouraged to maintain discipline and assure that the students adhere to these rules in the course of their duties. Verbal warnings to students are appropriate when the driver believes they will be effective in correcting misbehavior.

If the bus driver is not successful in correcting misbehavior through verbal prompts and warnings, the driver should contact the rider's parent(s) to seek assistance in correcting the inappropriate behavior.

At such time that a bus driver believes the infraction is serious in nature or continual warnings to a student are ineffective to bring about compliance, the driver will file the appropriate written notice with the building principal. The appropriate building administrator will take the following disciplinary actions:

Upon receipt of the 2nd written report within a school year from a bus driver concerning a student, that student will lose transportation services for three (3) days.

Upon receipt of the 3rd written report with in a school year from a bus driver concerning a student, that student will lose transportation services for five (5) days.

Upon receipt of the 4th written report with in a school year from a bus driver concerning a student, the student will lose transportation services for the balance of the current semester, subject to an appeal hearing with the superintendent, upon request. Parent(s), student, principal, and the transportation director will be allowed to present evidence and testimony at the hearing.

Should the driver file a report concerning an incident, and that incident occurs en-route to school, that will necessitate loss of transportation services, the parent will be contacted by the Principal. The parent must provide to have their child picked up from school that evening, as the child will be immediately denied transportation services.

Should an incident occur en-route to the student's residence that will necessitate the loss of transportation services, transportation privileges will be extended through the next morning of the next school day, until a written report is filed with the building principal. At that time, the parent will be contacted advising them they must provide to have their child picked up from school that evening, as the child will be immediately denied services.

Should a student's parents be unable to be contacted, and no parent designated emergency contact person is available, or the parents are unable to provide transportation, the student will be provided bus transportation to his/her residence that evening.

The building principal may bypass any of the above steps and adjust a student's bus riding privileges as he/she deems appropriate for the situation after conferring with the parents.

5400 - Special Rules Regarding Riding of School Bus

1. Special permission must be received from the Superintendent, who is the official representative of the Board, before anyone other than the regular riders shall be allowed to ride the respective buses.

2. High school students will not be permitted to leave the bus once they have boarded the bus at the high school building until they have reached their home.

5500 - Administration of Medication

The district will comply with current statutes and regulations as defined by the Legislature, Kansas State Department of Education and the Kansas Department of Health and Environment.

To comply with the Kansas Nurse Practice Act the following policy is in effect:

- A. When at all possible, medications should be given at home rather than during school attendance hours.
- B. Prescribed medications must be accompanied by a note from the

physician and in the original container the medicine came in. We need a note from the parent giving us permission to administer the medication at school. This should include date, name of medication, reason for medication, time of day it is to be given, and anticipated number of days to be provided. There is an available form.

- C. Any over-the-counter medications may be given at school only if needed in order for the student to remain in attendance. This can be determined by conference between parents and school nurse. A parental permission form must accompany the medication, to include date, name of medication, reason for medication, time of day it is to be given, and anticipated number of days to be provided.
- D. Medication may be given by delegated school personnel under the supervision of the school nurse. In accordance with Kansas Department of Health and Environment guidelines, the school will allow self-administration of medication to children and youth, provided the proper authorization is on file with the school.

Please contact the school nurse if you have questions concerning administration of medication in school.

5600 Illness and Medical Emergencies

In the case of any serious injury or illness, the parent or guardian will be notified as soon as possible.

The Kansas Department of Health and Environment procedures are followed in cases of illness and medical emergencies.

Emergency information is to be completed on school records for every student, with at least two emergency backup telephone numbers included.

At the time of an emergency, the school has the responsibility for:

- a. initiating the immediate care of the student
- b. notifying the parent or guardian, or if the parent or guardian cannot be reached follow the directions given on the student's records
- c. In some cases, getting the student under professional care with or without the family's permission.

5700 – Interrogation and Investigations Conducted in School

It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. **School administrators and School Resource Officers retain the authority to override these guidelines when, in the reasonable judgment of the administrator or School Resource Officer, different action is needed to address an immediate threat of injury or damage to a person or to property.** Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district's administrators shall at all times act in a manner which protects the rights of students and parents and shall cooperate with law enforcement officials.

School staff members shall be reminded annually of the contents of this policy and rules.

A student who has attained the age of 18 enjoys the responsibility of speaking for himself/herself without the agreement of parent, guardian or representative as to his/her submitting to questioning.

Initiated by School Administrators and Conducted by Administrators

Building principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Any investigation shall be conducted in a manner which minimizes interference with regular education or school activities.

Initiated by School Administrators and Conducted by Law Enforcement Officers

The building principal shall determine when the necessity exists for law enforcement officers to be notified to conduct an investigation of alleged criminal behavior.

The building principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed. Such notifications or attempted notifications to parents, guardian or representative shall be documented by the administrator involved. In the absence of a student's parents, guardian or representative during any questions of such students, the principal or certified school staff person shall be present.

If the investigation has centered on any particular student suspected of any alleged criminal activity, the procedure for taking students into custody shall not interfere with reasonable law enforcement procedures.

Initiated and conducted by Law Enforcement Officers

Only in demonstrated emergency situations shall law enforcement officers be voluntarily permitted to conduct such an investigation during school hours.

The building principal shall require proper identification of law enforcement officials and the probable cause for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the probable cause, he/she shall not grant the request of such persons and shall attempt to so notify the superintendent and the officer's superior, documenting such action.

The law enforcement officers shall be required to obtain prior approval of the principal before beginning such an interrogation or investigation on school premises. The administrator shall document the circumstances as soon as practicable.

Interrogation of Student During Investigation of Violations of School Rules

In instances where school rules have allegedly been violated, the principal may notify the suspected rule violator(s). When suspension may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence.

Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were witnesses. The principal may have another adult present during questioning of students.

Violations of Criminal Law

During an investigation of violation of school rules, the principal shall attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants notification to law enforcement officials.

Information of criminal conduct not related to the schools shall be turned over to law enforcement officials, without additional investigation by school officials. School officials shall request that law enforcement officers advise a student of his/her rights.

Taking a Student Into Custody

Following either interrogation or investigation, students shall not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest.

When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents, guardian or representative immediately. Such effort shall be documented.

When an emergency exists, the principal may summon law enforcement officials to the school to take a student into custody.

