

**FREDONIA HIGH SCHOOL  
2015-16 STUDENT HANDBOOK  
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### FREDONIA HIGH SCHOOL 2015-2016 STUDENT HANDBOOK

The faculty, support staff and administration welcome you to the 2015-16 school year. This e-handbook has been prepared to provide you with information regarding the expectations and practices at Fredonia High School. These guidelines are designed to create a caring and safe learning environment for all students. It is impossible for the handbook to be inclusive of all situations.

It is important for students to remember that Fredonia High School is a learning environment with high expectations for appropriate behavior, academic work requirements, and the equal treatment of all students and staff. We challenge all students at FHS to always:

- represent FHS with dignity and class;
- treat the school facility with care;
- respect all students and staff regardless of ethnic background, economic background, or religious background;
- make healthy life decisions concerning alcohol and drugs;
- set goals that will add meaning to you life during and after high school;
- develop a work ethic to develop academic and extracurricular schools.

We encourage you to participate in all aspects of the school community so that you may derive maximum benefit from being here, and so that your contribution will continue the excellent traditions of Fredonia High School. We hope all students have an excellent year at FHS. If you ever have any concerns or problems, feel free to visit with any staff member or the administration.

Jamie Camacho, FHS Principal

Emily Thompson, FHS STUCO President

## ACADEMIC HONOR CODE

### **Introduction**

The administration and faculty of Fredonia High School are dedicated to teaching academic skills and fostering integrity in our students. Today's students are tomorrow's leaders, and must recognize, understand, and practice ethical behavior. This policy is established to guide students toward acceptable conduct in the academic setting. Each teacher may also address the integrity of doing one's own work as it applies to a specific course.

### **FHS students will:**

#### *Never Commit Plagiarism*

To plagiarize is to use the work, ideas, or words of someone else without giving that person credit. Plagiarism may involve using someone else's wording without using quotation marks, a distinctive name, a phrase, a sentence, or an entire passage or essay. The issue of plagiarism applies to any type of work, including exams, papers, or other writing, computer programs, art, photography, or video. Language translators of any type may not be used without teacher permission.

#### *Never Engage in Inappropriate Collaboration*

Close collaboration on academic work requires acknowledgment. Inappropriate collaboration involves working with someone else in developing, organizing, or revising a project (such as a paper, an oral presentation, a research project, or a take-home examination) without acknowledging that person's help. Talking during a testing session is

also a form of inappropriate collaboration. Specific policies regarding collaborative work, peer review, use of tutors, and editing may vary by teacher.

*Never Demonstrate Dishonesty in Examinations (In-Class or Take-Home)*

An examination is to be solely a student's own work, unless otherwise directed by the instructor. No communication is allowed between or among students, nor are students allowed to consult books, papers, study aids or notes, without permission. Cheating includes, but is not limited to: copying from another's paper, giving unauthorized assistance, obtaining unauthorized advance knowledge of questions to an examination, having, using or attempting to use unauthorized aids (books, notes, calculators and other electronic aids or persons) on tests, quizzes, homework, papers, or projects; writing formulas, notes, or anything on desk, paper, hands, or clothing to be used or actually used on the assignment or test; talking during a testing session; having a copy of the test or answers to the test; providing specific information about a test to someone who has not yet taken the test. Specific policies regarding examinations may vary by teacher.

*Never Demonstrate Dishonest in Producing Papers*

Students are prohibited from submitting any material prepared by or purchased from another person or company. All papers and materials submitted for a course must be the student's original work, unless the sources are otherwise cited.

*Never Present Work Done for One Course then Submit to Another Without Permission*

Students may not present the same work in more than one course. Under exceptional circumstances, teachers may permit a significant piece of research to satisfy requirements in two classes. However, both teachers must agree in advance to this arrangement. Students are reminded that when incorporating their own past research into current projects, they need to reference such previous work.

*Never Engage in interference with Other Students' Work*

Students may not intentionally interfere with the work of others by sabotaging laboratory experiments or research, giving misleading information, or disrupting class work.

**First Offense Consequences**

Homework: zero grade for the assignment with no possibility for makeup credit; parents informed by the principal.

Quiz, test, essay, project: zero grade for the assignment with no possibility for makeup credit; parents informed by principal; ineligible for any honor roll for the current quarter.

Semester examination or research paper: zero grade for the assignment with no possibility for makeup credit; parents informed by the principal; ineligible for honor roll for the current semester.

**Subsequent Offenses During Attendance at FHS will result in:**

zero grade for the assignment with no possibility of makeup credit; parents informed by principal; service to the school (determined by the principal); all faculty members notified of this and the previous incident; ineligible for Salutatorian or Valedictorian honors (moot after 2nd violation); ineligible for nomination or membership in National Honor Society.

**ACCREDITATION**

Fredonia High School is a fully accredited high school and a member of the AdvancEd and the State of Kansas' Quality Performance Accreditation system.

**ACTIVITY LEAVE POLICY**

Students may not leave and return to any home or away school activity, including dances.

**ASSEMBLY CONDUCT**

The principal must excuse students who cannot attend or remain for the entire assembly. Please follow these guidelines:

- Enter quickly, quietly and be seated in your assigned section or seat
- Give your full attention to the presenters. Sleeping, slouching in the seat and other such behavior is not permitted.

- Unnecessary applause, whistling or other noise will not be allowed.
- Always report to your class before moving to the assembly site unless otherwise notified.

## **ATHLETIC/ACTIVITY RULES**

USD #484 Athletics & Activities are voluntary activities. Participation is a privilege and not a right. Athletes and activity participants are viewed as role models and examples by younger children and adults of the community; their standards of conduct are necessarily stricter than those required of students involved in classroom activities. The USD #484 Board of Education has authorized administrators, sponsors and coaches to use and enforce the following guidelines for athletes and activity participants at Fredonia:

1. Safety: KSHSAA regulations and school rules must be followed at all times.
2. In addition to being in good standing with the school, the student athlete must also follow all rules and regulations established by the coach/sponsor or administration.
3. An athlete who has quit a sport or wishes to transfer teams is not eligible to participate in another sport in the same season until the head coach of the initial sport and/or administration has released him or her. The USD #484 Athletic Department is to be notified when such a circumstance arises. A student is not eligible to participate in additional sports until the equipment from the previous sport is checked into the coach.
4. Appearance and grooming: athletes/activity participants are representatives of our school and community and must make an effort to give a good appearance.
  - a. Hair, including facial hair, must be kept clean and in a style which will not require your attention during practices, meetings, games, competitions or activities.
  - b. Dress for trips must be appropriate for the situation and will be announced by the coach or sponsor in charge.
  - c. Uniforms must be worn neatly.

### **General Disciplinary Guidelines**

An athlete/activity participant must be in good standing with administrators, teachers, sponsors, coaches, team, organization and laws of the community (as defined by the Athletic/Activity Code of Conduct). Emotional control and sportsmanship must be displayed at all times. The following topics address consequences that may be applied for improper conduct by the student.

1. **Classroom Detentions**  
Because the type of detention, reason for the detention and length of the detention vary, each detention will be dealt with by the coach, sponsor and administrator. Consequences might include, but would not be limited to, extra work during practice, activity suspension, or dismissal from the team or organization. Students who receive multiple classroom detentions may receive more severe consequences. *Note:* The coach or sponsor has the discretion to impose compensatory measures as additional punishment.
2. **Office Referrals**  
Office referrals could warrant suspension or dismissal from activities and/or sports teams.
3. **Harassment/Hazing**  
Harassment/Hazing of any type will not be tolerated by the coaches, sponsors or the administration. Students and/or coaches involved in harassment/hazing may be dismissed from the team or organization.
4. **Failure to Maintain “Student in Good Standing” Status**  
Any action that results in revocation of the KSHSAA/FHS/FMS “Student in Good Standing” status. As outlined by KSHSAA, a student in good standing is defined as: a student who is not under penalty of suspension or whose character or conduct does not bring discredit to the school or to the student, as determined by the principal. A student is in good standing when he/she has not violated any rules contained within the FHS/FMS student or KSHSAA handbook. When violations occur, the status is liable to revocation.

