

# SCOTT COMMUNITY HIGH SCHOOL

HOME OF THE BEAVERS



## STUDENT HANDBOOK

**2019-2020**

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## **Welcome to Scott Community High School**

The policies and procedures outlined in this handbook are the result of a concerted effort on the part of the faculty and administration, and have been approved by the USD 466 Board of Education. The policies reflect standards that you will be expected to uphold. This handbook has been reviewed so that its rules and regulations will help all of us have a better school.

Our purpose as teachers and administrators is TO CHALLENGE YOU AS STUDENTS AND HELP YOU FIND A WAY TO SUCCEED. Your job is to take an active part in your education. Like many other areas of life, you will only benefit from your efforts if you invest something in those efforts.

Scott Community High School is accredited by the Kansas State Department Education as a Comprehensive High School.

SCHS is a member of the Great West Activities Conference (GWAC), which includes Colby, Goodland, Holcomb, Hugoton, and Ulysses. Through this affiliation, we will be competing in athletic, activity and academic areas.

SCHS is proud of its high standards of excellence. It does not discriminate on the basis of race, color, sex, age, or national origin, or in the admission of nor access to its programs, and activities. If you have questions regarding this or any other areas such as curriculum, procedures, rules, etc., feel free to ask questions, or just respectfully express your opinion to your teachers or administration.

You need to be familiar with the procedures. We have learned that some of the behaviors, which we used to expect, now have to be demanded. SCHS will be a safe and enjoyable environment for every student, faculty member, and staff member. Help take care of the facility. This is a facility that we can and will be proud of for years to come in Scott County.

This is your school. Be positive in your attitudes toward your school, yourself, your fellow students, and the faculty and staff. Become active in school life; show each and every individual respect; work to be proud of your school and your accomplishments. Remember, the faculty and staff is here to work for YOU. You are here to learn, to participate, and to work for the faculty and staff and above all else, to work for your own academic successes. Have a great year!

## **This Student Handbook is subject to change at any time by the administration of SCHS**

### **ANNOUNCEMENTS**

Anyone wanting to have an announcement read during the daily announcements needs to email it or bring it to the Office Manager before 7:50 a.m. Announcements will be emailed to staff members at the beginning of first hour and at the end of the day. They will be read over the intercom at 8:00 a.m. and at the end of the school day.

### **WEEKLY ELIGIBILITY POLICY**

Academic performance and achievement is the number one priority for students at Scott Community High School. This eligibility policy is designed to:

- Help students recognize and maintain high academic goals and standards.
- Formulate positive objectives to be attained by the student who is having academic difficulties.
- Encourage student/teacher communication in regards to the academic progress in every course a student is taking.
- Communicate with parents/guardians in regards to their child's academic progress.
- Determine a student's eligibility status for school activities each week of school.

For eligibility purposes, the "week" is defined as the period of time from Wednesday through Tuesday. The student's eligibility status will not change until the following Wednesday regardless of new grades entered by the teacher. Students that are listed on the eligibility report for failing grades will be required to attend ASP until all classes are at a passing percentage. School sponsored activities that directly affect the student's grade such as a vocal concert will be considered separately by the principal.

#### **For students who are participating on an athletic team, cheerleading, scholar's bowl, drama, or forensics:**

- 1) The eligibility policy begins after the completion of the second week of each school semester. An eligibility report will be developed each Wednesday morning and will be emailed to all teachers, coaches, and sponsors. It is the student's responsibility to review the weekly eligibility report each Wednesday morning during their Advisory period class to know their eligibility status for the upcoming school week.
- 2) Students receiving a failing grade in one of their classes will be given a one-week probationary period to bring that grade up to a passing grade. A discussion, on what needs to be worked on in that student's class, between the student and their advisor will be held. It is the student's responsibility to make arrangements with the teacher they have a failing grade with and come up with plan to get their grade up. The student remains eligible to attend and participate in activities during the probationary week.
- 3) If the student is still failing that class a second week in a row and shows improvement (decided by the principal and that subject's teacher) they will be given a second week of probation to get their grade up. If they do not show any improvement, then they will be ineligible. If you are in an activity you will be required to go three times to ASP that week or report to a teacher for assistants. If you are in an activity you will be required to go three times that week or report to a teacher for assistants.

- 4) Students who are failing more than one class will automatically be ineligible. If you are in an activity you will be required to go three times to ASP that week or report to a teacher for assistants. If you are in an activity you will be required to go three times that week or report to a teacher for assistants.
- 5) If the objectives of the Plan of Improvement are met but the student is still failing that class, a review board consisting of the principal, counselor, and teacher may recommend a week extension of the probation period. The principal will make the final decision.
- 6) Students receiving failing grades in two or more classes will be considered to be “Not In Good Standing”, declared ineligible, and will not be allowed to participate in activities during the upcoming week. Students are responsible for meeting with their teachers to develop a plan to improvement, the grades of their failing classes. Students are allowed to practice and attend contests involving their activity as long as no part of the school day is missed.
- 7) Students who are ineligible are not allowed to participate in any extracurricular activities, including dances.

**For students who are not involved in one of the above mentioned activities:**

- 1) The eligibility policy begins after the completion of the second week of each school semester. An eligibility report will be developed each Wednesday morning and will be emailed to all teachers, coaches, and sponsors. It is the student’s responsibility to review the weekly eligibility report each Wednesday morning during their advisory period class to know their eligibility status for the upcoming school week.
- 2) Students receiving a failing grade will be “Not in Good Standing”, declared ineligible, and will not be allowed to attend any school activity during the week.

**ATTENDANCE**

Students are expected to be on time to school, wearing their ID, and have their iPad charged at 80% or above to start the day. It is the responsibility of parents or guardians to call the school when a student will be absent for any reason. This call should be made to the school office no later than 9:00 a.m. on the day of the absence. Notes, signed by the parent will be accepted. (Missing classes to represent the school in a school-sponsored activity is not counted as an absence. Grades will not be penalized the day a student is gone for a school activity.)

There are three types of absences: excused, unexcused, and prearranged.

**Excused** absences will be given for illness or injury to the student, medical and dental appointments, funeral of an immediate family member or grandparent, religious holiday, or other circumstances deemed appropriate by the principal. **Parents must call the high school to notify us whenever a student needs to leave for any type of medical appointment.** The student must make sure he/she checks out at the office when he/she leaves and check back in when he/she returns. Any student who leaves the building without checking out at the office will be considered truant. A written confirmation of appointment on a doctor’s letterhead stationery may be required of students who are excessively absent for doctor appointments. Each day a student is absent; there will be one additional day to make up work. **Each student will be allowed no more than 15% of the total days per semester for absences. Grades but no credit will be given to those who exceed the 15% limit unless the attendance committee determines there are sufficient grounds to make an exception.**

**Unexcused** absences are all other absences, including not having an ID or iPad in class. A student is presumed to be unexcused until his/her parent or guardian calls the school. **It is the responsibility of the parent/guardian to contact the school on the day of the student's absence so the absence can be recorded as excused. Unexcused absences will result in making up time before or after school along with NO credit received for the assignments or class time missed.**

**Prearranged** absences must be used for absences other than illness or medical appointments. This includes out of town trips such as 4-H trips, church trips, being out of town with parents, and college visits. Parents must contact the school far enough in advance that the child can get the proper "Prearranged Absence Form" filled out by all their teachers and returned to the office before the first day of the absence.

### **Leaving a class or leaving the building**

When leaving class, students are to have a hall pass from the classroom teacher for that hour.

**When leaving the building, the student must first sign out through the main office.** If such a departure is necessary, the student must first:

1. Have parents call the office, preferably the day before the student must leave. Written notes are not acceptable without prior special permission from the Principal.
2. Check out through the Main Office when it is time to leave.
3. Check in with the Main Office upon return.

If you need to leave during school in an emergency or unforeseen circumstance:

1. Go to the Main Office.
2. Contact your parent on the phone.
3. Have the parent speak to the secretary or principal.
4. Check back in with the Main Office upon return.

**Leaving school without checking out is considered truancy.** Student aides, who leave the building on school business, and at the request of teachers or office personnel, must have a permission slip on file in the Main Office prior to leaving on such business.

### **Tardies**

Being prepared with ID and iPad and on time to class is an important part of the student's academic day. It shows respect for everyone in the school when students take this seriously. A tardy is considered less than 15 minutes late. **All first period tardies will be dealt with by the principal. All other tardies for 2<sup>nd</sup> period through 7<sup>th</sup> periods will be handled by the individual teacher.** All tardies will follow the guidelines listed below.

All students receive two FREE tardies per semester per class. The third and fourth tardies will be given one afternoon or morning detention. The fifth and sixth tardy will be two days of detention and the seventh tardy and above will be three days of detention.

A student is counted absent if he/she is more than 15 minutes late to a class.

## Truancy

Truancy occurs when a student misses class without permission of the school. The school has an enormous liability when students who are supposed to be in school and under our supervision are not. This will be treated as a very serious discipline problem.

There will be occasions when a student must leave the building, perhaps because of illness or concern over some personal problem. The principals will work with the student on such occasions **but the student must check out through the office.**

By state law, 3 unexcused absences in a row, 5 in a semester, or 7 in a year will be cause to file a truancy report with the proper authorities.

**Category One** offenses are those occasions when a student oversleeps, has car trouble, etc., and therefore is late to school. The principals will consider how late the student was, if it is the first time or a reoccurrence, and if there are any extenuating circumstances. Punishment for a first time offense, when a student is an hour or two late will generally involve two or three detention days. If it is a second offense or if there are other circumstances the principal may make the penalty longer.

**Category Two** offenses are when the student **knowingly and willfully leaves the building without checking out through the office.** This is a very serious matter and will be treated accordingly. The principals will consider how long of a period the student missed, whether it was a first offense or a reoccurrence and other circumstances. The penalty will involve not less than one week of detention and may well include a prohibition of attendance at or participation in extra-curricular activities.

**Category Three** offenses are reoccurrences of either category one or two. Like category two, these will be treated as very serious and the punishment given by the principals will also become progressively severe. Prohibition of attendance at or participation in activities and school functions will definitely be a part of the discipline for a repeat occurrence.

## **BACKPACKS, BAGES, ETC...**

Students will **NOT** be allowed to carry backpacks or bag during the school day. Backpacks or bags will not be allowed in the classrooms or hallways. All backpacks and bags must be left in student lockers during the school day. Backpacks and bags lying on the floor in a classroom are a safety hazard.

## BEHAVIOR and DISCIPLINE

### Code of Student Conduct

1. **HONESTY**-Truthfulness to oneself and others in both words and actions...
  - I tell the truth.
  - I respect the property of others.
  - I do my own work.
2. **RESPECT**-Treating others as you wish to be treated...
  - I am courteous.
  - I try to understand the viewpoints of others.
  - I display gratitude.
3. **RESPONSIBILITY**-Doing what you're supposed to do when it needs to be done, even when no one is watching...
  - I choose to make the right choices as an individual.
  - I control my own behavior and emotions.
  - I give my best effort in everything I do.
4. **TRUSTWORTHINESS**-Exhibiting dependable behaviors...
  - I keep my promises.
  - When I say I will do something, I will do it.
  - You can count on me to make good choices.

These attributes of character, while not all-inclusive, form the basis of the staff's desire to create a school climate where quality learning can occur. As adults, we commit to MODEL...MENTOR...MONITOR these qualities in our students and pledge to provide opportunities for students to practice and demonstrate them. It is our hope that the Code of Student Conduct will foster student responsibility, respect for the right of others and ensure the safe and orderly operation of the school.

The provisions of the Code of Student Conduct apply in all situations in which students are involved, including:

1. school activities on property owned by USD #466
2. travel on district transportation
3. off-site school sponsored activities
4. off-site school related problems which are the result or cause of disruptive behavior on school grounds.
5. violent acts of behavior which occur off school property and pose a threat to the safety of students and faculty, or disrupt the learning environment.

The code applies at all time when a student's conduct has a direct and immediate effect on maintaining order and discipline in the school.

### **Procedure for Student Misconduct**

When students exhibit behavior problems, the procedures listed below may be followed. These procedures are listed in sequence; however, staff members reserve the right to respond out of sequence if they judge the situation merits such action.

1. Written records of all conferences and administrative actions must be maintained.
2. When initial problems begin, teachers should arrange to meet personally with the student and establish expectations for behavior and consequences if the problems persist.
3. If the behavior problem persists, it is recommended that the staff member contact the student's parent/guardian and discuss the problem. Teachers may choose to assign discipline at this time or refer the student to the counselor/principal.
4. Continuing problems should be referred immediately to the principal. Teachers should maintain records to document persistent behavior problems of students for reference purposes. In most cases, the principal will notify parents by either mail or with a phone call stating the problem and any disciplinary action taken, if any.

### **Student Offenses and Disciplinary Action**

The types of misbehavior listed in the section are representative of what may occur when a student does not follow the Code of Student Conduct. This is not meant to be an all-inclusive list of behaviors which may be punishable. For ease of use by administration and for clarity's sake, these offenses are classified and the respective disciplinary action to be taken is provided. The principal has the authority to use discretion and common sense in enforcing the Code of Student Conduct and is authorized to apply a higher level of consequence to serious violation of the Code even if it is a student's first offense.