If an officer has to place handcuffs on a student, it should be done as discreetly as possible. Reasonable care should be taken to avoid "parading" a student in the hallways or on school grounds. Officers have discretion as to when and where to handcuff a student for the student's safety, the safety of others, and the safety of the officer(s).

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall require the law enforcement officers to notify the principal of the circumstances as quickly as possible.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment.

Discipline

6000 - 6999

6000	Discipline
6100	Discipline Policy
6200	Suspension
6300	In-School Suspension
6400	Tobacco Products in Public Schools
6500	Drug and Alcohol Policy
6550	Searches
6600	Dress and Appearance
6700	Electronic Devices
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6900	Demonstrations

6000 - Discipline

Since the primary purpose of the school and faculty is to teach young people, and since the primary purpose of the student being in school is to learn, it is necessary that good order or discipline be established. The establishing of good discipline is no problem in a school where the students act in a manner acceptable to our society. Students are expected to cooperate fully with faculty and administration in creating a situation that will lead to the most effective learning. For the most part, a very small group of individuals create disturbance. It is these people who make it necessary to have rules and regulations concerning behavior. It is the hope of the faculty and administration that you are not one of these persons. Good order in the school that can be attained by cooperation rather than compulsion is the most desirable and of the greatest benefit to all concerned. Nevertheless, students should be aware that both the administration and faculty may require good order by compulsion or suspension.

6100 Discipline Policy

The following school rules will be enforced:

Detentions will be sixty minutes in length and can be served the afternoon they are received, the next morning at 7:00 a.m. or the afternoon following the receipt of the detention. Arrangements can be made with the vice-principal concerning the serving of detentions.

Northeast High School will have no zero policy concerning homework. At the beginning of each seminar, teachers will send a list of students who are missing homework, along with the assignment to the vice-principal and that student will be required to attend detention of sixty minutes in order to finish the missing work. That time could be that afternoon, the next morning at 7:00 a.m. or the next afternoon from 3:20-4:20 p.m. Failure to attend will be counted as an unexcused absence and will be counted as a part of the attendance policy and the truancy laws of the State of Kansas.

1. KSHSAA rules will be followed at all school activities. Students who do not follow these rules will be asked to leave and will not be allowed to attend the next two games. A second offense will result in the student not attending any more of that season's activities.

2. Students are to come to class prepared and ready to participate in class activities. Students will follow school and classroom rules. Subsequent offenses in the same classroom will have the following consequences.

First Offense - 1 or 2 detentions
Second Offense - 1 or 2 detentions
Third Offense - In-School Suspension

3. Any act of disrespect to any school employee is prohibited. This includes cursing a staff member or failure to follow a reasonable command. Depending on the nature of the act discipline will be as follows:

First Offense - 1 to 2 detentions or immediate ISS
Second Offense - 3 days ISS
Third Offense - Automatic 3 days Out of School Suspension
Fourth Offense - Procedure initiated for long term suspension/expulsion.

4. Students are expected to solve disputes in a non-violent fashion. All acts of physical aggression will be reported to the police. Students will be subject to the following rules after committing acts of violence:

First Offense - 3 days of out of school suspension
Second Offense - Procedures initiated for a long term suspension/expulsion.

5. Drinks and candy may be purchased from vending machines before school, after school and during lunch. No vending products are allowed in the cafeteria during lunch.

First Offense - 1 or 2 detentions
If this problem persists, the problem will be handled on an individual basis.

6. Words and actions directed toward a persons' sex, age, religion, or ethnic origin are not allowed. Depending on the nature of the act, consequences may include.

First Offense - 1 or 2 detentions

Second Offense - Five day suspension

Third Offense - Procedures initiated to expel for remainder of school term.

7. Students may hold hands. Hugging, kissing, or bodily contact is not allowed.

First Offense - warning

Second Offense - 1 or 2 detentions

Continual Offenses - parents will be contacted

8. No fireworks, water guns, water balloons or other distracting devices will be allowed on the school grounds or in the buildings.

9. No cigarettes snuff or tobacco in any form will be allowed on the school grounds or in the school buildings. Any student who ignores this policy and is found to be in possession of any one or more of these shall immediately be suspended from classes for a term of three days.

10. Taking or accepting another's property is not allowed. Offenders will be reported to the School Resource Officer.

11. Any student who destroys property with a value under \$100 will be required to pay for damages. If the value is over \$100 legal charges will be filed.

12. Any student with a weapon on school grounds will be suspended for one school year.

In cases of severe infractions the principal has discretion to render the appropriate response regardless of the offense number.

The district will not provide transportation to students who are detained after school for violating behavior rules and regulations or for disobedience of an order of a teacher or administrator.

6110 - Terroristic

1. Philosophy

It is the School District's aim and desire to provide for its students and staff a safe and secure environment, with reasonable efficiency, and with due respect for privacy when warranted, in which the students can mature into persons of strong character and integrity.

2. Terroristic Threats

a. A Terroristic Threat directed to any student, teacher, administrator, other staff member, or any facility of the School District property or in connection with a school sponsored field trip or activity, will not be tolerated.

b. The phrase "Terroristic Threat" shall include any conduct involving verbal assault or the use of language which threatens or implies direct bodily harm, injury, or death or damage to property, or any indirect comment which implies that such harm or damage may or will occur, and includes the possession of any concealed weapon or the brandishing of any weapon or any instrument that could be used to inflict such harm or damage, specifically including but not limited to any rifle, shot gun, pistol, billy club, bat, knife or blade (but shall not include a standard type pocket knife with a blade of less than two and one-half inches (2.5") in length.

3. Reports to Authorities

a. Any employee of the School District who observes, hears, or learns of any Terroristic Threat promptly shall report the incident to the building Principal. The Principal promptly shall report the incident to the Superintendent of Schools.

b. Upon receipt of a report of a Terroristic Threat, the Superintendent shall direct and oversee a preliminary internal investigation of the incident and the context in which it occurred. If such preliminary investigation substantiates the existence of a Terroristic Threat, the Superintendent promptly shall report the incident to the appropriate authorities for investigation.