Repeated violations of the above Disciplinary Guidelines may result in administrative intervention.

### **ATHLETIC/ACTIVITY CODE OF CONDUCT**

USD 484 recognizes that the unprescribed use of mood-altering chemicals (alcohol, tobacco, unprescribed drugs, etc.) can pose a significant health problem. Their use can have negative effects not only on the users, but also on their families, team members, and other significant persons in their lives. Students who use or have possession of mood-altering chemicals will be under violation of our substance abuse policy.

For the purpose of this policy, prohibited substances will be defined as alcohol or alcoholic beverages, tobacco in any form or nicotine products, illegal drugs as defined by state or federal law, or the intentional misuse of prescription or over-the-counter medication.

Students involved in KSHSAA athletics/activities (with the exception of music, as it is considered a co-curricular activity) will be subject to this policy year round. Guidelines for summer are included in the policy.

The Athletic/Activity Code of Conduct will provide a baseline standard to which all extra-curricular programs will adhere.

1. **Infractions**

THE FOLLOWING INFRACTIONS ARE CONSIDERED MAJOR VIOLATIONS OF THE ATHLETIC/ACTIVITY CODE OF CONDUCT AND WILL HAVE SIGNIFICANT CONSEQUENCES AS DETAILED BELOW:

- use or possession of tobacco, alcoholic beverages, steroids or other illegal drugs
- huffing
- any felony activities

2. **Privilege - Higher Standard of Conduct**

All Board of Education and building rules and policies with regard to student conduct and activities are applicable to extracurricular activities. Participation in extracurricular activities is a privilege and participating students will be held to higher standards of conduct. Participation in all extracurricular activities is available to those students who comply with local, state and federal law, Kansas State High School Activities Association ("KSHSAA") rules, school district and coach/sponsor rules and policies, and whose school and non-school conduct and actions do not violate this policy, which may result in a loss of respect or esteem for the school or the student.

3. **Conduct Prohibited by This Policy**

Students cannot use tobacco, alcohol or drugs in violation of this policy. This policy will be in force from the first day of a student's participation in any activity covered by this policy through the last day of participation, including breaks and holidays.

It is a violation of this policy and an offense subject to disciplinary action hereunder for a student participating in any extracurricular or KSHSAA activity to use or possess, distribute, disburse, or be under the influence of alcoholic liquor, wine or a cereal malt beverage or other intoxicants, tobacco or tobacco products, inhalants, controlled substances, illegal drugs, or legal drugs or medications having misused or intending to misuse them.

It is a violation of this policy and an offense subject to disciplinary action hereunder for a student participating in any extracurricular or KSHSAA activity to: (1) withhold requested information from; (2) to make a false or misleading statement to any administrator, coach or sponsor investigating an alleged violation of this policy; (3) induce or request another student to withhold requested information from, or make a false or misleading statement to, any administrator, coach or sponsor investigating an alleged violation of this policy.

#### 4. **Disciplinary Action**

· **For a first offense** the student will not be eligible for participation in any recognized activity or event for fourteen (14) consecutive days beginning on the day of the suspension. If there is no recognized activity or event within the fourteen (14) day ineligibility period, the student will not be allowed to participate in the next two (2) recognized activities or events. If the suspension continues after the end of the season, the remaining days of the suspension will begin again on the first day of that athlete's first competition in the athlete's next season. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension.

· **For a second and additional offenses**, the student will not be eligible for participation in any recognized activity or event for eighteen (18) consecutive weeks beginning on the day of the suspension. If the suspension continues after the end of the season, the remaining days of the suspension will begin again on the first day of that athlete's first competition in the athlete's next season. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension. If the suspension occurs in the last 30 school days of the year, the student will not be eligible for the remainder of the school year. The student would then have the option to complete a USD #484 administrative-approved comprehensive Drug and Alcohol treatment program prior to the beginning of the next school year, or complete the remaining eighteen (18) weeks of the suspension. Any expense incurred for completion of the Drug and Alcohol treatment program would be solely the responsibility of the student and his/her parents/guardians.

· **General**

Offenses will not carry over from one school year to another school year; however, consequences may. Extracurricular activities include, but are not limited to, all KSHSAA-sponsored, supervised or approved activities; student council and student government organizations; and student groups, clubs and organizations. National organizations may also have their own policies and procedures, which are separate from, and in addition to, USD #484 policies. A recognized activity or event shall include all school-sponsored activities including, but not limited to, all KSHSAA competitions, other competitions, band and music days, plays and performances. Participation in practices, meetings or other general activities or preparations will be at the discretion of the coach/sponsor.

#### 5. **Definition of School Year/Summer**

For the purpose of the policy below, the following definitions will apply:

\*\*\*SCHOOL YEAR: First day of practice OR First day of classes (whichever comes first) through the final day of the KSHSAA State Track Meet.

\*\*\*SUMMER: Begins the day after the conclusion of the KSHSAA State Track Meet and runs until the beginning of the school year, as defined above.

#### 6. **Confirmation of Violation (During the School Year)\*\***

Any student suspected of an offense shall be notified of the suspected offense and be given an opportunity to respond to the allegations concerning a violation of this policy. The parent/guardian of a minor student will also be notified of the alleged offense and the outcome of any investigation. The head coach/ sponsor of the activity and/or the principal of the building sponsoring the extracurricular or KSHSAA activity shall investigate alleged violations of this policy, and shall make a decision based on information obtained, common knowledge and past experience with the student. The decision shall be based on the information and circumstances which the investigator believes to

be more believable. No formal hearing process or investigative procedure need be followed. All reported violations will be investigated by building administration. Parents and/or guardians who wish to appeal the suspension may do so through the Superintendent's office.

7. **Confirmation of Violation (During the Summer)\*\***

To be in violation of the above rules, the athlete/activity participant must:

- be observed committing a violation by a law enforcement official. USD #484 administration may consider photographic evidence from electronic/social media in the possession of a law enforcement official the same as an observation. The law enforcement official must provide the athletic director or principal with a signed, written statement confirming the observation.
- be arrested and/or charged with a felony activity.

8. **Awards**

A student suspended for any of the above offenses, may receive consideration for a letter, but will not be nominated or recognized for any post-season awards by coaches or administration.

**ATTENDANCE**

Regular school attendance is a vital and necessary factor in school achievement. Good attendance is mandatory for all students if proper and wise use of the educational opportunity is to be gained. Student attendance relates to effective teaching and learning; therefore, each enrolled student at Fredonia High School is expected to attend all enrolled classes each scheduled school day during the year. Students may earn ½ credit counted towards graduation for each semester course successfully completed. A student must be present a minimum of 90% of the semester, which allows for a maximum of nine (9) absences per semester.

Exceptions: (Not counted in 9-day total)

- School-sponsored activities
- Doctor-ordered absence: must be covered, in writing by the doctor, describing the reason(s) the student cannot be in school
- Nurse/Administration-ordered absence
- Homebound-appropriate paperwork on file in the school office
- Childhood disease (measles, mumps, chicken pox, etc.)
- Post-secondary education visit-must be verified by an official of the institution visited (1 day)
- In-school suspension

Should parents of a student feel an absence serves an educational purpose or was due to extenuating circumstances and should not be counted towards the student not meeting the minimum requirement for school attendance, an appeal hearing may be requested by the parent or guardian. The parent/guardian and the student will be allowed to present, in writing, any additional information concerning the absence(s) in question to a committee composed of three (3) members of the teaching staff. The committee will be appointed by the principal and its decision will stand unless appealed to the Board of Education.

1. Any time absences become a concern, a faculty member may request a parent/teacher conference, which may result in a student not participating in an activity.
2. Any student not receiving credit due to excessive absences shall be granted a hearing as prescribed under KSA 72-8901-8906 and may present any information he/she feels should be considered. The decision of the building hearing committee may be appealed to the Board of Education.
3. **Excused absence** - The only acceptable absence from school is illness or medical appointments. Other absences may be permitted if they are unavoidable or have some educational value. These must be arranged through the building principal in advance of the absence.
4. **Unexcused absence** - Unexcused absences will be dealt with on an individual basis with parents involved. Make-up time will be required and student may lose credit for class work missed. (See #10 "TRUANCY" concerning multiple unexcused absences.

