

# SCOTT CITY LEARNING CENTER

HOME OF THE BEAVERS



## STUDENT HANDBOOK

**2022-2023**

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## **Welcome to Scott City Learning Center**

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.

SCLC 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. SCLC 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 SCLC**

### **ORIENTATION**

Once enrolled, students are required to attend an orientation session to learn hands-on usage of the virtual technology necessary to access the online curriculum, school network, and virtual classrooms. These sessions will be held during enrollment.

### **ANNOUNCEMENTS**

Announcements can be found on our Google Classroom page and through email.

### **MIGRANT SERVICES**

Students who are migrant will be identified at the time of their enrollment. Based on this identification, migrant services will be offered to the student.

### **HOMELESS SERVICES**

Students who are homeless will be identified at the time of their enrollment. Based on this identification, homeless services will be offered to the student.

## **CLASSIFICATION OF STUDENTS**

Students 18 and under will be classified with their cohort grade. Students 19 and older will be classified as Not Graded (NG).

## **GRANTING CREDIT FOR INCOMING STUDENTS**

Students must provide a transcript from prior schools attended upon enrollment. Credits will be given for completed and passed classes. Continuing credits will be determined based on completed courses.

## **FINAL EXAMS**

Students must attend the learning center or be monitored by a licensed teacher when taking final tests as per state requirements.

## **SPECIAL EDUCATION**

Students with an existing IEP will receive services through our local school district and High Plains Educational Coop. The student's current IEP will be reviewed upon enrollment to determine how we can provide the best services for the student. As with all students enrolling in SCLC it is important that all staff and the student have a clear understanding of the student's needs for success in a virtual learning environment.

## **AMERICANS WITH DISABILITIES ACT NOTIFICATION**

Notice of parent and student rights under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Section 504 of the Rehabilitation Act of 1973, commonly referred to as Section 504, and the Americans with Disabilities Act of 1990 known as A.D.A, is a statute, which prohibits discrimination and assures equal educational opportunities and benefits to disabled students equal to those provided to the non-disabled.

The following is a description of student and parent rights provided under Section 504. The intent of this notification is to inform you about the school district's responsibilities under the Americans with Disabilities Act and Section 504.

You have the right to....

1. Take part in, and receive benefits from public education programs without discrimination based on a disability.
2. Have the school district advise you as to your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement.
4. Receive a free, appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate. It also includes the right to have the school make reasonable accommodations to allow your child an equal opportunity to participate in this school and its programs.

## **NON-DISCRIMINATION STATEMENT**

Notice of Nondiscrimination – General Statement

Applicants for admission and employment, student, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional

agreements with Scott City Learning Center has procedures regarding the referral, evaluation, and placement of individuals with disabilities who are eligible for services under federal law. Grievance and appeals procedures have been adopted by the Board of Education to provide for the expeditious resolution of complaints regarding individual civil rights. For additional information, contact the Kansas Relay Center 1-800-766-3777.

If you believe you have been discriminated against on the basis of disability or gender, you may make a claim that your rights have been denied; this claim or grievance may be filed with Mr. Rumford; 704 S. College St., Scott City, Ks 67871; 620-872-7600.

If you wish to discuss your rights under the ADA/Section 504/Title IX, to obtain a copy of the full grievance procedures, or to obtain help in filing a grievance, contact Mr. Rumford.

### **WEEKLY ELIGIBILITY POLICY**

Students attending SCLC are not eligible to participate in clubs, dances, sports, or other activities at SCHS.

### **ATTENDANCE**

Students 18 and under are required to attend school for 25 hours per week as per state law. This time is documented online and monitored by SCLC staff. Adults 19 and over are encouraged to attend 25 hours per week. Consistent effort and scheduling will ensure you complete the program in a timely manner with success.

Attendance is determined by work completed and time spent. Failure to access the online course materials or to communicate with the coordinator once a week for a month will result in the student being placed on academic probation. Failure to access for two months will result in suspension. Steps taken to be removed from suspension include:

- a. Development of an individual study schedule with the coordinator
- b. Counseling on time management
- c. Online check-ins via video chat
- d. Expulsion

### **Absences**

For students under 18, 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.

There are two types of absences: excused and unexcused.

**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 coordinator. **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 administration determines there are sufficient grounds to make an exception.**

**Unexcused** absences are all other absences. 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.**

Leaving the building

**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.
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.**

### **Tardies**

A tardy is considered less than 15 minutes late. All tardies will follow the guidelines listed below.

All students receive two FREE tardies per semester. The third and fourth tardies will be given one afternoon makeup session. Continued tardies will be handled through contract changes, parent contact and if necessary, expulsion.

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 coordinator 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 coordinator 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 makeup sessions. If it is a second offense or if there are other circumstances the coordinator 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 coordinator 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.

**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 coordinator will also become progressively severe. Expulsion may be a part of the discipline for a repeat occurrence.

## 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. off-site school related problems which are the result or cause of disruptive behavior on school grounds.
3. 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 coordinator 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. Violation of parking lot rules and/or unsafe driving
5. Use of profane language
6. Inappropriate dress
7. Educational nuisance (Example: cell phone, pagers, etc.)