4. Discipline

a. Discipline for violation of this policy against Terroristic Threats shall be administered by the administration of the School District fairly, objectively, and impartially, with due consideration of the age and level of maturity of the student(s) involved.

b. When the Terroristic Threat is made by or involves a student(s) in the elementary grade but does not involve the possession or use of a weapon, the Principal shall (I) hold a conference with the student(s) in order to make out of the incident a learning opportunity for the student(s); and (II) shall hold a conference with the parents or guardians to discuss the severity of the conduct and concerns about the incident.

c. When the Terroristic Threat is made by or involves a student(s) in the junior high or high school, and the Principal determines as a result of the preliminary investigation that the Terroristic Threat involves only a comment made in jest, the Principal shall (I) place the student(s) on in-school suspension for one (1) to three (3) days, and (II) shall hold a conference with the parents or guardians prior to allowing the student(s) to return to classes.

d. When the Terroristic Threat is made by or involves a student(s) in the junior high or high school, and the Principal determines as a result of the preliminary investigation that the Terroristic Threat involves more than a comment obviously made in jest but does not involve the possession or use of a weapon the Principal shall suspend the student(s) for three (3) to five (5) days, shall provide to the student(s) and his or her parents or guardian written notice of the grounds for the suspension, and shall afford the student(s) an opportunity for hearing in accordance with applicable law. The student(s) and his or her parents or guardian shall be required to attend a conference with the Principal and agree to such terms of supervision as may be imposed by the Principal prior to the student(s) being allowed to return to classes.

e. Any time the Terroristic Threat involves the possession or use of a weapon, the Principal shall suspend the student for five (5) to ten (10) days, shall schedule a formal hearing to determine whether or not the student shall be suspended for an extended term or expelled from school in accordance with applicable law, and shall provide the student and his or her parents or guardian with written notice of the formal hearing and the grounds for the suspension or expulsion.

6200 - Suspension

Any student may be sent home for misbehavior or sufficient reason by the Principal. Suspension will be for such time as the Principal or Superintendent determines necessary for proper adjustment. A conference between the pupil, his/her parents and school officials may be necessary so that a proper understanding is reached concerning the pupil's continued attendance. Subject to K.S.A. 72-8901 through 72-8906.

6300 - In-School Suspension

An in-school suspension may be used as a means to allow a student to maintain his/her school work while on suspension. It is the intention of the in-school suspension to restrict the activity of a student from the general student body. It is hoped the in-school suspension will be used for most major school violations, taking away the attitude that a suspension is a vacation. The Principal has the prerogative of changing an in-school suspension to an out-of-school suspension should circumstances change.

A student in in-school suspension will be isolated from all other students during the school day and will not be allowed to participate in activities outside of school hours or attend and/or participate in activities or assemblies during school hours.

A student will be provided with all subject assignments and work may be made up during all in-school suspensions. A student in in-school suspension will be considered present for attendance purposes and must be supervised by certificated personnel at all times.

6400 - Tobacco Products in Public Schools

KSA 72-53, 107 prohibits the use of tobacco products in any school buildings and states that no board of education of any school district shall allow any person to use tobacco products in any school building. Furthermore, the Northeast U.S.D. 246 Board of Education prohibits the use of tobacco products in all district owned buildings and vehicles.

6500 - Drug and Alcohol Policy

The Board of Education and educators of Northeast U.S.D. 246 recognize the illegal use of drugs and alcohol as being detrimental to the positive development of the students. The school's primary role in this area is to educate students concerning the hazards of drug and alcohol use.

All Northeast U.S.D. 246 personnel and students have the responsibility to report to the principal observed use or knowledge of any chemical substance. These chemical substances include any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana, solvent, or narcotic device.

Students shall not unlawfully manufacture, distribute, possess, use, or be under the influence of any chemical substance:

- a. on or adjacent to the school grounds or school property;
- b. off the school grounds at a school activity; or
- c. upon arrival at school or a school function.

(1) First Offense - With the first violation of this policy, the student will be suspended from school for 5 days and can be subject to long term suspension or an expulsion hearing.

The expulsion hearing will include a discussion of a recommendation that the student receive an evaluation and any necessary counseling from a professional chemical dependency counselor prior to re-admittance to school on a probationary status. If at anytime a student fails to make satisfactory progress in a program, the expulsion will be re-imposed.

(2) Second Offense – A student who violates the terms of the policy for the second time shall be expelled from school for the remainder of the school year and will not be allowed to participate in or attend any school activities during the expulsion.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

6550 – Searches

- A. Overview. While recognizing that the individual student has a right to some privacy in an atmosphere which encourages growth towards responsible and mature personalities, the District cannot and will not tolerate conduct which violates Federal or State Law or District policies, or otherwise jeopardizes the health, safety and general welfare of the student body, specifically including violations of the “drug free” and “weapons free” school zone. See #5180 Drug and Alcohol Policy in Board of Education Handbook.
- B. Information. The District will endeavor to reduce the use of and experimentation with harmful substances such as tobacco, illicit drugs and alcohol by its students, by educating the students about the dangers of such substances through programs including participation in the Drug Abuse Resistance Education (DARE) Program. Such efforts shall include periodic overviews of current drug use prevention activities and dissemination of information at least annually to advise the students of the existence of these policies and their implementation and enforcement, including the random use of dogs specially trained to detect the presence of illicit drugs or weapons.
- C. Searches by Building Principal. The Building Principal may search any locker at any time the Principal reasonably believes that the locker contains or may contain any matter prohibited from being possessed or around school property by Federal or State law or by Board policy. Any such search may be made without prior notice to the student to whom the locker has been assigned and with or without the student being present.
- D. Searches by Third Persons. Any person other than the Building Principal who wishes to search a student’s locker shall report to the Building Principal before proceeding to the locker, and in no event shall such person be permitted to search the student’s locker without the principal’s consent unless such person has a valid search warrant authorizing him to make such search.

- E. Searches by Law Enforcement Officers. The District will endeavor to reasonably cooperate with law enforcement officers in the carrying out of their statutory duties. If a law enforcement officer desiring to search a student's locker has a warrant for authorizing such a search, the Building Principal shall immediately take such person to the student's locker and permit the officer to search the locker. The search shall be made in the presence of the Building Principal.

If a law enforcement officer desires to search a student's locker without a warrant, the Building Principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the information provided by the law enforcement officer gives the Building Principal reasonable suspicion that a crime has been committed, the principal may choose to search the student's locker. If the information does not provide a reasonable suspicion and no warrant is offered, the principal shall report the incident to the superintendent, who may notify the officer's superior of the incident.