5. **Advanced excused absence** - For absences other than illness, arrangements are to be made at least one day in advance. A form is available in the office. These absences must include approval of the parents. The final decision of whether the absence is excused or unexcused will be the school's authority.
6. **Excessive absences** - Any student who is absent from a class more than nine (9) days in any semester will be considered excessively absent. Parents will be notified when a student has missed six (6) class periods in a semester with an explanation of the implications of nine (9) absences.

Any student who is excessively absent will be subject to placement on "pending-credit" status and a hearing with the Attendance Hearing Committee. The Attendance Hearing Committee will be the school counselor, principal and assistant principal. Parents will be notified by mail of the student's status and the time and date of the hearing. The purpose of the hearing will be to set future attendance requirements and to determine if credit is to be allowed for the class or classes. A student will be placed on "no credit" status when the committee determines this to be the appropriate response to non-attendance or the student violates a condition of probation required by the Committee for the retention of credit.

7. **Absent Admits** - Parents are requested to call 378-4172 before 9:00 AM each day students are to be absent. Students will be required to have an admit to be admitted to any class missed. Students must have a note or phone call to be admitted. Attendance and daily class participation are considered to be a part of the grade. It is important for you to be in class.
8. **Activity Attendance** - If participating in, or attending an activity outside the school day, a student must attend school at least four Mods the day of the activity. If participating in an activity during school hours, a student must attend school at least four Mods the previous day. Exceptions to these rules may be arranged with the principal in advance.
9. **Tardies** - Students tardy to 1st Mod will be sent to the office for a tardy. Teachers will report tardies for all other periods. A 6th unexcused tardy will result in a day's ISS assignment. Parents will be notified of excessive tardies. Students sent to the office to get an admit will also be given an unexcused tardy.
10. **Truancy** - The Compulsory Attendance Law (KSA 72-1113) makes it mandatory that any child who has reached the age of seven (7) years and is under the age of eighteen (18) be enrolled in school. Any child not satisfying the requirements of the Compulsory Attendance Law (KSA 72-1113) by being absent from school three consecutive days, five or more days in any semester or seven school days in a school year without a valid excuse is considered to be truant. All cases of truancy will be reported to the county attorney's office, Juvenile Truancy Prevention Program, and/or SRS.

#### **AUTOMOBILE REGULATIONS**

1. Parking - students are to park immediately upon arrival in the designated student parking area.
2. Use of automobiles:
  - a. Students are to adhere to all state driving laws and school driving regulations to meet safety standards.
  - b. Students are to leave the vehicle immediately after parking and go to designated student areas. Upon returning to the vehicle, students will exit the parking area immediately.
  - c. Students are not to return to the parking area during the school day without permission from the office.
3. Those students qualifying for a reserved parking spot can expect their spot to be available prior to the 8:00 AM. After 8:00 AM, if a student leaves, the availability of that spot can not be guaranteed.
  - a. Student repeatedly parking in reserved parking spots who have not been assigned one may be assigned appropriate consequences by administration.

#### **CELL PHONE, IPOD, MP3 PLAYER POSSESSION**

School office telephones are not for general student use. Students will be allowed to use the phones in case of illness or emergency. Students will not be called out of class except in an emergency.

Fredonia High School will allow students to carry cellular phones or other electronic communication devices during the school day, but requires them to be turned off and out of sight during classroom hours. Thus, students will be permitted to properly use their cellular devices during all passing periods and lunch period. Improper use of a

cellular phone or other electronic communication device during the school day will result in the item(s) being confiscated.

1. First Offense: Item(s) will be confiscated until the end of the school day, and then returned to the student.
2. Second Offense: Item(s) will be confiscated for a minimum of 24 hours and only released to their parents.
3. Third Offense and subsequent offenses: Items will be confiscated for a minimum of 24 hours and only released to their parents and the student will be placed in ISS.

Classroom use is at the discretion of the teacher. Unauthorized use will result in the consequences outlined above.

Cell phones, iPods and MP3 players may be taken on trips and used as allowed by the sponsors. Unauthorized use will result in the consequences outlined above.

#### **CHECK-OUT PROCEDURE**

Any student leaving the building must check out through the office with permission from a teacher or administrator. Failure to do so will result in discipline points being assigned. Students returning to the building must check back in through the office.

#### **COMPUTER/INTERNET POLICY**

The laptop computer and carrying case that have been issued to you are the property of the Fredonia Public Schools, USD 484. This computer is on loan to the student and must be used in accordance with the following policies and procedures, the district's Acceptable Use Policy, and any applicable laws. Use of this computer, as well as access to the computer network, the Internet and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of the Fredonia Public Schools, USD 484. **A general guideline for computer use is that during school hours and functions, all use must be educational and when not at school, all use should be appropriate and legal.**

USD #484 reserves the right to define inappropriate use of technology.

#### **Using the Computer**

The student's parent/guardian must have signed and returned the Computer Loan Agreement and have paid the user fee prior to the student receiving the computer.

Parents/guardians will be given the child's login name and password so that they can supervise the student's use of the computer.

Each computer is assigned to an individual student. Students should never "swap" or "share" their computer with another student.

Computers should be in a student's possession, or secured in a designated secure area at all times. Computers must never be left unattended.

Computers must be kept in the carrying case issued with the computer and may not be kept in regular book bags or backpacks. Computers are not to be carried unless they are secured in the protective carrying case provided by USD 484.

Students will follow the Fredonia Public Schools, USD 484 Acceptable Use Policy when using the Internet on the computer at home or at school.

Students must respect all copyright issues regarding software, information and attributions of authorship.

Students may never share their password with another student. Passwords should always be kept confidential.

The computer belongs to the district, and it can be checked at any time or taken away for disciplinary reasons.

Students may use computers only with the permission from the supervising teacher.

Staff members have the ability to monitor any activity that occurs on a computer at any time and there is no expectation of privacy when using the computer.

Coaches/sponsors for individual activities may limit whether or not computers are allowed on buses or to particular events.

Students are responsible for bringing the computer, fully charged, to school each day along with the battery charger. Students will be allowed to recharge the computer during the school day if additional charging is needed and plug-in is available.

Students may print only class work on school printers.

Students are responsible for saving or backing up their documents to the server.

Student loaded files and programs will not consume hard drive space needed for instructional or educational requirements.

Downloading music, photos, and videos is allowed only for academic purposes.

Students are prohibited from playing non-academic games, including Internet-based games and widget-based games, during the instructional day.

Email (or any other computer communication such as instant messaging, blogs, or message forums) should be used only for legitimate and responsible communication between students, faculty and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.

Internet access and email, and other media that are accessed, created or stored on their computers are the sole property of the district. The district has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

Student should never share personal information about themselves or others while using the Internet or email.

Pornographic, obscene, inappropriate, or vulgar items, sounds, music, language or materials, including screen savers, backgrounds, and/or pictures, are prohibited.

Students may use the computer in the designated area in the cafeteria but not near food, drinks or other items that may cause damage to the computer.

If the computer is lost or stolen, parents/guardians should immediately report the loss or theft to the administration.

If the computer is damaged or not working properly, it must be turned in to the district technology staff for repair.

Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the computer.

Students are not to remove, deface or alter the USD 484 identifying stickers, labels, or barcodes in any way.

Altering/modifying the original USD 484 pre-set software image is prohibited. Examples include, but are not limited to the following:

- Loading software applications not authorized by USD 484
- Changing the computer game
- Changing or removing operating system extensions/libraries/scripts
- Altering the pre-loaded operating system or application

- Taking apart the computer for access to internal parts
- Using software to download illegal music or other software

Violations of these regulations will result in serious disciplinary action, which may include and arrest if state law is violated. Examples of violations would be computer hacking or trespass, harassment or threats via computer, and computer fraud. Ignorance of these regulations will not excuse an infraction.

### **General Use and Care of the Computer**

Students are expected to treat the computer with care and respect. The computer and case are the property of USD #484 and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the computer or carrying case are not allowed and will result in loss of privileges.