8. Academic dishonesty
9. Inappropriate displays of affection
10. Inappropriate use of internet and devices

### **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
- Short Term Suspension
- Restricted Attendance
- Strict Behavior Probation

#### Third Offense:

- Parent/Guardian Conference
- After School Detention
- Restricted Attendance
- 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
- Short Term Suspension
- Long Term Suspension
- Payment of Restitution
- Restriction/Loss of Access to Computer System
- Strict Behavior Probation/Warning

#### Second Offense

- Parent/Guardian Conference
- Short Term Suspension
- Long Term Suspension
- Expulsion
- 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 two types of suspensions at SCLC: 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.**

**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 coordinator 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 SCLC, the action and reasons will be reported in writing to the student's parents or guardian.

The coordinator has the authority to suspend any pupil who is guilty of any of the following acts while in attendance at SCLC

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 if 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**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Following instructions.</li> <li>2. Accepting criticism or a consequence.</li> <li>3. Accepting "No" for an answer.</li> <li>4. Greeting others.</li> <li>5. Getting the teacher's attention.</li> <li>6. Making a request.</li> <li>7. Disagreeing appropriately.</li> <li>8. Giving criticism.</li> </ol> | <ol style="list-style-type: none"> <li>9. Resisting peer pressure.</li> <li>10. Making an apology.</li> <li>11. Engaging in a conversation.</li> <li>12. Giving compliments.</li> <li>13. Accepting compliments.</li> <li>14. Volunteering.</li> <li>15. Reporting other youths' behavior.</li> <li>16. Introducing yourself.</li> </ol> |
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#### **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.

<b>What Bullying is...</b>	<b>What Bullying is Not...</b>
<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**

The use of non-school issued electronic devices in the SCLC is allowed while using personal data.

### **TELEPHONE**

Parents needing to contact their student during the school day may call the Learning Center office. Parents may call or text their students but are asked to be respectful of the time they are spending on learning.

### **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.

### **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 coordinator is 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 worn in any part of the school.
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 coordinator, 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 the coordinator 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 is parking along the building to the south and in front to the west. 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.

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 coordinator 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 coordinator.
2. All graduation requirements (24 credits) 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.

## **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 DRILLS**

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 kitchen or in your vehicle.

## **GRADING SCALE/REPORTS**

All courses at SCLC 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.

### ILLNESS DURING SCHOOL

If a student becomes ill during school hours, they will be assessed through the office. The coordinator will determine if they can remain at school or they need to go home. The student 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 the student has received treatment for at least 24 hours and the student is fever free.

**Lice- Pediculosis (head lice)**. 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.

### 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 presents 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.



### WiFi

- Do not connect to WiFi signals for which you do not have authorization. A connection “USD 466” will be provided and securely connected when you are at school.

## KANSAS BOARD of REGENTS PRE-COLLEGE CURRICULUM

### English 4 Credits

### Science 3 Credits from the following courses:

Biology  
 Biology II  
 Physical Science  
 Chemistry\*  
 Physics\*

*\*At least one unit must be in physics or chemistry*

### Math 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

### Social Studies 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

## 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 feelings 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.

### **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.

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

### **SCLC GRADUATION REQUIREMENTS**

Students 19 and under must complete and pass 24 credits in order to be eligible for Graduation and to receive their high school diploma at the Graduation Ceremony. Students 20 and over are eligible for the state required 21 credit program.

#### **English 4 Credits**

English I, II, III, IV

\*College English I & II during the senior year in place of the prescribed English IV course.

#### **Social Studies 3 Credits**

American History is required

American Government/Economics is required

#### **Math 3 Credits**

#### **Science 3 credits**

#### **Physical Education 1 Credit**

PE/Health is required

#### **Computer Tech 1 Credit**

#### **Speech ½ Credit**

#### **Fine Arts 1 Credit**

#### **Practical Arts 1 Credit**

**Additional Credits (Electives) 6 ½ Credits for a sum of 24 total credits**

### **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.

### **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 coordinator up to and including short-term suspension of no more than five (5) school days.
  - b. 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 coordinator up to and including long-term suspensions of no more than ten (10) school days.
  - b. Students must successfully complete level 1 drug and alcohol programs at youth services. Any comparable program must be pre-approved.
3. Third Offense:
  - a. An appropriate punishment determined by the coordinator up to and including expulsion from school for up to 180 school days.
  - b. 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 products 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 coordinator up to and including short-term suspension of no more than 5 school days.
2. Subsequent Offenses:
  - a. Second offense of 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.

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 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 SCLC, 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.

### **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**

Work Study is available for students and is worth 1 elective credit. Work Study is considered part of the school day and all school rules apply. The student is expected to find his/her own job for the Work Study course. Scott City Learning Center 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 City Learning Center 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, coordinator, 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 SCLC office.
14. On the job attendance records will be reported by the student to the coordinator. The student will be expected to turn in a weekly work schedule and/or an employer signed weekly time card.
15. The school coordinator 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 from their duties/fired from their job, they will immediately notify the coordinator and forfeit the credit (depending on time spent).
20. A Work Study course can begin at any time but must continue through an equivalent time period as a semester of school.
21. All sections above shall meet the Fair Labor Standards Act (FLSA) and Kansas State Department Education (KSDE) requirements.