#### **Level 1 Offenses**

1. Excessive tardiness
2. Classroom disruptions
3. Failure to follow directions/refusal to complete assigned work
4. Violating lunchroom rules
5. Violating hall rules/abusing passing privilege
6. Violating school assembly rules
7. Violation of parking lot rules and/or unsafe driving
8. Use of profane language
9. Inappropriate dress
10. Educational nuisance (Example: cell phone, pagers, etc.)
11. Academic dishonesty
12. Violation of bus conduct rules
13. Inappropriate displays of affection
14. ID Card infractions
15. iPad use infractions



### **Level 1 Disciplinary Options**

#### First Offense:

- Parent/Guardian Conference
- Student/Teacher/Principal Conference
- Before School/After School Detention
- Short Term Suspension
- Restricted Attendance/Participation at School Activities
- Strict Behavior Probation/Warning

#### Second Offense:

- Parent/Guardian Conference
- After School Detention
- In-School Suspension
- Short Term Suspension
- Loss of Parking Privilege
- Restricted Attendance/Participation at School Activities
- Strict Behavior Probation

#### Third Offense:

- Parent/Guardian Conference
- After School Detention
- In-School Suspension
- Restricted Attendance/Participation at School Activities
- Loss of Parking Privilege
- Loss of Bus Riding Privilege
- Short Term Suspension
- Long Term Suspension

### **Level 2 Offenses**

1. **Verbal abuse or threat of others:** Any act of disrespect directed at a teacher, staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons or the intentional, unlawful threat or intimidation by work or act to do violence to the person or property of others or the doing of any act which creates a well-founded fear within another person.
2. **Inciting to fight:** The intentional promotion by a student to engage another in physical conflict, continuous harassment or to engage and/or promote other students to engage in physical conflict or the willful engagement of two or more students in physical combat.
3. **Battery:** Physical contact with another person when done in a rude, insulting and/or angry manner.
4. **Constant refusal to follow directions/participate in assigned work:** The constant refusal to participate in regularly assigned classroom activities.
5. **Vandalism:** The willful or malicious destruction or defacement of any property.
6. **Stealing, Gambling, Extortion:** The unlawful taking or disposition of property of another with intent to deprive the person of the property.
7. **Contributing to a disruptive situation:** The intentional promotion or advocacy of student misconduct by a student

8. Student sexual harassment of others: Including but not limited to verbal, physical or visual behaviors that are unwanted, unnecessary and offensive.
9. Defiance of authority: The refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of student conduct.
10. Incendiary devices: The possession or discharge of any combustible or explosive substance or devices is forbidden (including fireworks).
11. Incorrigible conduct: Persistent violations of the Code of Student Conduct.
12. Possession or exhibition of obscene literature or material.
13. Violation of Acceptable Use Policy for Computers: Behaviors which violate the computer use policy all students must abide by.
14. Leaving the school without permission/skipping class: Leaving school grounds after arrival at school without obtaining permission from the office.
15. Tobacco possession and/or use.
16. Harassment: Including, but not limited to derogatory comments, jokes, slurs or remarks or questions of a harassing or intimidating nature.
17. Excessive unexcused absences.

### **Level 2 Disciplinary Options**

#### First offense

- Before School/After School Detention
- Parent/Guardian Conference
- In-School Suspension
- Short Term Suspension
- Long Term Suspension
- Payment of Restitution
- Restricted Attendance at School Activities
- Loss of Athletic/Activity/Participation Privilege
- Restriction/Loss of Access to Computer System
- Strict Behavior Probation/Warning

#### Second Offense

- Parent/Guardian Conference
- In-School Suspension
- Short Term Suspension
- Long Term Suspension
- Expulsion
- Restricted Attendance at School Activities
- Loss of Athletic/Activity Participation Privilege
- Restriction/Loss of Access to Computer System
- Strict Behavior Probation/Warning

#### Third Offense

- Forfeiture of Access to Computer System
- Short Term Suspension
- Long Term Suspension
- Expulsion

### Level 3 Offenses

1. False Fire Alarm: Intentionally activating the fire alarms or other warning devices.
2. Aggravated Abuse: An intentional, willful threat or attempt to do bodily harm to another person in school; blatant, degrading verbal abuse of others; unwanted, intentional touching of or application of force to another person when done in a rude, insolent or angry manner or the unintentional touching of or application of force to another person which is the result of conduct committed in violation of other Class 2 or 3 offenses in the Code of Student Conduct.
3. Possession and/or Use of a Weapon other than a firearm: Possession and/or use of weapons, explosives, or other dangerous articles if such articles may be used as weapons or are designed to hurt someone or put someone in fear.
4. Gang Related Violence: Organized gang related violence which includes but is not limited to threats, confrontations, intimidation, fighting and/or possession of weapons, when such can be attributed to organized groups or gangs.
5. Causing Serious Physical Harm: Intentional effort resulting in serious physical harm to another person at school.
6. Possession, purchase and/or use of alcohol, drugs or any other toxic substance.
7. Arson: The willful and malicious burning of a building or its contents and/or the personal property of others.
8. Threat towards student, staff, or school property: Intentional comments or written work threatening the safety of students, staff, and/or school property.

### Level 3 Disciplinary Options

First offense

- Short Term Suspension
- Long Term Suspension
- Expulsion

### Level 4 Offenses

1. Possession and/or use of a firearm: Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm.
2. Intent to sell/distribute drugs: Possession of a controlled substance with the intent to sell or distribute.

### Level 4 Disciplinary Options

First offense

- Expulsion

There are three types of suspensions at SCHS: in-school suspension, short-term suspension, and long-term suspension. **Suspended students are not in “good standing” and are therefore not permitted to attend school events or participate in activities while suspended. Students remain not in good standing until they return to the first regular class period.**

**In-school suspension** is the placement of a student in isolation for a period of time determined by the principal. The student is to remain in the cubicle provided all day, leaving only with permission to go to the bathroom. He/she will be given assignments from his/her classes and be expected to complete them by the end of the day. He/she will not be allowed to leave the cubicle for a written test or for lunch. Special arrangements can be made by one or more of the teachers, through the principal, to administer tests requiring the use of special equipment such as computers, typewriters, etc.

**Short-term** suspension is the exclusion from campus of a student for a period not to exceed ten school days.

**Long-term** suspension is the exclusion of a student from the campus for a period exceeding ten days.

The Principal may suspend a pupil from school. When it is necessary to temporarily suspend a student because of his/her unwillingness to accept the standard behavior at SCHS, the action and reasons will be reported in writing to the student's parents or guardian.

The Principal has the authority to suspend any pupil who is guilty of any of the following acts while in attendance at SCHS or in transit by school transportation under school supervision to or from school or at any facility under the control of the school district.

1. Willful violation of any published, adopted student conduct regulation;
2. Conduct which substantially disrupts, impedes, or interferes with school operation;
3. Conduct which endangers the safety or substantially impinges on or invades the rights of others;
4. Conduct which constitutes the commission of a felony;
5. Conduct which constitutes the commission of a misdemeanor;
6. Disobedience of an order of a school authority of the disobedience results in disorder, disruption or interference with school operation;
7. Possession of a weapon at school, on school property or at a school-sponsored event.
8. Destruction or damage to the person or property of a school employee.

**Detention** is another means of discipline used when deemed necessary. It holds the students for 45 minutes before or after school.

#### **BOYS TOWN MODEL Social Skills Curriculum**

1. Following instructions.
2. Accepting criticism or a consequence.
3. Accepting "No" for an answer.
4. Greeting others.
5. Getting the teacher's attention.
6. Making a request.
7. Disagreeing appropriately.
8. Giving criticism.
9. Resisting peer pressure.
10. Making an apology.
11. Engaging in a conversation.
12. Giving compliments.
13. Accepting compliments.
14. Volunteering.
15. Reporting other youths' behavior.
16. Introducing yourself.

## BULLYING

The Scott County Schools Board of Education and the State Board of Education believes in providing physically safe and emotionally secure environments for all Kansas students and school staff. The State Board recognizes bullying as a serious issue that creates a negative school environment and inhibits students' ability to learn.

The Scott County Schools Board of Education prohibits bullying in any form, including cyber-bullying, on school property, in a school vehicle, or at a school sponsored activity or event.

What Bullying is...	What Bullying is Not...
<b>REPEATED</b> aggressive behavior that might include the following:	Not liking someone
Intention to cause harm (physical or emotional)	Accidentally bumping into someone
An attempt by one or more individuals to gain power over another	A single act of telling a joke about someone
Physical: Hitting, kicking, pushing, destroying property	Expression of unpleasant thoughts or feelings regarding others
Verbal/Written: Threatening name-calling, teasing, taunting	Arguments or disagreements
Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating	Being excluded from a game or group (unless being done regularly and with the intention to hurt the feelings of another)
Cyber-bullying: Using technology to bully others verbally, emotionally, and/or socially	Isolated act of harassment, aggressive behavior, intimidation or meanness.

## CELL PHONES & MOBILE DEVICES

Student use of cell phones and/or mobile devices to make phone calls, to text message, to email, and/or to use the internet during the school day (7:55a.m.-3:25p.m.) is allowed only with teacher/staff permission. Students will be expected to follow each classroom teacher's guidelines in use of their cell phones/mobile devices during class time. A student learning when it is an appropriate time to use their cell phone/mobile device and when it is an inappropriate time is important in today's society. If a student is using their cell phone/mobile device **inappropriately**, it can be confiscated and turned into the office. Use of the cell phone during instruction time is considered inappropriate. The first time a cell phone/mobile device is taken, it will be returned only to the parent. The second time a cell phone/mobile device is confiscated, it will only be returned to the parent, and the student will receive a day of ISS. When a cell phone/mobile device is taken for a third time or more, the student will receive a day of OSS, and the parent will still be expected to pick up the cell phone/mobile device at the school office. Students will be allowed to use their cell phones/mobile devices at their own leisure during passing periods and during their assigned 30-minute lunch period. SCHS does not assume responsibility for lost or stolen cell phones/mobile devices.

## **COMMUNITY SERVICE**

Students must complete 20 hours of community service as a requirement for graduation. Community Service is work or service done for the community or county. ALL Community Service hours must be completed outside of the school day unless prior arrangements are made with the high school administration and/or community service facilitator. This does not include service for family members. If the community service is done outside of the community or county special permission is required. It is the recommendation of the administration that each student secure 5 hours per year so as to not put off the entire 20 hours until their senior year. Students may turn in as many hours as they want, but will only be given credit for five (5) per year. The exception is that students may “catch up” on hours from previous years. However, students are not allowed to work ahead to fulfill this requirement. For example, a junior who does not have any hours as of yet may get 15 hours that year so that they are back on track. Any community service done in the summer time will count towards the hours needed for the following school year.

If a student moves into the district, then they are responsible for the five (5) hours per year that they are enrolled in. Seniors that move into the district during the second semester of their senior year are exempt from this requirement.

## **COMPUTER/INTERNET USE**

In order to use the school computer equipment, students must have a signed USD #466 Network and Internet Access Agreement on file in the office.

## **DANCES/PARTIES/PROM**

School-sponsored dances or parties are coordinated through Student Council and are intended for the entertainment and social development of SCHS students. If a dress code is advertised prior to the school dance, students will be expected to follow it. Students from the Middle School will not be allowed to attend high school dances. SCHS alumni and students from other high schools are not allowed to attend without special permission. When a dance or party is designated as open for guests, SCHS students may request to bring guests through the use of the “Student Guest Request” form available in the Main Office. The form must be completed and presented to the principal no later than one week prior to the event. All Jr./Sr. Prom attendees must be a junior or senior in high school. This includes guests invited to the Jr./Sr. Prom.

Persons attending dances and other like gatherings will be required to submit to an alcohol breath test prior to being admitted to the dance as per board policy. Student may be asked to submit to a breath test at any time during the school dance if suspicion arises. Students failing this test will be referred to the local law enforcement agency.

**Some general rules which apply to school-sponsored dances, parties, and prom are:**

1. The school will approve all arrangements beforehand and school sponsors will be present at all times.
2. Anyone who leaves the event may not return.
3. School rules for conduct and dress apply to all persons in attendance.
4. The sponsoring group is responsible for cleaning up the area used before leaving.
5. All parties or dances will end at 12 midnight, or earlier, unless special permission is granted by the principal to end at a later time.
6. Students may be asked to show their Student I.D. for admission to dances and parties.
7. Students attending must be a “student in good standing.”
8. If a dance is held at the beginning of the nine weeks where grades start over “student in good standing” will be review by the principal.

Out of school or non-school sponsored dances or parties may not be announced at school nor may posters or signs giving information regarding such events be posted on school property without the permission of the principal.