When transporting the computer to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed. Computer bags can then be placed inside the students' book bag or backpack.

Students should not use the computer while walking, on the bus, or otherwise being transported. Computers should only be used while they are on a flat, stable surface such as a table. Computers can be fragile, and if they are dropped they may break.

Students should protect the computer from extreme heat or cold. Computers should never be left in a car, even if the car is locked.

Computers should be protected from the weather, water or other liquid, food and pets. Students should never eat or drink while using the computer, or use the computer near others who are eating and drinking.

Heavy objects should never be placed or stacked on top of the computer. This includes books, musical instruments, sports equipment, etc.

Students should use extreme care when plugging in the power cords, Ethernet or phone cords. This is a very sensitive area of the computer and can be very easily damaged. Do not pull the wire to unplug the electrical cord. grasp the plug-in and gently pull and twist the connection.

Use care with the keyboard, the key caps can be broken easily and are the student's responsibility. Long fingernails can easily snag a key and break it off.

Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.

### **COPYRIGHTED MATERIALS GUIDELINES**

Any original materials created by students are owned by those students. Original materials will not be posted on district or school websites without written permission of the student who created the work. The principal shall be in charge of monitoring the permission to post copyrighted materials.

Students shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question.

### **DELIVERIES**

Student deliveries (flowers, balloons, etc.) may be delivered to the Office area. These deliveries may be picked up at the end of the school day.

### **DETENTION TIME**

Unexcused absences and discipline may require assigned time. All time must be completed for students to be in good standing and participate in activities (See Ineligible List and Athletic/Activity Rules). This time is to be used in a productive manner for the improvement of study skills and grades. Detention may be served every Wednesday from 2:10 to 3:05 and other times as scheduled.

## DRUG AND ALCOHOL TESTING OF STUDENT ATHLETES

### 1. General

- a. Findings and purpose: We recognize that some students in USD 484 and throughout our nation are involved in the illegal use of drugs and alcohol. The illegal use of drugs and alcohol by students during school hours and at other times has a detrimental impact on behavior, academic performance and safety. This may cause permanent physical and mental harm.

Student-athletes involved in such conduct may experience other harmful effect, including interference with athletic performance; interference with academic performance; increased risk of injuries to themselves, teammates and others; impairment of judgment; slowing of reaction time and reflexes; inability to adequately perceive pain; and reduction in motivation and the level of discipline necessary to any athletic program. And, because some students see student-athletes as role models, use of illegal drugs or alcohol may encourage other students to engage in such behavior.

For these reasons, USD 484 has determined to initiate a testing program and procedure to deter and reduce the illegal use of drugs and alcohol by student-athletes.

- b. Board of Education Authority: The Board of Education of USD 484 is authorized to adopt a policy allowing drug and alcohol testing of student-athletes in the United States Supreme Court opinion in *Vernonia School District 47J vs. Acton*, 115 S. Ct. 2386 (1995).

### 2. Definitions - For the purpose of this policy, the following terms and phrases shall be defined as follows:

- a. Alcohol shall mean any beverage, mixture or preparation, including any medication or other products, containing alcohol or ethanol.
- b. Chain of custody shall mean the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each state in handling, testing and storing specimens and reporting test results.
- c. Confirmation test, confirmed test or confirmed drug test shall mean a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, and must be capable of providing reasonable specificity, sensitivity and quantitative accuracy. A qualified and licensed laboratory or testing company will perform the test.
- d. Drugs shall include without limitation cannabinoids (marijuana), amphetamines, alcohol, cocaine, opiates, phencyclidine (PCP), barbiturates.
- e. Drug test, alcohol test, or test shall mean a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens, using a method that has a reasonable degree of acceptance in the scientific community.
- f. Initial drug test or initial alcohol test shall mean a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens, using a method that has a reasonable degree of acceptance in the scientific community.
- g. Prescription medication shall mean a drug or medication obtained pursuant to an order from a licensed physician.
- h. Non-prescription medication shall mean a drug or medication authorized pursuant to federal or state law for general distribution and use without an order from a licensed physician in the treatment of human disease, ailments or injuries.
- i. Specimen shall mean tissue, hair or a product of the human body, such as urine or breath, capable of revealing the presence or their metabolites as approved by the US Food and Drug Administration or the Agency for Health Care Administration.
- j. Student-athletes shall mean any student enrolled in Fredonia High School, USD 484 who is participating in any interscholastic athletic program, including practices and games or contests. This shall include cheers and poms.

### 3. General Prohibitions and Penalties

- a. Standard of Conduct for Student-Athletes: The use or possession of a drug or alcohol is defined herein, by a student-athlete at any time is both illegal and detrimental to that student-athlete's ability to participate in interscholastic athletics and is hereby prohibited. Any student-athlete determined to be in violation of this policy is subject to consequences specified in the Athletic/Activity Code of Conduct of Fredonia USD 484.
- b. Athletic/Activity Code of Conduct: Nothing contained in this drug or alcohol testing policy for student-athletes shall be construed to limit or preempt the application and enforcement of the Athletic/Activity Code of Conduct, including all of its provisions pertaining to drugs and alcohol.
- c. Positive Test Results: A drug test or alcohol test administered pursuant to this policy will be deemed to have rendered a positive result indicating the presence of a drug if the quantity, as determined by an initial drug test followed by a confirmation analysis of the remaining portion, is equal to or greater than the levels which have been established by the National Institute of Drug Abuse or the protocols and procedures established by the laboratory or other company that has performed the confirmation analysis. Fredonia High School shall test for any or all of these substances: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, THC, methadone, methamphetamines, nicotine, opiates, phencyclidine PCP, tricyclic antidepressants or any other drug or substance that is illegal for student to possess and/or ingest on school property or at a school function.

### 4. Drug Testing Procedures

- a. Consent: Each student-athlete and his/her parent(s) or guardian(s) are required to sign a written consent for drug testing form prior to participating in interscholastic athletics, cheers or poms. All random drug testing and random alcohol testing done throughout the course of the school year will be paid for by Fredonia High School. Any refusal by the student-athlete to be tested shall constitute a violation of this policy and shall be categorized as a positive test result with the appropriate consequences.
- b. Medication: student-athletes who have been selected for drug or alcohol testing and who are or have been taking prescription or nonprescription medication should disclose that fact at the time of testing and be prepared to provide verification. This may be done by either a copy of the prescription or by a physician's written verification.
- c. Random Selection Procedure: Every Friday of a sport season, Fredonia High School office personnel shall generate a list of the participants in each sport including cheers and poms. Each list shall be arranged in alphabetical order and each name assigned a number, with "1" assigned to the first name on the list, "2" assigned to the second name and so on. The Fredonia High School principal shall not be given the lists, nor will he/she view the lists. The list shall be sent to the USD 484 superintendent of schools for completion of the random selection procedure. The principal shall determine the number of student-athletes to be selected for testing in each sport and shall inform the superintendent's designee of those numbers. The superintendent's designee shall use a computerized random number generator to produce the numbers to be used in selecting the student-athletes for testing, and the superintendent shall match the random numbers to the student-athletes' numbered names on the list. The superintendent shall inform the principal of the selectee's names before 7:45 AM each Monday. The principal shall keep the names in a secure place and no other person shall know the selectee's names.
- d. Sample Analysis Procedures: The sample will be given under the direction of the school nurse at a time and place determined by the Fredonia High School principal. Samples will be collected as outlined under the Code of Federal Regulations 49 CFR part 40. Students selected randomly for testing who are not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of urine during the collection period will be subject to retesting at the next available testing time. Students not able to produce an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this Policy's actions in that regard.