- F. Use of Dogs Trained to Search. Law enforcement officers may, when authorized by the Superintendent of Schools, conduct a sweep of all lockers located in the building, on a periodic or random basis, with dogs specially trained to detect the presence of and locate weapons or illicit drugs. As provided above, the student body shall be advised at the beginning of each school year of the likely occurrence of such searches, which may thereafter be conducted without notice to any student, whether or not any student is present.

Upon reasonable suspicion and at the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees.

- G. Recovery of Prohibited Items. Prohibited items recovered from a student's locker shall remain in the custody of either the Building Principal or the law enforcement officer. If such items are turned over to law enforcement officials the principal shall receive a receipt for the items.

- H. Search of Person. When it has been determined by the Building Principal that there is a reason to believe that a student has in his or her possession an object which can jeopardize the health, welfare or safety of others, that student shall be ordered to report to the Building Principal's office. This determination may be based on any information received by the Building Principal, designated representative or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the student's exhibiting objects associated with drug use or the student's exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the principal's office, the student shall be advised of the reason why he has been ordered to report to the principal's office. The student shall then be permitted to empty the student's items such as, but not limited to pockets, purses, shoulder bags and briefcases. Items which the Building Principal believes may be connected with illegal activity may remain in the custody of the Building Principal, unless such items are turned over to law enforcement officials; and if this is done, the principal shall receive a receipt for such item so delivered. If the student refuses to comply with this request, the Building Principal shall notify the student's parents and request that they come to the school at once. The Building Principal shall advise the parents of the immediate situation. If the parents and the student are unable to persuade the student to comply, the parents and the student shall be advised that law enforcement officials will be notified, and the matter turned over to them. If the parents refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the Building Principal shall notify law enforcement officials and inform them of the facts. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant. Any search of an individual person or a privately owned vehicle by a law enforcement officer shall be conducted only upon presentation of a properly executed search warrant for that specific student or for that specific vehicle.

Once the Building Principal has relinquished control of the student to the law enforcement officials, the Building Principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. A written report of each search shall be made by the Building Principal and submitted to the Superintendent. The written report shall contain the name of the student; the time, date and place of the search; the reason or reasons for the search; the fact that law enforcement officials were called; the name of the person who conducted the actual search; the names of the persons present while the student was being search; the result of the search; and the objects confiscated. The Superintendent shall keep a copy of the written report on file.

- I. Discipline. See #5100-5120 Discipline, etc., #5180 Drug and Alcohol Policy in Board of Education Handbook.
- J. Involvement of Parents. See #5050 Control and Guidance of Students in Board of Education Handbook.

6600 - Dress and Appearance

Dress, personal appearance and hygiene are necessary for an orderly educational atmosphere. Students are expected to be well groomed and neatly dressed at all times. The following guidelines will be used:

1. Shoes with leather, rubber or foam soles will be worn at all times. House slippers are not considered shoes.
2. No hats or headbands during normal school day. No "do rags" at anytime.
3. Appropriate outer attire will be worn to school. Tops should be modest and extend beyond the waistband. Pants should be modest and torn garments that draw attention to the body should not be worn. The principal shall make the final decision about appropriate dress. The Board of Education supports the principals as final judges about the interpretation of appropriate and modest dress.
4. No item of clothing can have drug/alcohol symbols, words, or pictures. No sexually suggestive wording, pictures, or symbols will be allowed.
5. Body piercing, other than earrings, must be discreet.
6. Pajamas or pajama pants will not be considered appropriate attire for school.
7. Sagging clothes which reveal underclothes are not allowed.
8. Unnatural hair coloring (green, blue, fuchsia, etc.) is not allowable.
9. Students may wear shorts of appropriate length.
10. No dangling chains.

If not corrected when asked, student will be confined to the office until parent can pick them up or until the student receives permission to leave. Students absent because of dress code violations will be counted unexcused.

The Board reserves the right to make additions to the dress code if the students abuse the freedom granted by the above code.

6700 - Electronic Devices

Unauthorized use of pagers, cell phones, radios, CD players etc. are not allowed in the classroom during the normal school hours. Cell phones may not be used in any manner during class periods. Cell phones are subject to search and inspection by school district administrators if misused by students at school or to harass other students. Their use is confined to before and after school and during the lunch time.

First Offense - 1 detention and item confiscated and retained by the administration until the detention is served.

Continued Offenses may result in a suspension.

6800 - Indecent Exposure Policy

Any student found guilty of indecent exposure on the school grounds, at any attendance facility, on any school vehicle, or at any school-sponsored activity in the presence of any other person will be suspended for five (5) days from school and will be subject to expulsion from school.

6900 - Demonstrations

Any student who shall take part or participate in any fashion in any demonstration not authorized by the Superintendent of Schools during school hours or on school premises shall be subject to suspension from classes. The suspension from classes for such action shall be for a period of not less than three (3) days nor more than five (5) days on any occurrence. The student shall be reinstated only upon the request of his/her parents, who shall appear with the student before the Superintendent of Schools in order that the parents can be given the full details concerning the suspension.

Reoccurrences of violations concerning demonstrations shall be considered a basis for pupil expulsion; such action shall be taken by the Superintendent after the matter has been reviewed by the Board of Education acting as a committee of the whole. Suspension subject to K.S.A. 72-8901 and 72-8906.

Activities and Organizations

7000 - 7999

7000	Athletics
7100	Activity Policy
7200	Regulations for Clubs
7300	Equal Access Policy
7330	Terroristic Threats Policy
7400	Parties and Picnics
7500	Policy for School Dances
7600	Trips
7700	Seminar Guidelines

7000 - Athletics

All students who plan to participate in any sport must have a physical examination prior to participating in practice.

7100 – Activity Policy

1. Eligibility Requirements
 - 1.1 Activity participants must have passed at least five subjects of unit weight the previous semester.
 - 1.2 Activity participants must have on file a physical examination by a licensed physician before attending or participating in any practice.
 - 1.3 Activity participants must have written approval from their parents or legal guardian.
 - 1.4 Activity participants must meet all KSHSAA eligibility criteria.

2. Equipment
 - 2.1 No student will be able to check out equipment or attend practice until all equipment from the last sporting activity is checked in to the head coaches.
 - 2.2 The student must reimburse the school for any equipment that is not returned.
 - 2.3 Any equipment not issued by the school must be furnished by the activity participant. The coach or sponsor will provide a list of what is to be obtained.
 - 2.4 Equipment is to be taken care of properly. Abuse of the equipment or facilities will mean suspension or dismissal from the team.