**DRESS CODE**

It is expected that students will use mature judgment and good taste in their dress by wearing neat, clean clothes that do not detract from the educational process during the school day. The principals are the final authority on the appropriateness of student dress. Some items of dress that are **NOT** considered appropriate during the school day (7:55 a.m.-3:25 p.m.) include, but are not limited to the following examples:

1. Hats/hoods/or any head coverings worn in any part of the high school buildings
2. Tops that expose a bare midriff or navel
3. Clothes that are too tight. Example: Tights or tight fitting pants must be accompanied by a top long enough to cover one’s bottom.
4. Clothes that are too loose around the legs and/or armpits; no sagging or bagging
5. Undergarments (bras, slips, & underwear) worn on the outside, or as outer garments
6. Clothing that advertises or promotes alcoholic beverages, drugs, profanity, gangs or persons or slogans associated with the advertising or promotion of alcoholic beverages, drugs, or profanity
7. Shorts and skirts that are too short
8. Tops that allow visible cleavage
9. Holes in jeans or shorts that are too large or in inappropriate places
10. Shoes that do not have a sole
11. Clothing that causes an instructional distraction in the classroom.
12. Other items deemed inappropriate by the principals, faculty, or other students.

Students found wearing inappropriate clothing may be sent home to change, and the time missed while changing will be counted as unexcused and will be made up that day after school. Further disciplinary action will be taken for repeat offenses. If you are in doubt as to the appropriateness of a particular article of clothing, check with one of the principals PRIOR to wearing it.

## **DRIVING and PARKING**

Students making use of the privilege of driving to school must exercise care and mature judgment in the operation of the vehicle. Your life and the lives of your classmates, elementary students, and other innocent bystanders are at stake.

Students are strongly encouraged to use available parking lots rather than street-side parking along the streets in the vicinity of the school. There are three parking lots available for student use; the front parking lot, the east parking lot, and the annex parking lot. There are two reasons that parking in the lots is better than parking on the streets. First, parking in one of the lots is far safer for both vehicles and pedestrians than is street-side parking. The second reason is out of courtesy to the patrons who own the property surrounding the school as they should expect us to be a good neighbor. Students, please be reminded that blocking drives, alleys, entrances, exits, or parking on the school grounds in a faculty/visitor slot will result in your car being towed away at your expense or having you move the vehicle and being assigned detention time for the lost class time.

Parking lots are subject to change during seasonal activities.

## **EARLY GRADUATION**

Any student who is interested in graduating early must submit a letter to the principal declaring intention to graduate early. The following criteria must be met to be eligible for early graduation:

1. The letter to graduate early and a plan of study for after graduation must be submitted to the principal prior to the **first day of the last semester they plan on attending or prior to the first day of their senior year.**
2. An Application to graduate early, filled out and signed by the student and parents.
3. All graduation requirements (24 credits and 20 hours of community service) must be completed.
4. Students will receive a Scott Community High School diploma when all of the above criteria are met.
5. Graduation ceremonies will only be held in May. There will not be a Graduation ceremony in December.

A committee consisting of the principal, assistant principal, counselor, the senior government teacher, and senior English teacher will discuss in depth if the student has met all of the graduation requirements and make a recommendation.

## **FIGHTING**

Fighting at school is prohibited. Not only is fighting a sign of one's inability to solve problems as a young adult, it is dangerous to the people involved in the fight and those who are innocent bystanders.

If the administration determines that both parties are guilty of laying hands on each other in anger, then both parties will be punished with equal amounts of suspension from school, at a minimum of one day each.



If the administration determines that one party was attacked and the other party did no hitting, pushing, etc., or did so only in self-defense, then the aggressor will be punished more severely than the victim.

All students are encouraged to walk away from potential fights. It takes more courage to show one's maturity in the face of a fight situation than it does to let one's anger rule and fight.

Any student who is threatened, bullied, or harassed by another student should report such behavior to a faculty member or the principals immediately. The individuals will take steps to ensure that the one doing the bullying is confronted and stopped.

### **FIRE and TORNADO DIRLLS**

Please pay attention to your instructor when the fire alarm or storm alert is heard. Students are to pass quickly and quietly to their designated area according to the instructions posted in each room. Calmness and order are essential to assure the safety of all. Fire and tornado drills will be conducted monthly as specified by state statute.

### **FOOD POLICIES**

NO pop/candy/food in the classrooms during the school day. All food & drink (except water) must remain in the Commons Area, hallways or student lockers.

<b>Lunch Prices</b>	Elementary	Middle School	High School	Adult
Breakfast	\$2.00	\$2.05	\$2.20	\$2.45
Lunch	\$2.85	\$2.95	\$3.10	\$3.80
Milk----All Schools--	\$0.45			

#### Outside Food Restrictions for Students and Staff at Meal Time

Restaurant brand name food items, unless provided by Nutrition Services in combination with a balanced meal, will not be allowed in the elementary, middle school or high school cafeterias at meal times. This includes but is not limited to fast foods, commercial pizza, and restaurant to-go meals. Carbonated beverages (pop) and energy drinks (Monster, Red Bull, Rock Star, Etc.) are also prohibited in the cafeteria during meal times.

Sack lunches from home are permitted as long as they do not contain restaurant brand name food items in original packing as described above or carbonated beverages and or energy drinks. Due to sanitation and safety concerns students will not be allowed to share any food prepared at home.

#### Seasonal and Birthday Parties

Due to sanitation and food safety concerns student and staff are prohibited from bringing non-prepackaged food items into the school to share with students. The exception would be items prepared in a licensed facility or whole fresh fruits and vegetables, which should be prepared using proper sanitation procedures.

## **GRADING SCALE/REPORTS**

All courses at SCHS will use the following grading scale in determining grades:

- A: 90-100 - excellent; outstanding
- B: 80-89 - above average; does more than required
- C: 70-79 - average
- D: 60-69 - below average; low but passing
- F: 59 and below - failure to pass

Grade cards are issued at the end of each 9-week period. Midway through each 9-week period, teachers will notify parents of potential low passing and failing work in the form of a progress report. Parents and students are also able to monitor academic progress over the Edustar system on the internet. To register for and use this service, click on the "Parents Online" link located on the district website at [www.usd466.com](http://www.usd466.com). Parents should schedule an appointment with the teacher to see what needs to be done to raise the grade to an average score or higher. Grades are recorded on permanent transcript at the semester. The three seniors with the highest grade point average (FROM the REGENTS SCHOLAR TRACK); based on their seven-semester transcript, give the graduation addresses. Student must have been a "student in good standing" throughout their high school career.

## **HEALTH SERVICES**

Your school is fortunate to have the services of a registered school nurse. The school nurse services several schools in the district; therefore she is in each school on a limited basis. The nurse works in close cooperation with the teachers, school secretary, and the health care providers in Scott City. Parents are urged to confer with the school nurse on any matter pertaining to the health of their children.

The school should be informed if a child has any health problems; where a parent can be reached in case of an emergency; and the name of their health care provider. If your child becomes ill or injured while at school, every effort will be made to care for him/her, and notify the parent or person to be contacted in case of an emergency. Please be sure to indicate who is to be contacted in case of emergency or illness, and where (he/she) can be reached. If parent or guardian cannot be contacted in an extreme emergency, your child will be taken to Scott County Hospital, or an ambulance will be called, if warranted. First aid treatment will be administered to the child as needed and to the best of our ability in case of injury.

If your child is handicapped in any way; has a definite health problem; or allergy to foods or materials, please be sure the teacher, principal and school nurse are informed so that any unusual circumstances may be properly handled. A school meal modification form must be signed by a doctor and returned to the school nurse or food services if your child has an allergy to any foods. This form is available at enrollment, on the USD#466 website or from the school nurse.

## **ILLNESS DURING SCHOOL**

If a student becomes ill during school hours, they will be assessed through the office. The school nurse and/or secretary will determine if they can remain at school or they need to go home. The school nurse or secretary will contact either a parent or an emergency contact to make arrangements for the student to be picked up when necessary.

## EXCLUSION OF STUDENTS WITH COMMUNICABLE DISEASES

**Chickenpox**-excluded from school until all lesions have formed scabs or crusts (usually 5 days after rash onset).

**Pink eye**-excluded from school until 24 hr. after treatment has been initiated.

**Measles**-excluded from school for at least 4 days after the onset of rash.

**Mono (mononucleosis)**: exclusion time varies in each individual case. Guidance will be given by the diagnosing medical professional.

**Mumps**-excluded from school for 9 days after the onset of parotitis (inflammation of parotid glands in neck).

**Whooping cough (pertussis)**-excluded from school until they have received 5 days of appropriate antibiotic treatment.

**Ringworm**-excluded from school until treatment is started and affected area is covered.

**Scabies**-excluded from school until appropriate treatment has begun.

**Shingles**-routine exclusion from school is not indicated, however if lesions cannot be covered, students should be excluded until lesions are dried and crusted.

**Staph infections and Impetigo**-excluded from school until treatment is initiated by a medical professional. Open wounds must be covered.

**Strep infections**-excluded from school until student has received treatment for at least 24 hours and the student is fever free.

**Lice- Pediculosis (headlice)**. Each student infested with lice shall be excluded from the school, until treatment with an antiparasitic drug is initiated. Nits must be combed out thoroughly. Student dismissal for nits will be based on the School Nurses discretion.

If a student is sent home from school with a fever, the student shall be excluded until he/she has been fever free without the use of fever reducing medication for 24 hours.

If a student is sent home from school with diarrhea and/or vomiting, the student shall be excluded until he/she has been diarrhea or vomit free for 24 hours.

When a student visits a doctor, please bring a doctor's note excusing him or her from school or releasing the student back to school/athletics.

## SCHOOL ENTRY PHYSICAL Elementary students

K.S.A. 72-5214 states that every pupil up to the age of nine years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the school the results of a health assessment. The Health Assessment must be done within 12 months prior to school entry or within 90 days after school entry.

Each child is encouraged to go to their family dentist for a dental checkup and corrective work, if needed. Mexican American Ministries provides a dental clinic once a year when possible to check students teeth and apply fluoride with parents' consent.

## IMMUNIZATIONS

Students attending school in U.S.D. 466 are required to be immunized according to current state immunization requirements. K.A.R. 28-1-20 requires that each child entering school present to the school authorities immunization certification from a licensed health service provider that the child has received or is in the process of receiving immunization according to Kansas State Law. These immunizations include age appropriate vaccinations against

poliomyelitis, measles, mumps, rubella, diphtheria, pertussis, tetanus, hepatitis B, haemophilus influenzae type b (Hib), hepatitis A, and varicella.

*NOTE: The parents and guardians of exempt students should be informed their students will be excluded from school in the event an outbreak of vaccine preventable disease occurs.*

#### ADMINISTERING MEDICINE AT SCHOOL

All schools in USD#466 follow strict policy guidelines, developed by the school board that regulates the taking of medicine in school by students.

#### **Supervision of Medications:**

Under normal circumstances medication may not be brought to school by students for their own usage or that of others. Such medicines will be removed from the student and retained for return to the student or the parents as deemed appropriate. Any disciplinary action will be left to the discretion of the principal.

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse, the principal, or the school nurse designee will administer the medication in compliance with the following regulations:

**Written permission from a licensed health care provider must be provided with regard to all prescription medications and all special health care procedures to be administered.** The health care provider's permission form should include the following information:

- a. Date
- b. Medication and/or treatment to be given
- c. Dosage to be administered
- d. Time of day to be given. (For example, if medication is to be given three (3) times a day, medication should be given at home before school, after school and at bedtime, unless the health care provider's medication order states at noon, before lunch or after lunch.)

**Written permission from the parent/guardian must accompany ALL prescription and over-the-counter medications.** Form must be updated at the beginning of each school year. This form is available at enrollment, on the district website or from the school nurse.

The medication must be brought to school in the original container, appropriately labeled by the pharmacy, parent, or health care provider. The parent may wish to request two containers from the pharmacist.

Any changes in type of drugs, dosage, and/or time of administration must be accompanied by a new Permission Form.

All medication maintained in the school setting will be kept in a secured area.

The medical need for the self-managed administration of all medications must be evaluated individually by the health care provider and the school nurse (i.e., asthma inhalers, epinephrine, insulin). Permission for Self Administration Form must be on file in the nurse's office with directions for such exceptions from the licensed health care provider, as well as written permission from the parent.

Disposing of unused medications: If a student's medication changes during the school year, the remaining medication will be given to the parent or guardian at the time of the delivery of new medication. Medication remaining at the end of the school year shall be taken home by the parent or guardian. Medication may be sent home with the student, with parent permission. Any medication not claimed will be discarded on the school nurse's last working day of the school year.

## IDENTIFICATION CARDS

All students will receive their first FREE ID card when they enroll. Students will be required to wear their ID cards at all times from 7:55 a.m.-3:25 p.m. Students will not be allowed to be in class without an ID card. They will be considered unexcused from class until they have their ID to be in class. ID cards will be used for identification, scanned when eating lunch, to check out books, and to be admitted free to all home sports events (except state sponsored tournaments) and school dances. Admission price will be charged without ID card being presented to be admitted into sports events and school dances. A \$10.00 fee will be charged to replace an ID card. Students should have their ID cards visible above the waist at all times. Time will be made up before school and/or after school for any time during the school day a student does not have their ID card.