The initial analysis will be determined by the results indicated by the collection container. If the initial analysis renders a negative result no further analysis will be conducted. If the initial analysis of the test is positive the school nurse will contact the student-athletes' parents or guardians to discuss the student-athlete's medical history and any other biomedical information

that would assist in determining whether drug or alcohol tests should be deemed positive or negative. This will include consultation with the student-athlete's physician or physicians. If the initial analysis of the test is positive and there is no biomedical reason for the result, a confirmation test of the specimen will be conducted at the approved laboratory, which shall be a licensed testing facility. If this is necessary, the initial specimen will be sealed, identified by student identification number and delivered to the facility for testing. If such confirmation analysis renders a negative result, the drug test will be deemed negative and no further analysis or action will be taken. If the confirmation analysis renders a positive result, the drug test result will be deemed positive and a report of such result will be delivered to the school nurse.

- e. **School Nurse Procedure:** The school nurse will receive all reports of positive drug or alcohol test results rendered by a confirmation test. If the confirmation test result is deemed negative, no further action shall be taken and the student-athlete's test result along with all other previous negative test results will be reported to the principal as a negative result. If the school nurse verifies that a confirmation test result is positive, that result shall be reported to the principal identifying that student-athlete by name so the proper disciplinary action can be taken as specified in the Athletic/Activity Code of Conduct.

#### 5. Appeal Procedure

- a. **Notice:** The principal shall notify the student-athlete and his/her parent(s) or guardian(s) that a positive result has been verified and will describe the consequences and advise the student-athlete and his/her parent(s) or guardian(s) of the right to request a due process hearing within 72 hours of the notification of results. Consequences imposed on the student-athlete shall not be abated by the request for a hearing.
- b. **Informal Hearing:** The principal shall conduct a hearing within 72 hours of the request. The hearing shall be informal and conducted with the same level of types of procedures governing administrators in a suspension hearing. The principal shall provide the student-athlete and his/her parent(s) or guardian(s) a decision within 72 hours of the hearing time. The principal's decision shall be final and not be subject to any further administrative appeal.
- c. **Board of Education Hearing:** The student and/or parents of the student may appeal the results of the informal hearing to the USD 484 Board of Education within ten (10) calendar days of the principal's decision. The appeal will be made in writing to the Clerk of the Board and a special meeting of the Board of Education will be scheduled within twenty (20) calendar days. The student and parents will be notified by the USD 484 superintendent of schools of the time and place of the hearing within five (5) days of its scheduling. The hearing shall be conducted as a formal hearing using the rules specified in Board Policy JDD-R-3. All suspension or probation rulings will remain in effect during the process of appeal.

#### 6. Non-Punitive Nature of Policy

- a. No student-athlete will be penalized academically for testing positive for illicit drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in a student's academic record. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process, which the USD 484 Board of Education will not solicit. In the event of the service of any subpoena or legal process, the student-athlete and parents or guardians will be notified before response is made by the USD 484 Board of Education to the extent permitted by such subpoena or legal process.

### **EARLY GRADUATION**

Early graduation applications must be made in the office prior to August 20th. Early graduates will receive their diplomas at the end of the first semester and will not be eligible for school activities, programs or application for local scholarships as a student of FHS after this date.

### **ENROLLMENT**

Class changes will be made during the first two (2) days of each semester and must be approved by the principal.

#### *Classification*

Students will be classified according to the following credits completed:

- 10th Grade - 6 credits
- 11th Grade - 12 credits
- 12th Grade - 17 credits

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 484. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records, except those that are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - a. we have your prior written consent for disclosure;
  - b. the information is considered “directory information” and you have not objected to the release of such information; or
  - c. disclosure without your prior consent is permitted by law.

The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

The district will disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the US Department of Education if you believe that Unified School District No. 484 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of the Unified School District No. 484 policies for complying with FERPA. A copy may be obtained from Diana Bredehoft, Business Manager, Fredonia USD #484, PO Box 539, Fredonia, KS 66736.

**Directory Information:** For purposes of FERPA, Unified School District No. 484 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 484 at PO Box 539, Fredonia, KS 66736 on or before September 1, 2005. If a refusal is not filed, Unified School District No. 484 assumes you have no objection to the release of the directory information designated.

**Recruiting Information:** Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish you child's name, address, and telephone number released without your written consent, we will honor that request.

## **FEES**

1. A book rental fee will be charged to offset the cost of textbooks. This fee will be set by the Board of Education each year and posted before enrollment.
2. Assembly fee and class fee will be posted in the Office at the time of enrollment.
3. Activity tickets are available to USD 484 students at \$18.00 per year. This will include all home athletic events including Fredonia Middle School events. Special athletic events where trophies are awarded are not included. Athletes, band members and Spirit Squad members may purchase a ticket for \$9.00 for the fall or winter season in which they do not participate.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drill procedures will be developed and announced to meet state safety guidelines. Drills are to be practiced in a serious and cooperative manner. Individual classroom teacher(s) and classroom aide(s) are responsible for overseeing that handicapped or disabled student(s) are escorted to the proper crisis response area.

## **GRADING POLICY**

Student grades are given on a semester basis only. Nine-week grade reporting represents only the students' progress at that point in the semester. Nine-week grades are not to be interpreted as a grade for work completed or as an average grade in arriving at the semester grade.

Teachers must develop student evaluation and grading procedures which are easily understood by students and parents and can be justified by fair and reasonable standards. Student evaluation should be based on, but not limited to:

1. Assignments
2. Activities and projects
3. Test results
4. Attendance and daily classroom participation

Grading standards at Fredonia High School are:

- A - 90-100
- B - 80-89
- C - 79-70
- D - 69-60
- F - 59 and below (No Credit Earned)

## **GRADUATION REQUIREMENTS**

1. Twenty five credits are required for graduation. State and USD 484 requirements are:
  - 4 credits in English
  - 3 credits in Math
  - 3 credits in Science
  - 1 credit in Health and PE
  - 1 credit Computer Science

- 3 credits in Social Science (1 credit must be American History, ½ credit must be Economics, ½ credit must be Government, 1 credit must be World History/Geography)
- 1 credit in Fine Arts
- ½ credit in Speech
- ½ credit in Taking Charge of Your Finances
- the remaining credits will be electives

Successful completion of the Senior Portfolio and Interview are non-credit requirements for graduation.

2. Many other requirements are established when a student selects a major area, college or university or special training school to attend. These requirements are the responsibility of the student and parents and must be reported to the FHS principal and counselor.

Due to the special abilities of many individual students, the principal has the authority to develop, with the cooperation of the student, his/her parents, and the counselor, any individual program that will meet his/her goals, needs, and interests. This program, upon the approval of principal and parents, will then meet the graduation requirements provided state law is not violated.

#### **GUESTS AND VISITORS**

1. Students enrolled in a high school may attend Fredonia High School social activities.
2. Only Fredonia High School students may attend an out-of-town school activity.
3. Out-of-school guests, between the ages of 14 and 21 years of age, may attend the Winter Formal, or Prom. Such guests must be registered in the Office before the activity and abide by the established regulations.
4. Non-students may not enter the building to pick up students at any time. Students' "rides" are to wait in the vehicle. Parents are exempt from this rule.

#### **GUIDANCE PROGRAM**

1. The purpose of the guidance program is to help the student solve his/her vocational, educational, social, personal, financial, family adjustment, and health problems. All students should feel free to come to the guidance counselor for help with any kind of problem.
2. Through the guidance department, a college visitation day may be scheduled in advance for seniors. Only one visitation day will be excused and all college visits must be completed by April 15.
3. A complete testing program will be given to each student. An appointment should be made with the guidance counselor to discuss these results and to have a credit check each year.

#### **HONOR ROLL SYSTEM**

The Fredonia High School honor roll system will divide honor students into two divisions. The two divisions are:

1. Straight "A" students
2. Honor students - those with a 3.2 grade point average or above with no grade lower than a "C" and no incomplete grades at the end of the semester grading period.

#### **INELIGIBLE LIST**

Once the season has started the athlete must meet minimum weekly academic eligibility guidelines.

On the third Monday of the semester, or any Monday thereafter, any student with:

- One 'F'
- delinquent detention time

will be declared on "probation" or "ineligible." Notification will be e-mailed to all staff and in-season coaches/sponsors each Monday that lists all students that are on "probation" or "ineligible." Students will be

notified by e-mail of their eligibility status. Once a student becomes ineligible, he/she will remain ineligible for one week.