3. School Attendance
 - 3.1 An activity participant must be in school by 10:00 to be eligible to practice or participate in an activity. The principal may authorize an exception to this policy on a case by case basis. Only parents or guardians may negotiate such exceptions with the principal
 - 3.2 No activity participant can compete in Saturday competition unless they are in school the day prior to the event unless they are previously excused by the principal.

4. Appearance
 - 4.1 Students are school representatives and should dress appropriately for away activities.
 - 4.2 Jewelry or head bands are not worn during practice or contests.
 - 4.3 Hair should be neat, clean, and well groomed. Coaches and sponsors have the right to set additional appearance policies.

5. Behavior
 - 5.1 Activity participants will abide by Board of Education and KSHSAA rules and policies.
 - 5.2 Team members will sit together at all contests.
 - 5.3 Activity participants under suspension are not eligible to practice or participate in any contests.
 - 5.4 Activity participants using or possessing tobacco, alcohol, or illegal drugs on school grounds or at school activities will be disciplined according to current Board of Education policy.
 - 5.5 Activity participants who are convicted of, or who admit guilt to possession of illegal substances away from school grounds or school activities will be disciplined according to current Board of Education policy.

6. Transportation
 - 6.1 Activity participants are expected to provide their own means of transportation to and from home contests. If a student has no means of transportation, please inform the sponsor or coach ahead of time so arrangements can be made.
 - 6.2 All activity participants are to ride the bus both ways for all away contests. For any exception, the parent must provide the coach, sponsor or administration a written note prior to the contest.
 - 6.3 An activity bus will be provided after practice.

7. Size of Team
 - 7.1 Any student at Northeast High School may go out for athletics if the student meets the eligibility requirements.
 - 7.2 The head coach or sponsor has the right to eliminate some students if the number is too great for the facilities.

8. Lettering
 - 8.1 Lettering by each sport as follows:
 - A. Football – the athlete must participate in $\frac{1}{4}$ of the quarters of varsity contests
 - B. Volleyball – the athlete must participate in $\frac{1}{4}$ of the games of varsity contests
 - C. Basketball – the athlete must participate in $\frac{1}{4}$ of the quarters of varsity contests
 - D. Baseball – the athlete must participate in a minimum of $\frac{1}{4}$ the innings played of varsity contests during the regular season
 - E. Softball – the athlete must participate in a minimum of $\frac{1}{4}$ the innings played of varsity contests during the regular season
 - F. Golf – the athlete must have one of the top four scores in $\frac{1}{4}$ of the tournaments in which the team participates or the athlete qualify for the state tournament
 - G. Track – the athlete must have at least a 3rd place finish or accumulate 6 points in varsity track meets having five or more teams or score in the league meet.

 - 8.2 The head coach will award a letter to a senior providing he/she has not received a letter previously and has participated in two complete seasons of that sport
 - 8.3 An athlete who was injured during the season may receive a letter if the athlete would have met the criteria for lettering, at the coach's discretion
 - 8.4 Any athlete who quits the team or is dismissed from the team before the completion of the season forfeits his/her rights to a letter. (The season is completed after the team's last game and the equipment is turned in to the head coach.)
 - 8.5 Managers will letter after completing two seasons as a manager. The seasons need not be in the same sport.

Any of the requirements and regulations may be altered or eliminated if deemed necessary by the coaches and approved by the administration and Board of Education if valid reasons for the change are presented.

7200 - Regulations for Clubs

Classes or other groups may form organizations with permission from the Principal. Each organization must be sponsored by a member of the faculty, who shall be approved by the Principal.

All meetings of organizations must be attended by the sponsor or by an approved substitute.

Each organization, club, and activity group must have written guidelines approved by the Administration and Board of Education, and distributed to the members of that organization before it may be permitted to function officially.

To maintain active participation in an organization, a student must have passed at least five subjects the previous semester and shall be enrolled and attending a minimum of five subjects during the present semester.

7300 - Equal Access Policy

A student or a group of students who wish to conduct a meeting on school premises before or after the instructional day shall file an application for permission for the meeting with the Principal of the school building at which the meeting is to be held. The application will state:

1. The name and address of the student or students and an affirmation by the person preparing the application that the student(s) has/have voluntarily initiated the meeting.
2. A description of the type of meeting, statement of purpose, estimate of expected attendance, and a copy of any material used to advertise the meeting.
3. If a non-school attendee is to be in attendance, his/her name and address must be furnished and the organization with whom he/she is affiliated, if any. If the meeting is a religious one, the non-school attendee shall furnish an affirmation that he/she is not directing, conducting, controlling, or regularly attending the activity.
4. The name and address of the faculty monitor and affirmation that the faculty member is not directing, conducting or controlling the meeting.

The Principal shall approve the meeting if the application is filled out and if he/she determines that:

1. The meeting is voluntarily and student-initiated.
2. There is no sponsorship of the meeting by the school, the government or its agent or employees.
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities.
4. Employees of the district are present at religious meetings in a non-participatory capacity.
5. Non-school persons are not directing, controlling or regularly attending the activity.
6. There is no school influence on the form or content of any prayer or religious activity during a meeting for those purposes.
7. No person will be required to participate in prayer or other religious activity during the meeting or activity.
8. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space.

9. No employee will be compelled to attend a meeting if the contents of the speech at the meeting are contrary to his/her beliefs.
10. All forms are completed and submitted one week (7 days) prior to the meeting time.
11. A copy of the application is filed in the Superintendent's Office.

7400 - Parties and Picnics

All school parties and picnics must be held with the approval of the Principal and be chaperoned by a faculty member. School parties should be scheduled at least two weeks in advance. Parties and meetings during the school day should be scheduled so as not to interfere with classes.

7500 - Policy for School Dances

1. Dances after ball games will last from 10:00 p.m. until 12:00 midnight.
2. Students must arrive at the dance prior to 11:00 p.m. The doors will be locked at 11:00 p.m. and no one will be allowed to enter after this time.
3. When a student arrives at the dance, the student must remain in the building.
4. Once the student leaves the building, the student is to leave the school grounds. There is to be no loitering around the outside of the building or on the school grounds.
5. Students must be in school the day of a dance unless previously excused by the principal. If a dance is on Saturday, the student must be in school the last school day in session before the Saturday of the dance.