## iPAD USE POLICY

In the 2014-2015 School Year Scott County Schools issued all High School Students grades 9-12 an iPad to **“Achieve excellence by integrating and enhancing individual learning in a mobile technological environment.”**

The iPad that you will be receiving to begin the school year **will be the same iPad that you will use until graduating from SCHS.** Within this section the term “Your iPad” is referring to the school issued iPad owned and maintained by Scott County Schools allowed for use to you, a student of SCHS. **It is up to you to take exceptional care of your iPad.**

### General Care

- A protective cover that protects all corners of the iPad and protects the back of the iPad will be required at all times.
- A screen protector is required on the iPad at all times.
- Use only a clean, soft cloth to clean the screen. Do not use any cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads need to remain free of any drawing, writing, stickers or labels.
- iPad screens are especially sensitive to damage. Do not drop them, bump them, or place excessive pressure against the screen.
- Even the most expensive iPad cases will not ensure that damage will not occur if the iPad is dropped or excessive pressure is placed against the screen.
- Do not stack other objects on top of the iPad.
- Do not allow the iPad to become wet.
- Do not store the iPad in areas where they will be subject to extreme heat or cold.
- Report any damage or malfunctions immediately to the proper persons.

### Daily Expectations

- iPad is fully functional and is taken to every class.
- iPad must have an 80% charge which is significant enough to last the entire school day.
- Required apps, either those loaded by the school or installed at the request of your teacher are accessible and ready for use.
- Students are responsible for completing coursework daily. Not having one’s iPad for any reason (other than approved repair issues) is not acceptable and will result in consequences. For those approved repair issues, a loaner iPad may be checked out of the office.

## Managing the iPad

- The iPad you are receiving will have certain apps and settings that are preloaded onto the iPad. These must not be altered in any way.
- If you remove “profiles” found in the general settings of the iPad, your iPad will no longer have the ability to connect to the internet at the school, and apps and their data that are provided by the school district will be lost.
- Also found in the general settings of the iPad there are several reset functions. **Do not perform any of the reset functions.** In the event that you perform any of the reset functions your iPad will lose the ability to connect to the internet and all data, apps and data stored within apps will be lost.
- Removal of profiles and or performing any reset functions will result in disciplinary action and or fines.
- Use iCloud for backup of primary image of iPad in case your iPad has become damaged or is not functioning properly.
- Students should save work to a cloud type environment and regularly backup data. Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are NOT an acceptable excuse for not submitting work.
- From time to time Apple will develop new and upgraded operating systems such as IOS 7. It is up to the student to update the IOS to the newest version at the appropriate time. Before or during the school day is not appropriate time to update the IOS system. Please do so after school or at home.
- Students should keep apps updated as well which can either be set to update automatically or manually. If manual updates are the selection these should be done after school as well.
- It is recommended by the school district that you do not attach any credit card information to your iTunes account and use only iTunes gift cards to purchase apps that are not paid for and installed by the school district.
- The iTunes account that you will be using for the iPad is yours to keep. All apps that you purchase with that iTunes account will remain with that account. Most apps that are purchased by the school district will remain property of the school district and will be removed at the appropriate time.
- When the school sends out apps to the iPads you will be required to enter in your iTunes account password for the app to install.
- In the event that storage space becomes an issue and is running low, student music, photos and apps will need to be deleted in order to make room for higher priority educational apps and data.

## **WiFi**

- Do not connect to WiFi signals for which you do not have authorization. You may connect your iPad to your own WiFi at home. A connection “USD 466” will be provided and securely connected when you are at school. You should not connect school owned devices (your iPad) to the school provided connection named “USD 466 BYOD”. WiFi may be available on busses traveling to out of town activities. If the bus is WiFi equipped your iPad will automatically connect to a signal that has “USD 466” in the name. Do not ask your driver, coach, or sponsor for the WiFi password they will not know it.

## **Responsibilities**

- Follow the “Daily Expectations” as mentioned previously.
- Use your iPad in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to iPad/Computer use.
- Use your iPad in an appropriate manner so as not to damage school equipment.
- Keep your iPad secure, digitally and physically.
- Manage your iPad in a way that allows it to be free from damage and to function properly.
- Students are responsible for purchasing and maintaining an iPad case that meets the guidelines written in the general care section.
- Students are responsible for purchasing and maintaining a set of headphones/earbuds to use with their iPad.

## **Disciplinary Actions and Results**

- Intentional damage to your iPad or another student’s iPad, removal of Profiles or unauthorized reset of settings, inappropriate data or use of iPad, losing your iPad, leaving your iPad at home, and any other violations of the above iPad policy will result in disciplinary actions such as detentions, in-school suspension, out-of-school suspension, possible expulsion, legal action, and/ or financial obligations deemed appropriate by district administration.

## **Damage & Malfunctions**

- Scott County Schools offers an Insurance Policy available to all students.
- If your iPad malfunctions it may be covered under a warranty from Apple or repaired by the Technology Department.
- Lost or stolen iPads will be dealt with on a case by case scenario with the Technology Department and Administration

## **Annual Fees & Insurance**

- Students will be assessed a \$75 annual technology fee which includes the cost of insurance. The fee must be paid prior to picking up the iPad before the school year starts. The insurance policy covers one iPad per student per school year for any costs outside the manufacturer’s warranty. Each claim for a damaged iPad has a \$50 deductible the first time, \$100 deductible the second, \$150 the third and so on. It is at the school’s discretion on what type of repairs or replacements are needed.
- Power adapter, cover, or any school-owned accessories are not included. These items require a full replacement cost with the exact same item.

## KANSAS BOARD of REGENTS PRE-COLLEGE CURRICULUM

<b>English</b>	Credits
<b>Science</b>	3 Credits from the following courses Biology Biology II Physical Science Chemistry* Physics* <i>*At least one unit must be in physics or chemistry</i>
<b>Math</b>	3 Credits and an ACT score of 21 or higher Algebra I, Algebra II, and Geometry are required OR 4 Credits with one taken in the graduating year
<b>Social Studies</b>	3 Credits 1 credit of US History ½ credit of US Government ½ Credit of World History, World Geography, or International Relations 1 credit of Psychology, Economics, Civics, History, Current Social Issues, Sociology, Anthropology, Race and Ethnic Group Relations.

If you are considering college as an option after graduation, please be aware of these admission requirements and plan your high school career accordingly.

Students who do not meet the above criteria do have the option of attending a community college and then transferring to a 4 year college. Private colleges and universities may have similar requirements to apply for admission. Start investigating the schools you are interested in attending early (sophomore or junior year) so that all requirements can be met.

As a Kansas high school graduate, you may be eligible to be considered for one of three state-sponsored scholarship programs.

- State Scholarship Program
- Minority Scholarship Program
- Kansas Teachers Scholarship



You must also complete this schedule of courses to be named a State of Kansas Scholar. In addition to the Kansas Regents Qualified Admissions Curriculum, you must also complete the following.

**Science**

You must take Biology, Chemistry, and Physics

**Math**

You must take Algebra I, Algebra II, and Geometry plus one of the following:

- Analytic Geometry
- Trigonometry
- Advanced Algebra
- Probability and Statistics
- Functions
- Calculus

**Foreign Language**

2 credits in the same foreign language

**LIBRARY**

A well-balanced book collection is available for use in implementing the curriculum and in developing the interests of the individual student. Up to date encyclopedias are available to students online.

Approximately 15 periodicals help fill the curricular and recreational needs of the students and faculty. All other magazines are available through the Kansas State Library and their free database. Students may access full text articles in scholarly journals, business and trade journals, and other new sources through the State Library of Kansas. The State Library offers many other databases to students to be used for quality research. In order to gain access students need to apply for a free library card in the school library.

The collection of audiovisual materials and software is growing and is used primarily to support the curriculum.

The regular checkout period for most books is two weeks. Books may be rechecked for an additional two weeks by bringing them back to the library to be rechecked. The fine for overdue books is five cents per day.

Books on reserve and reference books may be checked out overnight. The fine for overdue reserve and reference books is 10 cents a day. Back issues of magazines may be checked out for two weeks. Current magazines may not be checked out.

The student is responsible for what he/she checks out. Any library material that is lost should be reported to the librarian immediately. After a search, if the item is not found, the student will be charged the price for replacement

## **LOCKERS**

SCHS retains possession of all lockers. Lockers are assigned during the school year. Students will be sold (\$5) a lock with a combination when they come in as Freshman. Office staff will always have combinations in the Main Office. Students are not to change lockers without permission and a valid reason. Lockers are to be locked at all times. Locker inspections are held at various times during the year. The student will be held responsible for any damage done to the locker assigned to him/her. The High School will not be responsible for any items lost or stolen out of unlocked lockers. Please make sure you keep your hall locker and PE locker LOCKED at all times. If your locker does not lock, contact the office immediately. Locks along w/ their combinations returned at the completion of a student's Senior year will receive their \$5 back.

## **LUNCH**

There is a CLOSED lunch in effect at SCHS. **Students will only be able to check out during lunch time (5<sup>th</sup> period) if a parent or immediate family over 18 comes into the building and signs them out.** We will eat in three shifts during fifth period. Students will have about 30 minutes to eat. **Students MUST have their ID card when they go through the lunch line.** Students will be encouraged to proceed through the lunch line as quickly as possible so that all students will have ample time to eat. When finished eating, students are to remain in the lunch room until they are dismissed to their classroom. Students will eat in the cafeteria and will be allowed to eat in the courtyard as long as it is not a distraction to students in FACS class. Students will have an account for lunch that they will need to put money into on a regular basis in order to purchase lunches. All items purchased through the ala carte line will be on a CASH ONLY basis. Students will not be allowed to charge ala carte items.

## **MEAL CHARGES**

The maximum number of meal charges shall be ten (10) meals. Once the limit of 10 is reached, the students/adults must bring their own lunch or provide cash to purchase their daily meal. No substitute meals will be provided. It shall be the responsibility of the Food Service Division to communicate directly with the families concerning the bills that need to be paid and the collection of the same. Students designated as "free" will continue to be served. "Reduced lunch" students will be responsible for the daily reduced amount once the limit of 10 meals has been reached. Students and respective families are responsible for all past and current bills.

## **OUT OF TOWN ACTIVITY TRAVEL**

Any student representing Scott Community High School in any activity that involves out of town travel must ride in a school sponsored vehicle. Special permission for a student to ride to or from a school sponsored activity not in a school sponsored vehicle must be granted by the Principal and/or Assistant Principal/Activities Director at least one day prior to the trip, except in unusual circumstances. If an Administrator allows a student to ride in a vehicle other than a school-sponsored vehicle, that student must turn in to the Activities Director a PRIVATE TRANSPORTATION FORM, which can be picked up in the office. This form must be signed by their parent or guardian specifying that the student has permission to do so and with whom he/she will be riding. THIS NOTE SHOULD BE RETURNED TO THE ACTIVITIES DIRECTOR NO LATER THAN 24 HOURS PRIOR TO THE TRIP. This procedure must be followed for each trip. If a student fails to do this, he/she will be required to ride on the school sponsored vehicle.

## **PLAGIARISM**

Plagiarism is:

1. not citing the source for words or ideas which are not your own;
2. incorrect documentation in the body and in the works cited;
3. carelessness or sloppiness in the research which results in faulty documentation;
4. use of purchased or acquired papers;
5. submission of work not prepared during the semester in which it was assigned.

Punishment for plagiarism:

1. First offense will result in a failing grade on the particular assignment and a parent phone call will be made;
2. A second offense in the same class will result in loss of credit for that semester class.

## **PLANNING for COLLEGE**

Four year colleges usually recommend students complete certain college preparatory courses while in high school. To qualify for admission to a Kansas Regents University (Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas, and Wichita State University) students must meet one of the following requirements:

1. Complete the pre-college curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale; or
2. Achieve an ACT score of 21 or above; or.
3. Rank in the top one-third of your high school graduating class.

## **PUBLIC DISPLAYS OF AFFECTION**

It is quite natural for young men and women to be attracted to one another while at school. Some displays of the affection one feels for your boyfriend/girlfriend are acceptable. Holding hands is an acceptable sign of your feeling that may be appropriately displayed at school.

However, there are other behaviors that, while natural and loving extensions of your feelings, are just not appropriate to the setting of a school. Kissing, walking with your arms around each other, sitting on each other's lap, intertwining arms and legs while sitting, lying together, or hands stuck in each other's pockets are examples of inappropriate behavior. Please refrain from expressing these more ardent behaviors at school.

If observed, the first time you will both be warned; the second time, the help of your parents will be solicited through a suspension pending parent conference.