A student may also be subject to placement on the Ineligible List if declared on “probation” for three consecutive weeks via various subjects.

If this is the first time the student has been turned in, the student has a one week “grace period” to improve the grade(s) or serve the detention time. If, at the end of the next week, the grades are failing in those same classes or the time has not been made up, the student will be placed on the Ineligible List.

Any student on the Ineligible List will not be allowed to participate in any school activity while his/her name is on the List. This will include games, contests, non-credit field trips, rated performances, Prom, etc. (The only exception would be made for activities in which a grade is awarded for participation; example – Band playing at a home game.)

### **KANSAS REGENTS QUALIFIED ADMISSIONS**

To qualify for admission to any of the Kansas Regents universities, you must meet one of the following requirements:

- Complete the Regents required curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale; or,
- Achieve an ACT score of 21 or above; or
- Rank in the top one-third of your high school’s graduating class.

The curriculum consists of:

- 4 credits - English
- 3 credits - Natural Science
  - Students must take three units chosen from the following courses. At least one unit must be in Chemistry or Physics. -Biology; Advanced Biology; Physical/Earth/Space Science; and/or Principles of Technology 1
- 3 credits - Math
  - Students must take one unit each of Algebra I & II and Geometry.
- 3 credits - Social Studies
  - Students must complete the following: One unit of American History; one-half unit of US Government; one unit selected from one or more courses in psychology, economics, civics, history, current social issues, sociology, anthropology and/or race and ethnic group relations. One-half unit from world history, world geography or international relations
- 1 unit - Computer Technology

### **KANSAS SCHOLARS CURRICULUM**

The curriculum consists of:

- 4 credits - English
- 4 credits - Math
  - Algebra I, Algebra II, Geometry, plus one year of higher level mathematics such as Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics of Functions is required. Applied Math I and II may be substituted for Algebra I. Algebra I taken in 8th grade is acceptable.
- 3 credits - Science
  - Biology, Chemistry and Physics. Two years of one of these courses may not substitute for a third course. Anatomy and Physiology may not substitute for Physics, and Physical Science is not acceptable due to its general nature.
- 3 credits - Social Sciences
- 2 credits - Foreign Language
- 1 credit - Computer Technology

**NOTE:** Algebra I and Geometry successfully completed in middle school are accepted for the Kansas Scholars Curriculum.

Kansas scholars are selected from a school's roster of Regents Qualified Admissions Curriculum completers. A mathematical formula is applied to each completer's ACT scores and GPA and the highest scores from this computation are designated as State Scholars.

### **LETTERJACKETS & PATCHES**

Awards are an integral part of most activities. They exist to reward, indicate belonging and show commitment to a cause. Awards are important and Fredonia High School activity participants are recognized with a wide variety of earned awards. It is always very important to keep awards in perspective. Too many inappropriate awards indicate a disregard for the true meaning of sports, while too few can indicate a feeling of non-importance.

In reality, awards cannot truly show what has been gained from participation in activities—the development of loyalties, commitment to a cause, learning about one's limits and representing one's school, community, family, and self.

All Fredonia activity participants and support staff of those activities who finish their athletic/activity season in good standing are eligible to earn awards.

#### **1. Letterjackets**

Any student may purchase a FHS letterjacket. Only those students that have lettered in an activity/sport, by FHS/coaches' guidelines for lettering, may be allowed to have a team letter (the "F") displayed on their jacket. FHS will supply students with the initial "F" and any pins or bars earned during a particular athletic season. Replacement team letters, pins and bars may be ordered by FHS at the student's expense and request.

#### **2. Other Letters**

In regards to other letters:

The graduation year, the student's name, and any patch for:

##### **STATE**

- any team or individual winning a KSHSAA State Championship (4" State Patch)
- any team winning a KSHSAA State (Team) Trophy (3" State Patch)
- any individual finishing as a KSHSAA State Medalist (3" State Patch)

##### **SUB-STATE/REGIONAL**

- any team or individual winning a Sub-State/Regional Championship (4" Sport Patch)
- any team finishing as Sub-State/Regional Runner-Up or state qualifying team (4" Sport Patch)
- any individual finishing as a Sub-State/Regional Medalist and/or State Qualifier (3" Sport Patch – 1 ONLY)
  - o Student-athlete may choose one of the following patch labeling options for their patch: REGIONAL MEDALIST or STATE QUALIFIER.

##### **LEAGUE**

- any team winning a TVL League Championship or finishing as TVL Runner-up (3" Sport Patch)
- any individual winning a TVL League Championship or finishing as a TVL Medalist (3" Sport Patch)

##### **AWARDS**

- a individual being selected as ALL-LEAGUE (TVL) (3" Sport Patch)
- a individual being selected as ALL-LEAGUE HONORABLE MENTION (3" Sport Patch)

### NOTES

- Awards other than ALL-LEAGUE or ALL-LEAGUE HONORABLE MENTION (such as All-State, All-Area, etc.) may be considered via special request. Student-athlete must provide AD with verification of the award and written request to order the patch. AD reserves the right to deny permission to order the patch.
- Activities similar in nature to, but not covered by the guidelines above, may be eligible for patches. Approval will be the responsibility of the AD, and will be considered based upon how closely the request aligns with the guidelines above.

may be ordered by FHS at the students' expense and request.

Students will be notified by the AD at the conclusion of each HS athletic season as to what patches they have qualified for.

To order patches, please contact the FHS Treasurer (Brigitte Hoag).

### **LOCKERS**

Each student will have a locker. The lockers are the property of the school and may be opened and inventoried by the principal or delegated representative at any time without notice to the student. Students should not keep valuables in their lockers at any time. Do not put drink containers in lockers unless authorized by the principal. No locks are provided on the lockers. Students may provide a padlock for the locker and a spare key for the office - no lock is provided by the school.

### **MARRIED OR PREGNANT STUDENTS**

Students planning marriage, married students, or pregnant students shall notify the building principal immediately. The principal may require a doctor's statement concerning the health status of the student. Certain limitations in activities may be placed on the student by the principal to protect the student's health, safety and welfare.

### **MEDICATIONS**

**All the following conditions must be met for the administration of medications. No exceptions will be made.**

1. A completed and signed Request for Medication Administration form must accompany all medication brought to school. This includes prescription and over the counter (non-prescription) medication. Forms are available in the school office. Only one student name per form.
2. If a student must take more than one medication at school, a form is required for each medication.
3. For non-prescription medication, this form must be completed and signed by the parent or legal guardian.
4. For prescription medication, this form must be completed and signed by the ordering health care provider and the parent or legal guardian. If the form is not completed and signed by the ordering health care provider, then a written and signed order is required from the ordering health care provider with the following information:
  - student name and date of birth
  - name of medication
  - dosage
  - route of administration
  - date
  - reason the medication is prescribed
  - time(s) to be given
  - duration of administration (entire school year, 10 days, etc.)
5. The first dose of any medication must be given at home.
6. Prescription medication must be brought to school in a container/package labeled by the pharmacist or ordering health care provider with the following information clearly displayed on the container:
  - name of student

- name of medication
- dosage
- route of administration
- time or frequency to be given
- date medication was filled

Upon filling the prescription, two containers should be requested from the pharmacist or ordering health care provider--one to be kept at school and one at home.

7. Non-prescription medication must be brought to school in the original container in which it was purchased with the student name clearly visible on the container.
8. Any change in type of medications, dosage and/or time of administration requires a newly completed and signed Request for Medication Administration form, along with a newly labeled pharmacy container for prescription medication.

#### **MEDICATIONS PROVIDED BY THE SCHOOL**

Health room stock of acetaminophen (Tylenol), ibuprofen (Advil, Motrin), triple antibiotic cream, calamine (Caladryl) lotion and menthol cough drops may be administered by the school nurse and delegated medication personnel upon annual parent written authorization. A parent must complete and sign the Authorization for Over-the-Counter Medications form before health room stock of medication will be given. This form will be handed out at time of enrollment, and once completed and signed, will be in effect for the entire school year.