7600 - Trips

According to Kansas State High School Activities Association rules and Northeast Unified School District 246 Board of Education Policy, any trip for purpose of competition must not be further than 150 miles one way from any corner of the state of Kansas.

Any vehicle conveying students representing the school to and from an event sponsored by the school must have one adult or teacher in the vehicle. Trips must be cleared through the Principal's Office in advance.

Any student who wishes to participate in any activity involving a trip away from the school on foot or by bus or automobile, including class or organization picnics and parties, field trips, athletic events, music and drama trips, must have on file in the Principal's office a permission permit signed by

parents or guardian before the day of the scheduled activity. Permission permits will be distributed to the students.

7700 Seminar Guidelines

All students must report to their seminar with their planner and work materials. There will be no restroom or locker visits during the 30 minute seminar period. All students must sign back in to their original seminar for the last 5 minutes. No student is to be in the gym during seminar. Freshman students will not be allowed to travel during seminar. They are to use this time for homework and working on their reading class. Sophomore students will work on math and reading skills during seminar on Tuesdays and Thursdays. Junior students who have not met state standards in reading and / or math will work on those skills in seminar on Tuesdays and Thursdays.

Students with D's or F's in Any Class

You may **not** attend any club or class meetings. The privileges can be reinstated with proof of grade improvement at progress grade time.

You may only travel **with a pre-signed planner:**

- to the LMC
- to classes **in which you are enrolled**

All Other Students

You may only travel **with a pre-signed planner:**

- to either the LMC
- to classes **in which you are enrolled**
- to sponsors

Seminar Daily Grading Rubric (5 points)

Students will receive grades based on the regular A, B, C, D, F scale while the Sustained Silent Reading class (AR) will be pass/fail.

- 1 point for having their planner
- 1 point for having work materials or a book to read
- 3 points for working (will be deducted if student does not sign back in at the end of the seminar period)

Support Services

8000 - 8999

8000	Driver Education Policy and Requirements
8100	Library Media Center
8200	Technology Acceptable Use Policy
8300	Textbooks
8400	Lockers
8500	Telephone
8600	Lunch
8700	Lunch Prices
8700	Lost and Found

8000 - Driver Education Policy and Requirements

To comply with the requirements of the State Department of Education, students must have the driving portion of the Driver Education course to receive 1/4 unit of credit. Should a student fail the book work in Driver Education, he/she will not be permitted to take the behind-the-wheel instruction.

8100 - Library Media Center

Students are encouraged to use the library media center. Policies are as follows:

1. All library materials must be checked out before leaving the LMC.

Students found with stolen library materials (materials not checked out) in their lockers or in their possession will be referred to the principal for disciplinary action.

2. Continued disregard of returning materials on the due date/due time may result in the loss of check-out privileges. A student would then be able to use library materials only within the LMC.
3. If library materials have not been returned by the due date/due time or have been lost or damaged, no other materials may be checked out until those materials are returned to the LMC or a fine for the lost/damaged materials has been paid.
4. The LMC should not be used as a hallway between classes.
5. Students should be seated one person per table during class periods. Students will be granted permission to work in groups when appropriate.
6. No candy, food, or beverages may be brought into the LMC.
7. Policies written in the Student/Parent Handbook and the LMC orientation handout will also be upheld.
8. Only those who are conducting a library activity may use the LMC. These activities include the following: check materials in or out, research, computer work, reading, taking tests, and homework.

As the LMC is to be considered a pleasant, quiet place for scholarly and/or pleasure reading, rules for appropriate behavior will be strictly enforced. Students who cannot comply with these rules will be asked to leave the LMC, with the possibility of library privileges being withdrawn for one week or longer.

8200 – Technology Acceptable Use Policy

Access to a variety of technology is available to Northeast students and staff. Our goal in providing this access is to promote educational excellence in the district by facilitating resources, sharing innovations and communications.

The purpose of this policy is to ensure that use of technology is consistent with our stated mission, goals and objectives. Such technology includes but is not limited to multimedia tools, computer network, and online access. The smooth operation of technology relies upon the proper conduct of the students and staff. The following policies are provided so that students and staff are aware of their responsibilities. If users violate any of these guidelines, they will face either restricted use, or be denied access.

Guidelines

Technology:

1. All copyright laws must be obeyed. Users will respect the legal protection provided by copyright license to programs, books, data, articles, photography, artwork, etc. No plagiarism is allowed.
2. The school assumes no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer.
3. Users are subject to all State and federal laws.
4. Physical or electronic tampering with technology is not permitted.

Computer Network/Internet:

1. Users are responsible for good behavior on the school computer network.
2. Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
3. Users are not permitted to use the system for commercial purposes, political lobbying, or product advertising.
4. Users are not permitted to transmit, receive, submit, or publish any viruses or defamatory, inaccurate, abusive, profane, sexually oriented, threatening, offensive or illegal material. If you happen by accident/mistake, etc. to get into an inappropriate area, let your teacher and Building Technology Coordinator know immediately.
5. Security is a high priority, and one should not attempt to assume computer identity of another person. DO NOT use another's password or give your password to another. Attempts to logon as someone else will result in immediate loss of privileges. If you discover a security problem, notify the Building Technology Coordinator. Do not demonstrate the problem to another student.
6. The Building Technology Coordinator and the Network and System Administrator reserve the right to review files and messages.
7. Student use of chat rooms, streaming media (videos and audio), social networking websites such as myspace, and on-line games are prohibited. Teachers may obtain authorization from the principal for use of these sites as part of their curriculum.
8. Food or drink will not be allowed near any computer.

9. Students have a menu of programs appropriate for their class work. Under no circumstances should students attempt to access programs not on their menu or compromise the computer network.
10. Students are not to attempt to access another person's work. They may not copy from, alter, or even just "peek" at another person's file(s).
11. Students may not use the computer lab(s) unless a teacher or paraprofessional is present.
12. Personal (non-school owned) computers are not allowed access to the school network/Internet without permission from the Building Technology Coordinator.

Consequences

Access to technology is a privilege, not a right and as such, entails responsibility. Inappropriate use will result in suspension or cancellation of privileges. The principal will deem what is inappropriate school use.