## **QUIZ-OUT OPTION**

Students in grades 9-12 in Unified School District #466 shall be afforded the opportunity to quiz-out of course work which may include, but not necessarily limited to, the areas of English and Math. In order for the student to be afforded the quiz-out opportunity, the following guidelines and requirements must be understood and agreed to by all persons involved:

1. The specific course in which the quiz-out opportunity will be provided must have permission of the High School principal or his/her designated representative, the teacher of the course in which the quiz-out will be attempted, the student's parent/custodial guardian, and another teacher selected by the committee.
2. The quiz-out opportunity shall be limited to a maximum of two (2) courses during a school year.
3. If the quiz-out option is successfully completed by the student, he/she will be required to take another elective course, offered at Scott Community High School or an accredited Independent Study Course within the school setting. No more than two (2) Independent Study Course credits will be accepted toward graduation requirements.
4. The quiz-out test will be designed and formulated by the classroom teacher of the course to be attempted. The final score and grade will be determined by the classroom teacher. The amount of credit received will be determined by the high school principal.
5. In order to pass the quiz-out examination, the student must have a minimum grade of an "A". The letter grade "A" will be recorded on the transcript.
6. All attempted quiz-out examinations must be completed within the first five days of school.
7. Special Education students with an approved IEP for quiz out possibilities will supercede the above listed policy criteria.

## **RESPECT AND COURTESY**

**The displaying of respect and courtesy toward teachers, school employees, visitors, and fellow students is a hallmark of a good school. Each of us, student and adult alike, should show consideration and compassion for the feelings of others.**

While you may not always agree with the decisions made by your teachers, or the administration, it is a sign of maturity and class to be able to express your disagreement in a respectful way. Referring to teachers or school employees by their first names is a sign of disrespect and should be avoided.

Persistent rudeness, or verbal insubordination, whether expressed by the use of profanity, a smart aleck tone of voice, gestures, or other ways, will result in disciplinary action for the offender. Appropriate punishment will be suited to the offense.

## SCHEDULE OF THE DAY

Zero Hour	7:05 am – 7:55 am
1 <sup>st</sup> Period	8:00 am – 8:50 am
2 <sup>nd</sup> Period	8:55 am – 9:45 am
3 <sup>rd</sup> Period	9:50 am – 10:40 am
(IPS Time)	10:45 am – 11:10 pm
4 <sup>th</sup> Period	11:15 am – 12:40 pm
5 <sup>th</sup> Period	12:45 – 1:35 pm
6 <sup>th</sup> Period	1:40 pm – 2:30 pm
7 <sup>th</sup> Period	2:35 pm – 3:25 pm

## LUNCH SCHEDULE

1 <sup>st</sup> Shift	– 11:10 pm – 11:40 am
2 <sup>nd</sup> Shift	– 11:40am – 12:10 pm
3 <sup>rd</sup> Shift	– 12:10 pm – 12:40 pm

## SCHEDULING COURSES

Pre-enrollment for 8th, 9th, 10th, and 11th grade students occurs in the early spring. Students and their parents are asked to consider courses in light of a four-year course of study. Students will be held to the courses in which they pre-enroll as much as possible because the master schedule is built based on pre-enrollment data.

Changes to pre-enrolled courses may occur during enrollment days and the first few days of the semester. A good reason for wanting to change courses is a prerequisite for consideration. After the first week of the semester, no one is allowed to change courses without special permission from the principal.

Following, you will find the necessary “Units to Graduate” schedule which helps understand the state qualified admissions standards.

## SCHS GRADUATION REQUIREMENTS

Students must complete and pass 24 credits and fulfill community service requirements in order to be eligible for Graduation and to receive their high school diploma at the Graduation Ceremony.

<b>English</b>	4 Credits English I, II, III, IV
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\*College English I &II during the senior year in place of the prescribed English IV course.

<b>Social Studies</b>	3 Credits American History is required American Government/Economics is required
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<b>Math</b>	3 Credits
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<b>Science</b>	3 credits
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<b>Physical Education</b>	1 Credit
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PE/Health is required

<b>Computer Tech</b>	1 Credit
<b>Speech</b>	½ Credit
<b>Fine Arts</b>	1 Credit
<b>Practical Arts</b>	1 Credit
<b>Additional Credits (Electives)</b>	6 ½ Credits for a sum of <b>24 total credits</b>
<b>Additional Requirements</b>	20 hours community service (5 per year)

### **Other Requirements**

With the transition to the new Kansas College and Career Readiness standards, new assessments will be in place for the school years 2013-14 and 2014-15 in math and reading. With that in mind, students who do not meet the expected state score level on the math and reading state assessments may be required to take additional math and reading courses their junior and or senior year. Incoming freshman whose scores do not meet the expected score level may be enrolled in either reading proficiency 9 or math proficiency 9 or both. These are in addition to the other classes that students are expected to take.

### **SCHS ACTIVITIES ELIGIBILITY and ATTENDANCE**

The rules of eligibility and attendance pertain to all SCHS students who participate in any/all activities offered at SCHS. If participation in an activity is linked to a class grade, (band, vocal, etc.) the individual may perform in those events.

1. An eligibility report will be run at 10:00 am every Monday morning generating a list of students with failing grades.
2. The eligibility of any student is based on the grades recorded from the beginning of the nine weeks up to and including Saturday of the particular week.
3. A student's grade will start over each nine weeks for each class.
4. Eligibility lists will be run @ 10:00 a.m. on the Monday of the third full week of each nine weeks.
5. If a student is failing in one or more classes in a given week, then he/she will be placed on one-week probation, during which he/she may practice and compete in SCHS activities. Notification will be made to parents each week when a student is on the list on Monday.
6. If the same student is failing one or more classes the next week, they will receive an additional week of probation as long as they attended the Assisted Studies Program (ASP) the previous week. If they did not attend, they will be considered ineligible and will not be allowed to compete in SCHS activities.
7. Student eligibility will carry over from one activity season to the next.
8. A student will remain ineligible until the following Monday at which point

a new list will be run at 10:00 a.m.

9. Students shall be eligible to participate or compete only if they are present **all day** at school the day that they are to participate or compete. **Only pre-approved, with written confirmation, doctor/medical appointments will count as school attendance.**
10. Unexcused absence makes a student “not in good standing” and therefore ineligible for the next play date.
11. Any type of suspension will deem the student ineligible for attendance at activities or competition in them for the duration of the suspension and until they return to class.
12. Circumstances may require exceptions to these rules by the principal.

### **STUDENT GRIEVANCE POLICY**

Each pupil in his/her own behalf or through his/her parent(s) or legal guardian has the right to present a grievance over alleged violations or rights. It is assumed that an effective, prompt grievance procedure will provide not only a legitimate alternative to disruptive or illegal behavior, but will also provide for a constructive review of academic concerns. Further, it will provide a method whereby any alleged act(s) or discrimination due to a student’s sex or race may be reviewed. No pupil shall be subject to reprisal or discrimination by reason of his/her participation in a grievance procedure.

Decisions on suspension or expulsion shall not be subject to this grievance procedure, but rather according to the policy on suspension and expulsion.

The following are the steps in a formal grievance.

1. Whenever possible, the pupil’s first effort to resolve the issue being grieved (with or without a parent) shall be with the staff member with whom the problem exists.
2. If the issue is not resolved, the pupil and/or parent(s) shall meet with the principal or his/her designee and staff member, if appropriate, to resolve the problem within ten (10) school days after the occurrence of the incident upon which the grievance is based.
3. If an agreement cannot be reached, the pupil and/or parent(s) may submit a written grievance to the building principal within three (3) school days after the pupil-principal conference.
4. The principal will render a decision on the grievance within five (5) school days of its filing. A written notice of the decision shall be mailed to the pupil and/or parent(s).
5. If agreement cannot be reached, the pupil and/or parent(s) may petition, in writing, the Superintendent of Schools that a concern exists and request a hearing on the specific issue. Such a petition must be filed within five (5) days after receiving notice of the principal’s decision.
6. If agreement cannot be reached, the pupil and/or parent(s) may petition, in writing, the Superintendent of Schools to appear at the next regular scheduled board meeting. Such a petition must be filed within five (5) days after receiving notice of the Superintendent’s decision.
7. If the decision rendered by the board is not satisfactory with the student and/or parent, the student can take the matter up with the court system.

## **TELEPHONE MESSAGES**

Messages will not be given to students during class time unless they are from a parent or employer, and then only during the **last five** minutes of class. Emergency messages from parents will be taken to the student immediately.

Use of the phone by students is allowed only by permission of the office personnel. Use of the telephone by students for any reason other than an emergency, must be done in-between classes, and office personnel will not be required to excuse students if they are tardy.

## **TOBACCO, ELECTRONIC CIGARETTES, DRUGS, and ALCOHOL**

Maintaining drug free schools are important in establishing an appropriate learning environment for the district's students. The possession, use, consumption, distribution or an attempt or intent to do the same, of alcohol, tobacco, statutorily controlled substances, marijuana, addictive drugs, performance enhancing drugs, prescription drugs that are not prescribed to the individual, or poisonous, dangerous, or injurious substances on public school property or at school activities is prohibited.

Any violation of this policy involving controlled substances will be reported to law enforcement. Any other violation of the Drugs & Alcohol policy may be reported to the appropriate law enforcement officials at the sole discretion of the Principal. Upon evidence that a student has violated the Drug and Alcohol Policy, parents will be contacted, and students will be subject to the following discipline procedures:

### **1. First Offense:**

- a. An appropriate punishment determined by the Principal up to and including short-term suspension of no more than five (5) school days.
- b. Suspension from one to two school activities or the length of the suspension at the sole discretion of the Principal.
- c. Successfully complete a drug and alcohol information class provided by youth services or Edgenuity online course. Any comparable program must be pre-approved.

### **2. Second Offense:**

- a. An appropriate punishment determined by the Principal up to and including long-term suspensions of no more than ten (10) school days.
- b. Suspension from three to five school activities school or the length of the suspension at the sole discretion of the Principal.
- c. Student must complete. Successfully complete level 1 drug and alcohol program at youth services. Any comparable program must be pre-approved.

### **3. Third Offense:**

- a. An appropriate punishment determined by the Principal up to and including expulsion from school for up to 180 school days.
- b. Suspension from all school activities for the remainder of the school year.



- c. Student must complete a drug and alcohol evaluation and follow all recommendations OR attend six (6) sessions of professional counseling related to addictions and drugs and alcohol. (Name(s) of acceptable programs are on file at the high school office.
- d. The school will refer the matter to the office of the County Attorney by letter.
- e. If the student is readmitted to USD 466 upon completion of the Third Offense, and separate student/school contract will be entered stating the conditions and terms.

\*Note. All required services will be completed at the expense of the student.

#### **TOBACCO/VAPES:**

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

Students in possession or in use of JUULs, vape pens, electronic cigarettes, or other similar devices will receive the minimum 3 days OSS, and the device will be confiscated.

##### **1. First Offense:**

- a. An appropriate punishment determined by the Principal up to and including short-term suspension of no more than 5 school days.
- b. Suspension from all school activities for the length of the suspension.

##### **2. Subsequent Offenses:**

- a. Second offense off the tobacco policy and further offenses will be considered on the levels of the alcohol/drug policy. In other words, the second offense of tobacco/nicotine is treated as a first offense of the Alcohol drug policy and proceeds from there.

**In addition**, students participating in activities shall be held accountable for the use of electronic cigarettes, vapes, alcohol, drugs, and tobacco beyond the limits of the normal school day and off school property as detailed in a separate agreement.

In the summer of 2004, the Board of Education adopted a Substance Abuse Drug/Alcohol Policy that includes random drug testing. For students to be able to participate in school-sponsored activities they must have a signed consent form on file in the office by the end of the first week of school. All students with a signed consent form could be subject to random drug testing throughout the school year. The Policy will be followed in any situation that arises with drugs or alcohol.

Possession and/or use of any tobacco product or nicotine delivery device by students is prohibited in any attendance center, in any school owned vehicle, at school-sponsored events or on the school grounds. For the purposes of this policy, "nicotine delivery device" is defined as any device that can be used to deliver nicotine to the person inhaling for the device. The

definition shall include, but is not limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

If a student is suspected by administration to be under the influence of drugs or alcohol on school premises, they will be suspended immediately. If the student denies use of drugs or alcohol, a negative screening must be presented to the principal, before the suspension will be lifted.

### **VISITORS**

Visitors are welcome at SCHS, especially parents. However, a "Visitor Pass" must be obtained from the Main Office. This helps us in the job of protecting students from strangers wandering the halls or campus.

Students from other schools may visit at your request, as long as a pass is obtained from the office at least one week in advance and the school is not in session. Parents and others are invited to regular school assemblies.

### **WEAPONS**

In the summer of 1994, the Board of Education of U.S.D. 466 adopted the following weapons policy.

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds during, before, or after school hours; on school grounds at any other time when the school is being used by any school personnel or school group; or off the school grounds at a school activity, function, or event.

This policy shall include any weapon or firearm, any item being used as a weapon or destructive device, or any **facsimile** weapon.

Possession, handling, or use of any weapon will require punishment and may include suspension or expulsion from school.

### **WORK STUDY COURSE**

1. The Work Study course is offered only to Seniors in high school.
2. Senior students may enroll in no more than two periods of Work Study.
3. Senior Work Study will **only** be offered the **2<sup>nd</sup> semester** of their senior year.
4. Work Study is considered part of the school day and all school rules apply.
5. The student is expected to find his/her own job for the Work Study course. Scott Community High School will not be responsible for finding employment for a student.
6. The student may not be self-employed.
7. The student may not work for their parents or any immediate family member.
8. The student may not work for the district office, any school office, or for any faculty/staff member in the district.