#### **STUDENT SELF-ADMINISTRATION OF MEDICATION**

The self-administration of medication is allowed for eligible students in grades K-12. As used in the SUD 484 self-administration of medication policy, medication means a medicine for the treatment of anaphylaxis or asthma, including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine (Epi-Pen). A completed and signed Authorization for Self-Administration of Medication form is required before any student may carry or self administer this type of medication.

#### **MEETING TIME SCHEDULE**

Any student meeting must be approved by the sponsor and principal.

#### **OFF CAMPUS ACTIVITIES**

Students attending any type of summer camp, night trip or attending any FHS activity will abide by the student rules and regulations.

#### **OFFICER RESPONSIBILITIES**

Students elected or selected to an office must agree to fulfill the responsibility of that office. Summer camp must be attended if that is a part of the responsibilities, or the office relinquished unless special permission is granted. Students must be in good standing to carry out the duties of any elected position.

#### **OPENING AND CLOSING OF THE BUILDING**

The FHS building will be open at 6:45 AM. Once students arrive at school they are not permitted to leave the building without checking out through the office. Students needing admits are to get them before 7:55 AM in the office. **Students are not to be in any USD 484 facility without a sponsor or without a scheduled activity being in progress.**

#### **PERFECT ATTENDANCE**

Perfect attendance awards will be given at the end of the year. The principal reserves the right to waive one day toward the attendance award.

#### **PETITIONS, SIGNS**

Permission of the principal is required before anyone may circulate petitions or documents to be signed by individuals. Permission of the principal is required before posting signs or information anywhere in the school building or on school grounds.

#### **PLANNERS**

A signed planner is required for passage from class. A lost planner will be impounded for 10 school days then returned to the student. A second lost planner incident will result in impounding for 20 school days. A third lost planner incident will result in revocation of the planner for the remainder of the school year. An impounded or revoked planner may not be replaced.

### **PRIVACY RIGHTS OF STUDENTS**

Students shall have no expectation of privacy when using district e-mail or computer systems. Email messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school websites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

### **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not permitted during regular school hours.

### **PUBLICATIONS**

All school publications must meet school and district policies and standards.

### **PURCHASING BY STUDENTS**

To purchase any item with school funds, the following procedures must be used:

1. Requisitions must be filled out completely, signed by the student and sponsor of the club or organization and submitted to the office for approval at least three days in advance of the purchase.
2. Purchases made without following the procedures outlined are subject to review and may not be approved for purchase with school or activity funds.
3. No student is allowed to sign a ticket for a purchase at any merchant. Only teacher or administrators may sign for a purchase.

### **RESIDENT POLICY**

1. Resident students - students in USD 484 will be considered resident students when:
  - a. the parents or legal guardian lives within the boundaries of the school district
  - b. due to the failure of a family home (death, separation, or divorce) he/she is living with a relative or adult friend who is contributing a major portion of financial support for the student
  - c. the student is a ward of the court and the court has appointed a guardian, future parents, or parole supervisor
  - d. SRS is custodian.
2. Non-resident students - all students that do not meet the residency requirements as outlined in the above paragraph are non-resident students. Non-resident students will be admitted to enroll only to the extent that facilities, personnel, and equipment are readily available and only with approval of building principal and superintendent. Non-resident students with poor discipline and behavior record in previous schools will receive a careful review of their records, and if necessary, a review of the case by the board.
3. Any student changing residence within the district must notify the office in advance.

### **SENIOR LUNCH OPPORTUNITY**

Seniors in good standing have the opportunity to leave the campus for lunch. An unexcused tardy upon return or three absences of any kind in a 9-week grading period will result in a 10-day revocation of the off-campus opportunity. Seniors must use the main **east** doors upon return and the drinks/food regulation must be followed.

#### **SPORTSMANSHIP/STUDENT SPECTATOR CONDUCT**

- Students attending athletic contests must follow school regulations and policies except the “no hat” rule.
- Students are expected to remain in the bleacher except to use restrooms or the concession stand.
- Students will remain on the Fredonia side of a gym or field.
- Students who leave an athletic contest may not return.
- Students will be courteous to all participants, officials, coaches, sponsors, staff and fans.
- Students will abide by and respect the official’s decisions.
- Students will win with character and lose with dignity.
- Students will display appreciation for good performance regardless of the team.
- Students will exercise self-control and reflect positively upon self, team and school.

Students asked to do anything by a teacher, administrator, district employee or official must comply or risk suspension from contests for the remainder of the season or year.

#### **TELEPHONE USE**

Students may request one emergency call per semester from the office phone. Office personnel will place the call and conduct the conversation for the student. **Students will not be called out of class except in the case of an emergency.**

#### **TITLE IX/NON-DISCRIMINATION STATEMENT**

Pursuant to the Title IX of the Educational Amendments of 1972 and also the requirements therein, notice is hereby given that the Fredonia Unified School District 484 does not discriminate on the basis of sex in the educational program and activities K-12, admission policies and practices, employment criteria and practices, and employment relations, policies and procedures.

#### **TRANSPORTATION TO ACTIVITIES**

Students are to ride school transportation to and from Fredonia High School activities unless an advance parent request in writing is arranged and school approval is granted. Students who miss the school transportation are not eligible to participate or perform in that scheduled school activity. Circumstances that justify consideration may be made to the school personnel in charge of the activity and the school designated administrators for a possible waiver. Students riding school transportation are expected to behave in a manner similar to all other educational settings.

#### **VALEDICTORIAN/SALUTATORIAN**

The valedictorian/salutatorian must meet the Kansas Regents Qualified Admissions Curriculum standards and be a student at FHS their final year. The courses include:

- 4 credits (or more) - English
  - One credit each for English 9, 10, 11 & 12
- 3 credits (or more) - Mathematics
  - One credit each for Algebra I & II, Geometry
- 3 credits (or more) - Social Sciences
  - One credit for American History
  - One credit for World History/Geography
  - One-half credit each for Economics, Government
- 3 credits (or more) - Natural Sciences
  - One credit each for Physical Science, Biology, Chemistry, Physics, Anatomy & Physiology
- 1 credit (or more) - Computer Technology

This does NOT qualify a student for application to be a State Scholar. **Seven classes must be taken each semester.**

## **YELLOWJACKET BEHAVIOR CODE**

The intent of this behavior code is to help create an atmosphere of respect for persons and property and a culture of civility that promotes scholarship and learning. Our behavior code is not intended to stifle any positive, productive and spontaneous activity of Fredonia High School students. School is more fun for everyone when a behavior code is closely followed.

When school personnel remind students of rules and procedures, students should show respect for their authority and follow their directions or provide the requested information. The best and most effective philosophy for a student is to say "OK," do it right away and check back later if there are questions.

### ***Disrespect - Insubordination - Failure to Comply With a Reasonable Request***

A student will comply with directions or reasonable requests of any authorized school personnel during any period of time when he/she is under the supervision of school personnel.

Only appropriate language will be used in school, on school grounds, or at school activities.

Students will always display conduct at school activities that is courteous, respectful and positive toward spectators, players, coaches, the United States' flag, officials, activity supervisors and workers.

When the school personnel remind students of rules or procedures, students should show respect for their authority and follow their directions or provide the requested information. The best and most effective philosophy for a student is to say "OK," do it right away and check back later if there are any questions.

### ***Disruption of School***

A student shall not by use of violence, force, noise coercion, threat, intimidation, fear passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, function, or activity of the school.

A student shall not engage in conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, function, or activity of the school if such a disruption or obstruction is reasonably certain to result.

A student shall not encourage other students or persons to engage in conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, function, or activity of the school if such a disruption or obstruction is reasonably certain to result.

### ***Dress Code***

Fredonia High School's dress code is designed to encourage all students to set a standard that is reasonable and a credit to everyone that is part of our school. It is important that students dress in a way that shows respect for themselves, their peers and their school's reputation for excellence. Proper dress in school enhances the learning environment and prepares students for the adult world. In conjunction with the building administration and the FHS student council, a dress code has been created to outline proper and professional dress for students and staff. All parties are in an agreement that FHS is a professional learning environment and thus our students and staff will dress accordingly.

The school administration reserves the right to determine the appropriateness of clothing.