Depending on the severity of failing to obey these policies, the following disciplinary actions can result:

1. Loss of privileges for a period of two weeks to the remainder of the school year.
2. Having lost privileges, a student who is enrolled in a class that requires technology use will have to make arrangements with their teacher to fulfill their class obligations.

8300 - Textbooks

Textbooks are furnished without cost to all students. These books are checked out at the beginning of school and checked back at the close of the school year. Students are held responsible to return such books in as good shape as they were received, allowing for a reasonable amount of wear due to use. These books are issued by each teacher to his/her class. If books are lost or mutilated, the student must pay a prorated cost for the book.

8400 - Lockers

Lockers are assigned from the Principal's office. A fee of \$1.00 is charged for the use of a lock. Please keep this lock and combination to yourself. According to law, the administration has the right to check lockers at any time.

8500 – Telephones

The school district telephone system is primarily intended for use by the staff. Student use of the district telephone system will be limited. Teachers, administrative staff and building secretaries may use their discretion in allowing students to use the phone system for legitimate educational purposes.

8600 - Lunch

Students bringing lunches should eat in the dining room with those students who eat in the school lunch program. We will observe a closed lunch hour with no students leaving the school grounds.

8700 - Lunch Prices

Lunches are to be purchased before school. The price of lunch is \$1.90 per day for students and \$3.00 per day for adults. Applications for free/reduced priced meals are available to all students during enrollment and at the Principal's office during the school year.

A-La-Carte items may be purchased in the cafeteria.

8800 - Lost and Found

All articles found in corridors, halls or on the school grounds should be promptly turned in to the Principal's office. One may get his/her property upon identification if he/she will call at the Principal's office.

Community Relations

9000 - 9999

9000	Visitors
9100	Gifts
9200	Grievances
9300	Family Rights and Privacy
9400	Special Education Services
9500	Site Council Bylaws
9600	School Improvement Team

9000 - Visitors

ALL VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL AT THE SCHOOL.

Parents of students are welcome at the school at any time. For a conference with a teacher, a parent should plan to come to the school immediately after classes are concluded or during a teacher's planning period. This can be arranged by calling 347-4115 for an appointment.

Visitors, other than parents, will not be allowed to visit classrooms during the school day unless prior permission has been granted by the principal.

9100 - Gifts

Pupils should be discouraged from giving of gifts either collectively or individually to teachers; and teachers, likewise, are to be discouraged from receiving such gifts.

9200 - Grievances

1. Grievances and complaints which may be filed by the public against any employee of the school system shall be submitted in writing to the building Principal and every effort made to settle the grievance or complaint at this level. If it cannot be done, it shall then be submitted by the Principal to the Superintendent of Schools, who shall submit the same to the Board of Education, together with his comments and recommendations concerning such complaint or grievance.

2. Appeals to the Board of Education on grievances or complaints received from the public shall, in all instances, be filed with the Superintendent of Schools. However, the party filing the same may mail copies directly to members of the Board of Education. No appeals or grievances or complaints shall be discussed by or with the Board members except at a duly convened meeting of the Board of Education, which shall act upon such matters as a committee of the whole.

9300 - Family Rights and Privacy

The Board of Education of Northeast Unified School District 246 has adopted the following policy relating to the Educational Rights and Privacy Act of 1974. The board designates the building principals as the custodians of the student records and has charged them with the duty of complying with all parts of the act.

A. The student records that are of concern are those records that become a part of a student's cumulative records, which would be compiled from teachers' grades and comments made for future educational reference, and the record that would be kept on permanent file at a school or might be transferred if a student would change schools for attendance purposes.

B. Individuals who may have access to student records without consent of parent or eligible student are:

1. School officials, including teachers, within the educational institution.

2. Officials of other schools or school systems where students are seeking enrollment. Parents should be notified of transfer and may receive a copy if desired, and have an opportunity for a hearing to challenge content.

3. Authorized representative of:

- a. Controller General of U.S.
- b. Secretary of H.E.W.
- c. Administrative head of education agency
- d. State educational authorities
- e. In connection with student's application for financial aid

- f. Organizations conducting studies for education agency for the purpose of developing, validating, or administering tests or programs
- g. Accrediting organizations
- h. Parents of students over 18, if parents claim student as dependent for income tax purposes
- i. In an emergency, to appropriate persons, if knowledge of the information is necessary to protect the health or safety of the student or other persons

C. Schools may make directory information available without parental or student consent. Directory information shall be such general information as is used in programs for athletics or other award programs and information in the school annual. The parents should be notified in a general announcement about the use of this type of information. The release of this general type of information shall be released until such time a parent of an eligible student registers a complaint, and it will not be released on that particular student without prior consent.

D. Rights of parents under the act:

1. Parents used here include natural parents, adoptive parents or legal guardians of the student.

2. The parent has the right to inspect and review educational records of their child within 45 days of requesting date.

3. The parent has a right to have a copy of student records, with the cost of reproduction being paid by the parent.

4. The parent has the right to a hearing to challenge the content of their child's educational record, to insure that the records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student. The parent may request that information be inserted which would explain the content of the record.

5. The parent has the right to have the student's educational record explained and interpreted.

6. The parent has the right to give prior consent before the institution can release the student's educational record. The written consent must include the following:

- a. Specific record to be released
- b. Reason for release
- c. Name of the party or agency to whom the record will be released
- d. Notification to parent that they may receive a copy of the record being released, if a copy is desired

7. The parent should be notified of transfer of student records and the right to challenge the content of the record to be transferred.

8. The parent has the right to notification of receipt of subpoena of student records prior to institution compliance with subpoena.

9. The parent has the right to notification of a request of judicial order by the custodian or education record to the court.

E. Rights afforded students under the act:

1. The student is any person who is attending or has attended the educational institution, and with respect to whom that institution maintains educational records or personally identifiable information.

2. The student acquires all rights afforded parents when he/she attains the age of eighteen years.

3. The student has the right to have his/her physical or mental record review by a physician or appropriate professional of the student's choice.

4. If the student's legal guardian is an institution, a party independent of the institution shall be appointed pursuant to state and local law to give a written parental consent required by the Act.

F. Duties of the educational institution

1. The educational institution is any public or private agency or institution which is a recipient of funds under any federal program for which the U.S. Commissioner of Education has administrative responsibility.