9. High School elective credit shall be awarded for the Work Study course (according to the state OJT guidelines).
10. OJT guidelines state that one hour of classroom instruction is equal to one hour of work. For example, if a student is enrolled in two periods of Work Study (a period is 55 minutes) per day, they would be expected to report for 10 hours of work for the week.
11. The program shall be organized and maintained so that students are under the direction and supervision of the school.
12. The Work Study program would fall under the same guidelines as any other class offered at Scott Community High school regarding enrollment, attendance, absenteeism, and conduct. A student must remain in "good standing" at all times to be involved in the Work Study course.
13. The employer, student, principal, and parent will all sign the Work Study employer agreement. A signed copy will be given to the student/parent and the employer. A signed copy will remain on file in the principal's office.
14. On the job attendance records will be reported by the student to the principal(s) or counselor. The student will be expected to turn in a weekly work schedule and/or an employer signed weekly time card.
15. The school principal(s) or counselor will make quarterly visits/phone calls to the job-site.
16. The school will make contact with the employer at the beginning of the semester to set expectations.
17. The school will conference with the employer at the end of each quarter and at the end of the school year when the high school credit is complete.
18. The Work Study course is a Pass/Fail course.
19. If at any time, the student is released of their duties/fired from their job, they will be immediately enrolled in an on-campus class at Scott Community High School.
20. Work Study courses can only begin within the first 5 days of the semester. A Work Study course can not begin in the middle of semester or at the quarter.
21. All sections above shall meet the Fair Labor Standards Act (FLSA) and Kansas State Department Education (KSDE) requirements.

## **SCHS ACTIVITY HANDBOOK**

### **INTRODUCTION**

The following handbook is the creation of the coaches and sponsors at Scott Community High School during the school year 1987-1988. It has been amended and updated regularly. The handbook is to serve as a guideline for rules and regulations reflecting mandates from the Kansas State Activities Association and policies and practices of the SCHS activities staff. The handbook is designed to accompany the policies of the SCHS Student Handbook and the U.S.D. #466 Board of Education Policy Handbook.

The areas taken from the KSHSAA Handbook are those items, which usually generate the most questions. The complete handbook is available in the Activities Office.

As much as possible, a consensus directed the various local rules and regulations. Due to the variety of activities and athletics covered, however, not all rules and regulations could be covered with blanket guidelines. Regardless of similarities, some of the rules and regulation remain subjective in nature and remain the "coach's discretion."

Compliance with the handbook's guidelines is a must if SCHS is to continue with the development of outstanding young student/athletes. Only by means of outstanding leadership by SCHS's coaches and sponsors can such development occur. This handbook is to accompany each coach's individual handbook. While style may change from year to year and coach to coach, this handbook shall serve as the basis of the SCHS policies.

### **SCHS ACTIVITIES PURPOSE**

Reports from the Kansas State High School Activities Association, substantiated by past national surveys, reveal that students participating in high school activities have higher academic averages and far better attendance records than those who do not participate. Of the students who drop out of high school, 94 percent have not been involved in any school activities such as athletics, music, speech, drama, student council, etc. Along with high academic averages obtained by a participating student, ACT and SAT studies have shown the best predictor of success in later life is previous participation in high school activities.

The major purpose of high school activities in U.S.D. #466 is to provide an extension of the student's education and a wholesome avenue to extend energies and talents in other than formal classroom settings. Cooperation, dedication, leadership, and other personal values are gained by students being involved in school activities. Activities and academics are equal partners in education.

### **PURPOSE OF ACTIVITY HANDBOOK**

The purpose of this activities handbook is an effort to coordinate, organize, and communicate the purpose of activities and duties to personnel and the community which U.S.D. #466 serves. Periodically, the handbook shall be reviewed by the staff and administration to assure that set procedures and duties are being followed. Coaches and sponsors have the responsibility to convey the policies and philosophies, which are discussed in this handbook to their charges.

### **U.S.D. #466 ACTIVITIES PHILOSOPHY**

Extra-curricular activities are those activities for which a student receives no letter grade evaluation. These activities typically occur outside the set classroom day. District extra-curricular activities are meant to provide opportunities to individuals and groups of individuals to develop specific skills, to provide enrichment, and to aid in personal growth in areas beyond the classroom. The ultimate goal is to extend, enhance, intensify, and motivate students to achieve in the core academic curriculum.

### **GOALS FOR U.S.D. #466 ACTIVITIES**

- \*Enhance the development of a positive self-image in every student.
- \*Enhance student pride and identification with friends, school, and community.
- \*Encourage the growth of good citizenship and respect for the property of others.
- \*Encourage students to expand their spheres of influence, experiences and social awareness.
- \*Increase student experiences in meeting challenges and coping with success and failure.
- \*Provide the opportunity for students to experience social phenomena such as public performance, cooperation, competition, teamwork, and/or interaction with fellow students and adults.

- \*Increase student morale and motivation for achievement and skills development including academic, physical, and social.
- \*Enhance and expand the learning experiences of the classroom.
- \*Encourage each student to participate in at least one co-curricular activity.

### **KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION**

Scott Community High School and Scott City Middle School are members of the Kansas State High School Activities Association, which is headquartered in Topeka, Kansas. The KSHSAA governs interscholastic activities for high schools and junior highs throughout the state and establishes rules and regulations to which each school must adhere. **NO SCHOOL OFFICIAL, COACH, SPONSOR, OR STUDENT SHALL VIOLATE THESE RULES AND REGULATIONS.** It is the coach's responsibility to keep current with the KSHSAA Handbook and manuals for the particular areas with which the coach is involved.

### **GREAT WEST ACTIVITIES CONFERENCE**

Beginning in the school term 2010-11, SCHS entered the Great West Activities Conference (GWAC) with Cimarron (2020-2021), Colby, Goodland, Holcomb, Hugoton, and Ulysses.

### **PHYSICAL EXAMINATION-PARENTAL CONSENT**

Students are not eligible to represent SCHS or to participate in interschool athletics, spirit or spirit competition groups until there is on file with the Activities Director a signed statement by a practicing physician or a registered physician's assistant certifying the student has passed on adequate physical examination and is physically fit to participate in interschool athletics or cheerleading. This statement also must be signed by a custodial parent or legal guardian, stating that the student may participate.

In the case a student does not have a parent or legal guardian, the signature of the Principal or Superintendent shall be required. Forms for married students shall be signed by both the student and his/her spouse with the statement that the student may participate.

The "Physical Examination Form" shall be completed and filed with the school prior to the first athletic practice session in which a student participates. **NOTE:** A student who practices without a physical on file in the Activities Director's office will be penalized one contest for each practice performed without a physical.

### **SUMMER, FALL AND WINTER MORATORIUMS**

The KSHSAA shall establish a consecutive five-day period (including December 25) during which time there shall be no school practice or interscholastic contests or activities.

- a. There shall be no interschool activities.
- b. There shall be no staff members present for any interscholastic activities.
- c. There shall be no staff members present for any interscholastic activity practice in activities under the jurisdiction of the KSHSAA.

There shall be no group interscholastic activity practice either on or outside school premises under supervision of school employees. School facilities shall not be used regardless of who is directing a "practice."

### **FALL ATHLETIC BUFFER WEEK**

There shall be no athletic practice, off-season conditioning, informal basketball shooting, working out on wrestling mats, etc., on or in school owned facilities during the Fall Athletic Buffer Week, Monday through Sunday. Athletic activities of this nature may not be held under the supervision of a school staff member in non-school facilities. This means a moratorium on all school-sponsored athletic activities during the week.

Gymnasiums shall not be open to the students during the Fall Athletic Buffer Week for the purpose of shooting baskets, working out with weights, etc., outside of school hours. Noon hour and physical education classes are considered part of the school day.

### **QUALIFICATIONS OF COACHES, SPONSORS, AND MUSIC DIRECTORS**

Every person employed as a coach, athletic or speech, or music director for a member school of the KSHSAA in any interscholastic activity which falls under the jurisdiction of the KSHSAA must be certified to teach in compliance with standards established by the Kansas State Department of Education. If certain needs are proven, other steps can be taken for a coach.

### **STUDENT IN GOOD STANDING**

- The student must be a member in good standing of Scott Community High School. (Administration's discretion)
- A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student is NOT in good standing.
- A student who is ineligible is NOT in good standing and not welcome to participate or attend extra-curricular activities.
- A student who uses or has in his/her possession any form of tobacco, illegal drugs, alcoholic beverages, etc., will be dealt with according to the U.S.D. #466 Board of Education Policy and is NOT in good standing.
- A student shall not be permitted to make up work after the close of the second semester, including summer school, for the purpose of becoming eligible. A "condition" or an "incomplete" shall count as failure.
- If the student competes under an assumed name, he/she shall be ineligible in all activities.

### **ENROLLMENT AND ATTENDANCE**

A student shall have been regularly enrolled and in attendance at Scott Community High School not later than Monday of the fourth week of the semester in which he/she participates to be eligible.

A student who attends one class after enrolling is considered in attendance. If a student transfers to a new school, enrolls and attends one class, as indicated above, and then goes back to the former school, the student may not become eligible until after eighteen weeks.

If a student repeats subjects previously passed and is not enrolled in at least five new subjects, those not previously passed, of unit weight, or its equivalent, then that semester does not count as a semester of attendance under provisions of the Semester Requirements Rule and would not be considered a last semester of attendance. [Such a student is not eligible to represent a school in interschool activities during a repeat semester.]

Students, who must attend eighteen weeks to become eligible, shall not participate until after they have attended classes on Monday (or the first day of school) in the nineteenth week.

Special education students attending special education programs are to be eligible for any and all activities at either their home base or their attendance center as determined by the principals involved.

There are hardship exemptions in regard to the above regulations for illness, etc., which can be handled through the Activities Director's office and the KSHSAA.

### **SEMESTER REQUIREMENTS**

A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in senior high school. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.

Attendance for fifteen days or participation in an interschool activity shall constitute a semester of attendance. The fifteen-day attendance rule applies only to those students who drop out of school all together before attending fifteen days. It does not apply to students who transfer to another school and continue their attendance.

Students, who must attend a semester to gain eligibility, shall not participate in interschool activities until after they have attended classes on Monday (or the first day of school) in a new semester.

### **AGE REQUIREMENTS**

Any student who reaches age nineteen on or before September 1 shall be ineligible for interscholastic activities. Any student who reaches nineteen after September 1 shall be eligible for the remainder of that school year.

### **TRANSFER**

Transfers will be handled with various possibilities as they arise and according to the KSHSAA guidelines.

### **UNDUE INFLUENCE**

The use of undue influence by any person to secure or retain a student, his/her parents or guardians, as residents, shall cause the student to become ineligible for a period subject to the determination of the Executive Board of the KSHSAA and shall jeopardize the school's standing in the Association.

At all times, we will also avoid local "undue influence" between activities. "Recruiting" of students not involved in an activity is encouraged. "Recruiting" of students already involved in a same-season activity will not be acceptable and will be dealt with as necessary. ALL SCHS COACHES AND SPONSORS ARE EXPECTED TO SUPPORT THEIR COLLEAGUES AND THE PROGRAMS THEY DIRECT.

### **AWARDS**

Member schools may provide awards limited to traditional letters to students participating in interscholastic activities. TEAM patches, chevrons, and/or year dates are considered as part of the letter, should the school desire to provide them. Students may purchase INDIVIDUAL patches, T-shirts, jackets, etc., through the school at the current market value of such items.

In lieu of the above, schools may give substitute award, excluding cash or merchandise, if the cost does not exceed \$25.00.

Framed or unframed certificates and photographs may be given and would not be considered awards, per se. These may be given over and above the traditional letter or substitute award.

Member schools may award medals, ribbons, or certificates to their students for outstanding achievement where interschool activities is but one of several attributes and includes recognizing excellence in scholarship, citizenship, or leadership.

Member schools may award medals or ribbons to their students in league activities, invitational tournaments, music festivals, or other activities involving competition among several schools. A list of the awards to be given shall be announced to the participating schools in advance of the activity.

Member schools shall not be involved in fund-raising or in financing students to attend outside school-training sessions, tryouts, or camps in competitive athletics and debate.  
**BOOSTER CLUBS ARE CONSIDERED SYNONYMOUS TO SCHOOL.**

Member schools may not allow their interscholastic coaches and directors to accept gifts from any source(s) (accumulative per year, valued at not more than \$100) in recognition for their services.

#### **AWARDS: OUTSIDE AGENCIES--SCHOOL PARTICIPATION**

No student shall accept an award from outside agencies, as it relates to participation in interscholastic activities.

Organizations may honor and recognize students with dinners, programs, paper certificates, and unframed photographs for their participation in interschool activities.

In keeping with the policies of the KSHSAA Executive Board, contributions for the purchase of equipment or other items shall be made through the local school authorities.