2. The institution shall provide notice, at least annually, to the parent of eligible students of the rights afforded them by the Act. This shall be done in the student handbook that is edited and published at the beginning of each year. It shall provide all pertinent information as is required by the Act.

3. The school will maintain a record of the request and legitimate interest of requesting party in obtaining the educational record. The school should include information to the receiving party about not releasing the information to a third party without written consent.

4. The school shall provide the parent or eligible student with a hearing when requested by them to challenge the content of the student's educational record. The following steps should be taken in setting up and conducting the hearing:

- a. Hearing will be conducted in reasonable length of time after it is requested
- b. The hearing should be conducted and the decision rendered by an official who does not have a direct interest in the hearing outcome
- c. The parent or eligible student should be allowed to present relevant evidence

- d. The decision be rendered in writing and within a reasonable time after the hearing concludes

5. Northeast U.S.D. 246 will not be responsible for notifying the parent or student each time school records are sent to another educational institution.

9400 - Special Education Services

Unified School District #246 strives to provide for the educational needs of all students. Among these are instructional and support services for exceptional students, including handicapped and gifted.

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

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

For information regarding these programs, services, and procedures for referral for comprehensive evaluation for the exceptional child, please call the Board of Education Office or the Director of the Southeast Kansas Interlocal #637, Pittsburg, Kansas 66762, phone 800-381-2749.

9500 – Site Council Bylaws

The purpose of the Northeast High School Site Council shall be:

- Provide advice and counsel to the school in evaluating state, school district and school site performance goals and objectives
- Help determine methods which should be employed by the school to meet the goals and objectives
- Provide ongoing support for the students and staff of the school.

The School Site Council is required by Kansas law to have the following groups represented:

- The principal
- Teachers
- Other school personnel
- Parents of pupils attending the school
- The business community
- Other community groups
- Students

The School Board requires that a parent from each community (Arcadia, Arma, Franklin, and Mulberry) be a member of the site council. Community and business leaders should also be representative of the district's demographics. The Board further requires that under-represented populations (parents of students with disabilities, parents of children at-risk and students themselves) be represented on the site council.

Initially council members shall be identified by the building administrator, who shall recommend their appointment to the superintendent and board of education. The board shall approve all appointments.

All appointed members of the council shall serve three-year terms. The length of terms will be staggered. No limit shall be set on the number of terms a member may serve.

Membership on the council shall terminate when a member:

- No longer has a child enrolled in the school or no longer lives in the school attendance area (parent position only)
- No longer holds a teaching position at the school (teaching position only)
- No longer holds the principal's position at the school (principal position only)
- Has missed three consecutive scheduled meetings without proper notice to the chair
- Submits a letter of resignation to the chair

If a vacancy exists, the chair (or principal) shall recommend an appropriate representative to the board. If approved, the person shall finish the remainder of the term. If the recommendation is not approved by the board, the board may direct the superintendent, the council chair or a building principal to present another recommendation.

A copy of the site council positions, approved membership and terms of service shall be submitted to the School Board annually in September with the site council's August minutes.

The officers of the Northeast High School Site Council shall consist of a chair, vice chair, and secretary. The officers shall be elected annually by the council membership in the first meeting of each academic year.

At no time shall these positions be held exclusively by all educators or parents.

The chair shall preside at all meetings and have general supervision of the council's activities. The chair shall work with the principal in planning and directing the council's activities.

The chair, in consultation with the principal, shall prepare an agenda for all council meetings and arrange for the agenda to be delivered to each member at least five days before each meeting. The vice chair shall exercise all functions in the absence of the chair and assist the chair as needed.

The secretary is responsible for:

- Keeping an account of the proceedings and transactions of all council meetings
- Providing a copy of the minutes to the council members and the clerk of the board within 7 days of each meeting
- Preparing any official correspondence the chair may request
- Maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school report and the current council guidelines
- Maintaining a list of council members with current contact information, including e-mail addresses.

The council shall meet at least six times per school year (preferably once each month during the school year) in the Northeast High School on the dates established at the first meeting of each school year. Special meetings may be called by the chair or vice chair as long as all council members are notified of the meeting at least two days in advance and notice of the meeting is given to those who have requested notice of council meetings.

The first council meeting of the academic year shall be called in August.

Six council members shall constitute a quorum (A quorum must be present to conduct business.)

All council meetings are open to the public, and members of the public shall be encouraged to attend. Persons desiring to speak at a council meeting may request to be put on the agenda no later than six days before the meeting date.

The council shall report to the board at least six times a year. Reports (meeting minutes are acceptable) shall be written and filed with the clerk of the board. The board may invite some or all of the members to discuss the reports. After the board accepts each report, copies shall be shared with the principal and staff.

The council shall report to the Kansas State Board of Education if required.

Site councils shall not have any of the powers and duties reserved by law or regulation to the school board. Site councils shall comply with all applicable conditions of the Kansas Open Meetings Act and the Kansas Open Records Act.

An orientation session that includes information about council roles, responsibilities and functions, as well as information on school and local policies and procedures, shall be held annually for all council members. Council members should attend training workshops sponsored by the district and, if the board approves, are encouraged to attend training sessions sponsored by other agencies. Training expenses may be paid by the board.

These guidelines shall be reviewed annually; any recommended changes approved at a council meeting shall be forwarded to the superintendent. The superintendent shall consult with the board president on when to place the recommended changes on a regular board meeting agenda. If the recommended changes are approved by the board they shall become effective immediately and shall be filed with the clerk.

9600 – School Improvement Team

The Student Improvement Team (SIT) at Northeast High School is a group of teachers, the student, parents and sometimes other support personnel, that meet together to help students reach greater level of achievement through problem-solving and the coordination of resources.

Student Improvement Teams (SIT) include a student's teachers, the principal, the counselor and other members that serve as needed. These may include the school nurse, the school psychologist, and others.

During the Student Improvement Team process at Northeast High School, information is gathered to facilitate the team in making decisions based upon data. The data collected may include:

- Observations
- Interviews-students and parents
- Work samples
- Grades
- Kansas Assessment scores
- Nationally normed assessment scores
- Attendance
- Behavior reports

Teachers, parents, and students can all request assistance by the Student Improvement Team (SIT) process. After a student's initial meeting and the writing of a Student Improvement Plan; the student's progress is periodically monitored to make sure they are progressing in the right direction. Additional meetings will be scheduled when needed.