Schools shall not accept awards for interscholastic activities from outside agencies, unless approved by the Executive Board.

Students who participate in athletic activities, outside of interscholastic competition, shall not accept awards of cash or merchandise. Medals and trophies similar to those awarded by the KSHSAA and T-shirts shall not be considered merchandise.

#### **AMATEUR**

A student may receive pay for teaching activities such as swimming, lifesaving, golf, tennis, wrestling, basketball, dancing, baseball, etc., provided he/she confines the work to teaching skills.

A student may not receive pay for coaching teams or individuals involved in competition.

A student may receive pay for officiating athletic contests.

#### **OUTSIDE COMPETITION**

A student, who is a member of a school athletic, scholars bowl, or debate squad, may not participate as a member of an outside team or as an independent competitor in the same sport.

A student, who is enrolled in school at the start of a season of sport, must be a member of the squad for the majority of the scheduled varsity contests, in order to be eligible for post-season competition.



A student becomes a member of a school squad when he/she first participates in a practice session. The student ceases to be a squad member after his/her last contest for the school in that sport or when the membership on a squad is terminated.

#### **ANTI-TRYOUT AND PRIVATE INSTRUCTION**

A student shall not participate in training sessions or tryouts held by colleges or other outside agencies in a sport while he/she is a member of a school athletic team in that identical sport.

A student may receive private instruction from non-school employees. EXCEPTION: During the time the student is a member of a school athletic squad, starting with the first day of school practice and ending with the last day on the squad, he/she may not take part in any group sessions nor receive group instruction from a non-school employee.

NOTE: A group is defined as two or more individuals or students. A non-school employee is defined as an individual not employed by the student's home school or Board of Education.

#### **SEASONS OF ACTIVITIES**

Participation in a sport for any length of time, even though it may be only a part of one game, shall constitute a season. Again, at SCHS, the student may switch activities corresponding in seasons if he/she does so before the first competition date.

During the school year, schools (coaches and coach's aides) may not conduct practices or coach students prior to or after the close of any season. Coaches may not practice or compete with or against students during the school year prior to or after the close of any season. (Following a season, seniors may be exempt from this rule.)

NOTE: Coaches are permitted to check out equipment, distribute physical examination cards, and assign lockers without violating the standards.

Prior to the opening practice dates, there shall be no called or scheduled meetings where instruction is a part of the program.

Interschool scrimmages (practices) in all activities shall be prohibited.

The final date for school practice or competition in all athletics shall end on the date the state championship series is scheduled.

#### **DUAL SPORT PARTICIPANTS**

A student shall participate in multiple sports if they have a written consent form filled out and signed by both coaches and the student. The form can be picked up from the Activities Director.

#### **CHANGE OF SPORT IN MID SEASON**

A student shall be allowed to change sports mid season if and only if competition has not yet begun. A student that chooses to change sports must have a written consent form filled out and signed by both athletic coaches and the student. The form can be picked up from the Activities Director.

#### **UNIFORM CHECK-IN**

All uniforms, equipment, etc. from the previous sport or season must be turned in or paid for before **participation in the next sport or activity will be allowed**. Head coaches will be responsible for keeping track and reporting missing equipment and uniforms to the Activities Director immediately following the season.

## **INDIVIDUAL ACTIVITY AREAS**

### **BASEBALL KSHSAA Rule 32 & SOFTBALL KSHSAA Rule 39**

No student or team shall participate in more than twenty games (to be played within ten dates) in interschool competition during a season, exclusive of the state championship series. Only ten of the twenty playing dates shall involve school time.

### **BASKETBALL KSHSAA Rule 33**

Beginning with the Saturday before Memorial Day, concluding with the Saturday of school calendar week #2 basketball coaches/coaches aides are permitted to coach athletes from their school squad.

A basketball coach may be present only as an observer, participant or staff member at summer camps as long as the attendance of athletes he or she would be coaching the succeeding season does not make up more than ten percent of the total camp enrollment. The coach may not administer or organize the camp.

In addition to the above, a basketball coach may organize and administer a one-week (per sport) camp for his/her players only if KSHSAA guidelines are followed. (Rule 33, Article 4b, 1-6).

No more than three players from the same squad may play on an outside team prior to, or after the termination of the season. Participation by more than three squad members on the same team shall make them ineligible for the remainder of the school year and any further junior and senior high school basketball, unless reinstated by the Executive Board.

Any student, who has been out for a fall sport, shall not start practice until after the team on which he or she competed or had membership has completed its season.

NOTE: A participant is considered as having completed such season if he or she does not qualify for entry in the state championship series or does not continue on the squad when the team advances to the state championship series.

A coach shall not work with individuals in any form of basketball drills or practice prior to the beginning practice date.

No player shall participate in more than five game quarters a day. Overtime periods are considered part of the fourth quarter. (EXCEPTION: In senior high tournaments, a player may participate in two games a day. Participation in a game for any length of time constitutes one game of the twenty allowed. Shortened quarters are still quarters.

NOTE: A player who participates in more than the limit shall be charged with playing in two of the total games that student is allowed during one season and disqualified for further play that day.

### **CROSS COUNTRY KSHSAA Rule 34**

No member school shall participate in a meet until it has had 14 days of training.

No student representing a member school shall participate in more than seven meets during a season, exclusive of regional and state meets.

### **FOOTBALL KSHSAA Rule 35**

No school shall be represented in a game with any outside team or group, until it has had 14 days of training. Jamboree's will be permitted starting the 2019 football season.

Each individual player shall participate in at least nine full days of practice before his first game.

The MAJORITY of the squad members shall participate in each full practice session before it is considered a full day of training.

Not more than six players from the same senior high school squad shall play on an outside team prior to or after the termination of the football season.

Beginning with the Saturday before Memorial Day, concluding with the Saturday of school calendar week #2 football coaches/coaches aides are permitted to coach athletes from their school squad.

A football coach may be present only as an observer, participant or staff member at summer camps as long as the attendance of athletes he or she would be coaching the succeeding season does not make up more than ten percent of the total camp enrollment. The coach may not administer or organize the camp.

In addition to the above, a football coach may organize and administer a one-week (per sport) camp for his/her players only.

No games shall be played except those scheduled by and entirely under the control of the principals of the competing schools or the Executive Board.

Each senior high team is limited to a maximum of nine regular season games during the season. No student shall participate in more than two games per week and may not participate in more than four quarters in any one day. NOTE: While this rule does not limit a player to an absolute maximum of nine regular season games, including first team and reserve team contests, care should be taken to protect the health and physical well-being of all participants.

### **GOLF KSHSAA Rule 36**

A school shall not participate during the school year and in summer competition. A school shall declare its choice in advance.

No student representing a member school shall participate in more than eight days of interschool competition during a season, exclusive of regional and state tournaments.

Nine holes on one day combined with nine holes on another school day, will count as only one day of the allowed number of competitions, provided no loss of instructional time takes place for competition and/or travel.

On those days when school time is used, only two matches or tournaments may start prior to 3:00 P.M. central time, as outlined by the KSHSAA.

The Executive Board has the authority to revise the participation regulations and to establish regulations for outside tournament competition.

### **SOFTBALL KSHSAA Rule 39**

No student or team shall participate in more than 20 games of interschool competition during a season.

### **TENNIS KSHSAA Rule 41**

A school shall not participate during the school year and in summer competition. A school shall declare its choice in advance.

No student representing a member school shall participate in more than eight days of interschool competition during a season, exclusive of regional and state tournaments.

Two dual meets may be substituted for one day of tournament competition, provided no loss in instructional time would take place for competition and/or travel.

No student may represent a school in both singles and doubles matches.

#### **TRACK AND FIELD KSHSAA Rule 42**

A student may not run a race of more than two miles, 3200 meters.

No student representing a member school shall participate in more than eight track meets during a season, exclusive of regional and state meets.

On those days when school time is used, only two competitions may start prior to 3:00 p.m. central time.

#### **VOLLEYBALL KSHSAA Rule 43**

No more than four players from the same school's squad shall play on an outside team prior to or after the termination of the season.

Beginning with the Saturday before Memorial Day, concluding with the Saturday of school calendar week #2 volleyball coaches/coaches aides are permitted to coach athletes from their school squad.

A volleyball coach may be present only as an observer, participant or staff member at any summer camps as long as the attendance of athletes he or she would be coaching the succeeding season does not make up more than ten percent of the total camp enrollment. The coach may not administer or organize the camp.

In addition to the above, a volleyball coach may organize and administer a one-week (per sport) camp for his/her players only.

No team or girl representing a member high school shall participate in more than ten days of competition and no tournaments; or nine days and one tournament; or eight days and two tournaments; or seven days and three tournaments; during the regular season. KSHSAA post-season tournaments are not included in these numbers.

NOTE: A tournament is defined as competition in three or more matches per day. Quadrangulares are not considered as tournaments.

Boys may not compete on a girl's regional, sub-state, or state tournament team.

#### **WRESTLING KSHSAA Rule 44**

No school-organized spring practice or school-organized summer wrestling camps shall be permitted.

A wrestling coach may be present only as an observer, participant, or staff member at summer camps as long as the attendance of athletes he or she would be coaching the succeeding season does not make up more than ten percent of the total camp enrollment. The coach may not administer or organize the camp.

In addition to the above, a wrestling coach may organize and administer a one-week (per sport) camp for his/her players only.

No student shall participate in more than three matches in any one day in multiple dual-type events.

A student, who has been out for a fall sport, shall not start practice until after the team on which he competed or which had membership in a fall sport, has completed its season.

NOTE: A cross country or football participant is considered as having completed such season, if he does not qualify for entry in the state cross country meet or is not continued on the squad when a team advances to the football play-off series.

All school practice and competition shall be confined within the opening practice date and the state championship tournament

No student representing a member high school shall participate in more than eleven days of wrestling competition during a season, or more than 18 events and no more than 30 competitions, exclusive of the state championship series. NOTE: All multiple dual events and one-day tournaments except double duals and triple duals when utilizing two mats shall be scheduled after 4:30 p.m. on Friday or on Saturday. Two-day tournaments shall be scheduled on Friday and Saturday.

### **MUSIC KSHSAA Rule 46 (See KSHSAA Handbook)**

#### **SPEECH, DEBATE, FORENSICS, DRAMATICS KSHSAA Rule 47**

A debate coach may be present only as an observer, participant, or staff member at summer camps as long as the attendance of debaters he or she would be coaching the succeeding season does not make up more than ten percent of the total camp enrollment. The coach may not administer or organize the camp.

Schools shall not be involved in fund-raising or in financing students to attend outside school-training sessions, tryouts or camps on debate.

No student may represent his or her high school in more than seven\* competitive debate events, either invitationals or duals, including league and out-of-state tournaments, exclusive of the regional and state debate tournaments. \*Each student can participate in an eighth competition if his or her school hosts a league or invitational tournament.

#### **SPIRIT and SPIRIT COMPETITION GROUPS (CHEERLEADERS, DANCE/DRILL TEAMS, POMPON SQUADS, FLAG TEAMS) KSHSAA Rule 48**

Spirit groups shall be allowed a maximum of two in-state or out-of-state member-school sponsored contests festivals, and/or workshops, and/or clinics during each school year, exclusive of summer camps/clinics, or the KSHSAA Fall Spirit Spreader Clinics. It is understood that the host member school may obtain outside clinicians.

A group attending these festivals, workshops, and/or clinics may be rated and may receive oral and/or written critiques, but shall not be ranked. For such ratings they may receive trophies for the school. Individual participants may be awarded certificates, ribbons, and/or medals.

The building of "pyramids" or "mounts" by cheerleaders, pom-pom squads, and similar groups is prohibited if such formations are more than two participants in height.

The pyramid or mount building is defined as any individual or individuals not in contact with the floor or surface must be supported by one or more individuals who are in direct contact with the floor or surface.

This, in effect, prevents a pyramid more than two individuals in height and is designed to minimize the possibility of serious accident and/or injury. All basket catches are prohibited.

Spirit competition groups shall be allowed a maximum of four in-state and/or out-of-state spirit competition events approved by the KSHSAA Executive Board and the out-of-state high school associations, except that should a member school host a spirit competition event, they may participate in five which includes their host event during each school year.

#### **STUDENT COUNCIL KSHSAA Rule 50**

The KSHSAA shall be the official agency representing member high schools in all Student Council activities.

#### **SCHOLARS BOWL KSHSAA Rule 51**

Students representing their schools in academic contests shall be required to meet the same qualifications as those representing their school in all other interscholastic activities.

It is recommended academic contest competitions be held on Saturdays or after 3:00 P.M. central time on school days.

Competition shall not begin prior to November 1. It shall culminate with the State Scholars Bowl championship on a date determined by the Executive Board. No student may participate in more than eight Scholars Bowl competitions per year. On those days when school time is used, only two competitions may start prior to 3:00 P.M. central time.

NOTE: Scholars Bowl competition is defined as follows: Any team academic contest in which the subject matter of at least two of the five academic disciplines required by the State Board of Education for high school graduation are used for questions.

Exceptions: Those vocational and technical events or activities which are approved and governed solely by the Kansas State Department of Education such as the vocational and technical education student organizations of DECA, FFA, FHA-HERO, FBLA, OEA and VICA.

#### **RULE 52 - CITIZENSHIP AND SPORTSMANSHIP - PHILOSOPHY**

Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

- Be courteous to all, participants, coaches, officials, staff, and fans.
- Know the rules, abide by and respect the official's decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team, and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.

#### **SCHS RULES AND REGULATIONS**

The student must be a bona fide student in good standing. If he or she is on any kind of suspension, the individual cannot practice or participate.

### **PROBATION/INELIGIBILITY:**

In Student Handbook, see information concerning the Assisted Studies Program. Activities persons follow the regular SCHS eligibility policies.

### **TOBACCO/DRUGS/ALCOHOL**

The use of tobacco, alcohol, and chemical substances will not be tolerated. The KSHSAA Handbook further defines this stand. The penalty is defined in the separate drug and alcohol policy that each student athlete is required to sign to participate in extra-curricular activities.

### **APPROPRIATE DRESS:**

Keeping in mind that our activities people are presenting SCHS at home and on trips; appropriate dress is emphasized and will fall in accordance with the Student Handbook.

If found in violation of one or more of the above, the participant will be sent home to change their attire before competing and/or traveling to compete for SCHS.

### **ATTENDANCE**

Students shall be eligible to participate or compete only if they are present **all day** at school the day that they are to participate or compete. **Only pre-approved, with written confirmation, doctor/medical appointments will count as school attendance.**

The participant must be in school the morning after a weekday event unless previously scheduled for a legitimate appointment. The participant is also to be in class on Monday mornings after week-end events unless under the same listed circumstance. Monday morning absences will be checked to see if a pattern has developed in regard to the participant's absences.

### **TRAVEL**

Every student riding on district vehicles at any time during the course of the school year must have on a file a signed "Student School Activity Permit".

While traveling on district trips, students are expected to act in a positive responsible manner at all times. If the participant is to dress at the visitor's facility, he/she is expected to dress for the trip in a way that will bring no discredit to his/her fellow students, school, or district. While on the bus, he/she will keep hands inside the bus, say nothing to passing motorists or pedestrians, and talk and act in such a manner that will not disturb the bus driver. No food will be eaten on the bus unless the coach/sponsor has gained prior permission from the driver.

Any time students are either representing the school or accompanied by teachers or coaches, or both, such students and their coaches or sponsors shall be transported in school-provided vehicles unless specific arrangements have been made with the building Principal or Activities Director at least 24 hours in advance of the activity.

Students participating in school events or school activities are not to be transported in private vehicles without the expressed, written consent of the building Principal or Activities Director. A request form for such a travel situation must be made to the building Principal or Activities Director at least 24 hours ahead of departure.

All student groups participating in school-approved activities must depart from the school grounds and return to the school grounds as normal procedure. Responsibility of the district for safety of students begins at the point of departure from the school premises and

ends at such time that the students are released from the school premises after returning from the activity.

Coaches or sponsors are to remain with students at the school until all students have departed the grounds or have been picked up by parents or guardians or those designated by parents or guardians.

Sponsors or coaches may require that students travel as part of the school sponsored group. In such cases, sponsors may feel a need for the student to be a part of the group for instruction, purposes of enthusiasm, team spirit, and unity for a specific activity. The wishes of the sponsor/coach are given priority unless emergency approval has been given by the building Principal or Activities Director. Emergency situations shall be presented to the Principal or Athletic Director for approval.

Students may be permitted to return from a school activity with their parents. For such a situation, approval must be made 24 hours in advance and a "PRIVATE TRANSPORTATION REQUEST FORM" must be signed on record with the office.

In all cases, students participating in school-approved activities, regardless of the means of travel to and from, will abide by school district rules and regulations concerning dress and behavior.

Students who miss school transportation will not participate in the given activity. The student will be dealt with on an individual basis by the coach/sponsor.

During all state competitions, all participants will travel by way of school transportation to and from the activity. This area has been revised in the fall of 1994. Permission can now be granted for travel from state events. See the Student Handbook.

#### **STAFF TRANSPORTATION**

School vehicles will be provided for coaches and sponsors who have a responsibility and/or need to attend school-related events, including those recognized by the Board and KSHSAA. This policy includes sponsoring students and assigned, official school business.

#### **TRANSPORTATION AND PROCUREMENT PROCEDURE**

All transportation requests shall be requested through the Activities Director ON THE THURSDAY PRIOR TO THE MONDAY OF THE WEEK OF THE REQUEST.

All individuals riding in school vehicles will wear available seat belts.

#### **ACKNOWLEDGEMENT OF RISK**

Each athletic participant must have on file an "Acknowledgement of Risk" paper stating that he or she has been told of the possibility of injury in a particular activity.

#### **INDIVIDUAL AREA HANDBOOKS**

Each individual activity is to have its own "handbook" containing specific requirements for the activity, including training rules, lettering policies, expectations, etc.

The handbooks are to be approved by the Principal before distribution, and copies must be on file with the Principal and Activities Director.

#### **HEAD COACH'S RESPONSIBILITIES**

It shall be the responsibility of the coaches and sponsors to make sure all policies and regulations of their activities, U.S.D. #466, and the KSHSAA are carried out. Eligibility and attendance must be primary concerns for youngsters to participate.



The head coach or sponsor of all SCHS activities is to coordinate, organize, and communicate the purpose of his/her program to the students, faculty, administration, staff, Board of Education, and community.

He/she is to delegate and communicate with his/her assistants as to what is expected of them and what specific duties they will have.

He/she is to delegate and communicate the responsibilities and expectations to the Middle School coaches in the same activity.

He/she is to work closely with his/her assistants and other building personnel in the same activity to create like goals and smooth communications.

He/she is to work to make the other coaches feel very much a part of what is being accomplished.

He/she is to maintain a current inventory of equipment for which he/she is responsible.

He/she is to work with the Activities Director on matters of budget, transportation, and coordination of his/her program.

He/she is to cooperate with the custodial staff and work with the Activities Director and Head Custodian in preparation of areas for his/her activity.

He/she is to report competition scores to the Activities Director and all news outlets.

He/she is to check the Eligibility Report every Monday morning to see if any of his/her participants are in need of special classroom help. The head coach is to make sure the student follows the Assisted Studies Program format as described in the Student Handbook.

He/she is to keep updated on his/her budget and IS NOT TO ORDER EQUIPMENT, UNIFORMS, OR OTHER BUDGET GOODS WITHOUT USING THE APPROPRIATE MEANS (FORM A OR PURCHASE ORDER) BEFORE THE MATERIALS ARE ORDERED.

The head coach is to travel to and return from school events on school transportation.

#### **ASSISTANT COACH'S RESPONSIBILITIES**

The assistant coach is to work closely with his/her head coach and handle his/her delegated duties.

He/she is to work with the head coach on matters of communication and cooperation.

He/she is to be an extension of the head coach.

The assistant coaches are to travel to and return from school events on school transportation.

#### **FOOD ALLOWANCES**

At times various booster clubs can provide extra dollars to help with feeding activity participants. When this occurs, THE MONEY IS TO BE GIVEN TO THE SCHOOL DESIGNATED FOR A PARTICULAR PURPOSE and then will be allotted to the designated group. This is in order to follow KSHSAA guidelines. For STATE competition only, students will be allowed \$8.00 per meal.

#### **OVERNIGHT LODGING**

When overnight travel is necessary, the school will provide the lodging. Arrangements will be taken care of primarily by the Activities Director. Ordinarily, SCHS has set places to stay that we have used in the past. Accommodations are chosen in regard to location to site of performance and cost; several give special rates for school functions.

During check-in at motels/hotels, the coach/sponsor is to make a composite list of who is in what room for the motel's information as well as the coach's/sponsor's. Prior to departure

for an event, cover the rules and expectations with the participants. After checking all rooms, be aware of any previous damage to particular rooms. Notify participants. Check with management of any possible problems. **BE SEEN. UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE LEFT AT A MOTEL/HOTEL UNSUPERVISED.**

Settle all bills with management as arranged. Make a final check of the rooms before leaving. Show appreciation to the management for cooperation.

After the completion of any state competition, students and sponsors will leave that community. If completion time creates a traveling risk for students and sponsors, members will be allowed to spend that night at a location known only by the sponsor in charge. The team will then return home as soon as possible the next morning.

### **MARRIED/PREGNANT PARTICIPANTS**

Once pregnancy is determined, activity participation will be allowed only with the signed approval of the participant's physician.

Married students and students who are parents will be permitted to participate in school activities including extracurricular activities.

### **REHEARSAL AND PRACTICE SCHEDULES**

All practice schedules, rehearsals, etc., must be approved by the administration. Saturday practices (and in rare instances, Sunday practices) are discouraged and never mandatory for participants. When there are Saturday practices, participants who cannot attend will not be punished or otherwise threatened with the loss of performing time. Wednesday night is "church night", and practices, etc., should end by 6:00 p.m. We do have some "understandings" with the local churches to allow for a minimal number of Wednesday evenings to be used, and our intent is to cooperate with the churches in return for their cooperation.

### **STUDENT CONFLICTS IN EXTRACURRICULAR ACTIVITIES**

Individual students who participate in several extracurricular activities could end up in a situation creating a conflict of obligations. SCHS attempts to offer each individual the opportunity to be involved in a wide range of learning experiences and will therefore make every effort to not schedule events on top of each other.

Students themselves must take responsibility in avoiding continuous conflicts. **PRIORITIES MUST BE SET.** Part of the responsibility involves keeping coaches/sponsors notified.

When a conflict arises, the sponsors/coaches need to work out a solution to the student does not feel he/she is in a helpless situation. If a solution cannot be worked out, the Principal and Activities Director will make the decision based on the following:

- \*The relative importance of event.
- \*The importance of each event to the student.
- \*The relative contribution the student can make.
- \*How long each event has been scheduled.
- \*Talk with parents.
- \*Guidelines from the KSHSAA.

Once the decision has been made and the student has followed the decision, he/she will not be penalized in any way by either faculty sponsor or coach. If it becomes obvious that a

student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

The following KSHSAA rule must be taken into consideration when solving some conflicts: Athletic events for any student who has been or is a member of a large instrumental or vocal ensemble are not approved prior to 6:00 p.m. on a school day of Regional or State Music Festivals if these ensembles are entered in the festival. This applies only on the school day a school's music festival is scheduled for large instrumental or vocal ensembles. (Rule 28: Section 1, Article 1).

### **USE OF FACILITIES AND EQUIPMENT**

When outside groups wish to use school facilities, they must obtain permission from the Activities Director or Principal. Church and music groups will begin the process at the BOE Office with the Superintendent. A fee may be charged to outside groups and charges will be determined by the Board of Education.

School functions have priority for use of facilities and equipment.

School equipment should never leave the building or school grounds without written permission from the building Principal and will require a sign-out agreement.

Because of liability and the possibility of injuries, qualified personnel approved and appointed by U.S.D. #466 must be present while the weight room is in use. **NO ONE IS TO USE THE WEIGHT ROOM ALONE.**

### **ELIGIBILITY (Refer to the Weekly Eligibility Policy)**

The rules of eligibility and attendance pertain to all district students who participate in activities governed by the KSHSAA. The Association sets minimum requirements on courses passed and ages of students. SCHS follows the guidelines mentioned in the student handbook.

### **SCHS STUDENT HANDBOOK**

Each extracurricular participant is to become familiar and follow the various attendance policies listed in the SCHS Student Handbook.

The coaches, sponsors, and participants are also to follow the following passage in regard to 'Respect and Courtesy' and are to encourage other team members to do the same.

The displaying of respect and courtesy toward teachers, school employees, visitors, and fellow students is a hallmark of a good school. Each of us, student and adult alike, should show consideration and compassion for the feelings of others.

While you may not agree with the decisions made by your teachers, or the administration, it is a sign of maturity and class to be able to express your disagreement in a respectful way. Referring to teachers or school employees by their first names is a sign of disrespect and should be avoided.

Persistent rudeness, or verbal insubordination, whether expressed by the use of profanity, caustic of voice, gestures, or other manner, will result in disciplinary action for the offender. Appropriate punishment will be suited to the offense. Physical insubordination, which is placing of hands on teacher or employee of the school, will cause the student to be expelled.

### **NOTICE OF DISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all union or professional organizations holding negotiated agreements with the district/institution are hereby notified that this district/institution does not discriminate on the basis of race, religion, color, homeless, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Scott County School's compliance with the regulations implementing Title VI, Title IX, and Americans with Disability Act of 1990 is directed to contact the coordinator who has been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

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

TITLE IX COORDINATOR

Superintendent  
Board of Education Building  
704 College St.  
Scott City, KS 67871  
620-872-7600

SECTION 504 COORDINATOR

Superintendent  
Board of Education Building  
704 College St.  
Scott City, KS 67871  
620-872-7600

Title VI, Title IX, and section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U.S. Department of Education, Region VII  
Office for Civil Rights  
10220 N. Executive Hills Blvd.  
Kansas City, MO