1. Cutoff shorts may be worn during weights class only.
2. Spandex and compression shorts may be worn under clothing, but not alone.
3. Hats may be worn on designated days.
4. Sunglasses may be worn if prescribed by a doctor or on designated days.
5. Leggings/yoga pants need to be solid and never see through.
6. Straps on tops must be at least (2) fingers in width.
7. No clothing may be worn that is disruptive or offensive.
8. Tops must cover cleavage--always.

9. Shorts, skirts, and dresses must cover at least 12 inches from the bottom of the knee.
10. Bra straps and bras must be covered.
11. Undergarments may not be visible at any time.
12. Pants are to be worn at the waist line.
13. Pajama pants &/or house slippers may be worn on designated days only.

All dress code violations will be referred to the Office, the situation remedied, and the student will return to class with the proper discipline point assessment. All time missed due to remedying a dress code violation will be unexcused and work missed cannot be made up.

### ***Drinks and Food***

Drinks and food are allowed in the commons area and outdoors. Plastic bottles with screw-on caps are the only drink containers allowed in the hallways. Exceptions may be granted to students accompanied by the teacher granting the exception. Snack items may be kept in lockers and are allowed in a classroom with the teacher's permission. Snack items may only be consumed in the commons or a classroom with the teacher's permission.

### ***Hallway Conduct***

Students may not sit on the floor in the halls at any time. All persons must leave adequate space for passage in the hallways at all times. Boisterous conduct, loud talking, pushing and shoving are unacceptable.

### ***Use or Possession***

The use or possession of tobacco, drugs or intoxicating beverages on school grounds or at a school activity is prohibited. Students who attend school or a school activity under the influence of a banned substance will have committed an alcohol/drug violation and receive the requisite consequences under the Fredonia High School behavior code. Students may be checked for alcohol or drug use on suspicion of impairment.

### ***Weapons***

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. By Kansas law, a student in possession of a weapon on school property is subject to a one-year expulsion and possible suspension of his/her driver's license. Any such item confiscated from a student will not be returned.

### ***Discipline Point System***

Students are expected to follow Fredonia High School's behavior code. Should a student break one of the code's provisions, the consequences listed below will be given:

<u>OFFENSE</u>	<u>POINTS</u>	<u>OTHER CONSEQUENCE</u>
1st Office Referral	2	Suspension from that class one additional day;
2nd Office Referral	2	Suspension from that class three additional days;
3rd Office Referral	2	Removal from that class for balance of semester;
Alcohol/drug violation	5-13	Per Board Policy
Bus referral	2-6	Loss of privileges
Computer use violation	2	Loss of privileges
Destruction of property	6 and	1-5 days suspension
Display of affection violation	1-3	
Disrespect/insubordination	6 and	Suspension/removal
Disruption of school	6 and	1-5 days suspension
Disruptive behavior	3-6	Suspension
Dress code violation	2	Detention/suspension
Failure to Comply with a reasonable request	6 and	Suspension/removal
Failure to check-out properly		Loss of privileges after 2nd offense
Fighting	6 and	1-5 days suspension; police contacted
Food/Drink Violation	2	Loss of privileges
Hazardous driving	2	Detention/suspension

Inappropriate language	6 and	Suspension/removal
Intimidation/harassment	6 and	1-5 days suspension
Not ready for class	2	Suspension from class
Parking violation	2	Loss of privileges
Setting a fire	13	Long term expulsion
Skipping school or class	2	Detention
Terroristic threat	13	Long term expulsion
Theft	6 and	1-5 days suspension; police contacted
Tobacco use violation	6 and	1-5 days suspension
6 Unexcused tardies	2	1 day ISS
Weapons violation	13	Long term expulsion; suspension of driver's license

***Points Accumulation Consequences***

<u>POINTS ACCUMULATED</u>	<u>CONSEQUENCE</u>
6	Detention or OSS for 1-3 days
10	Detention or OSS for 3-5 days
13 or more	OSS for 5 days; long term suspend

**Any suspension will result in loss of senior lunch privilege for two months on each suspension.**

Parents will be notified by mail, telephone or e-mail about every point assignment and the student's point total for the year.

***Discipline Point Reduction Opportunities***

A student may reduce his/her discipline point total upon completion of a behavior modification assignment or assignments prescribed by the principal.

**FIGHT SONG**

Fight, Fight, Fight, Fight, Fight, Fight, Fight  
 We are the 'Jackets, we're big and strong  
 And we will fight on to win this game.  
 We're out for this win and as we begin,  
 We'll cheer our team to fam. Rah! Rah!  
 We tell you that we are Fredonia's crowd,  
 And we will win where'er we play.  
 You do your best team; we'll do the rest,  
 We'll win this game today. Hey!

**ALMA MATER**

All hail to thee Fredonia High,  
 Our hearts will e'er be true.  
 This tribute we will give to you,  
 Keep it ever nigh.  
 The memories held within your halls will linger  
 through the years  
 Your Gold and Black will bring us back to  
 dear old F H S!

**STUDENT COUNCIL CONSTITUTION**

We, the students of the Fredonia High School Student Council, in order to provide for student participation in school government, establish better understanding among staff, faculty, students and community and promote a higher training in citizenship and insure a sincere respect for the democratic process, do establish this constitution.

**ARTICLE I**

**SECTION I**

- A. The name of this organization shall be the Student Council of Fredonia High School.
- B. All members of this organization shall be students of Fredonia High School.

**SECTION II**

- A. The Student Council shall have the power to pass legislation, insofar as it does not violate the rules of the Board of Education or the administrative offices of the school.
- B. The Student Council shall have legislative jurisdiction over all student organizations within the school.
- C. The Student Council shall encourage proper conduct of student body members at school activities.
- D. The Student Council shall provide additional activities to achieve the purposes stated

in the preamble.

### **SECTION III**

- A. The officers of the Student Council shall consist of a president, an executive coordinator, a vice-president, a secretary, a treasurer, a clerk, and a parliamentarian.
- B. The president shall preside over all meetings of the Student Council.
- C. The president shall vote only in the case of a tie.
- D. The president shall appoint special and standing committees.
- E. The vice-president shall be prepared to assume the responsibilities of the president in case of absence or inability to serve.
- F. The secretary shall keep the minutes of all meetings and attend to all postal distributions.
- G. The treasurer shall keep records of all finances of the Student Council.
- H. The clerk will assist the secretary and keep a record of all constitutional amendments.
- I. The parliamentarian will recommend appropriate meeting procedures.
- J. Representatives will report council activities and decisions to their electorate.
- K. The executive coordinator shall assist the president and vice-president in the work of Student Council. This person shall work with committee chairpersons in coordinating Student Council activities and projects.

### **SECTION IV**

- A. Any student in good standing may apply for the office of Student Council president.
- B. Two Student Council representatives from each class will be selected by class vote at the beginning of the year.
- D. Chartered organizations will have a representative to be a full member of Student Council, which will include participating in all Student Council activities and having full voting power.
- E. The principal is an ex-officio member of the Student Council with no voting power.
- F. All members shall be subject to expulsion from the Student Council, subject to a two-thirds vote of the group, if they miss two Student Council meetings for unexcused reasons.
- G. A member must be in good standing according to Fredonia High School standards to be in Student Council.
- H. In the case of the inability of some officer to continue to serve, the vacancy will be filled by nomination of the officers, subject to approval of two-thirds vote by Student Council.
- I. A student can only hold one Presidency in any given school year. (including Head Cheerleader or Pom Captain. A student can only hold two offices of any two clubs/organizations (including Yearbook Editor).

### **SECTION V**

- A. The principal shall have veto power over all legislation passed by the Student Council.
- B. Veto action should include a statement of reasons for the veto.

### **SECTION VI**

- A. The Student Council meeting dates and times shall be set by the president and the sponsor.
- B. Special meetings may be called or suspended by the president and sponsor.

### **SECTION VII**

- A. A quorum shall consist of two-thirds of the members of Student Council. No official action or vote will occur unless a quorum is present.
- B. The vote of the majority of the members present shall be required to pass all legislation.
- C. In all cases of parliamentary procedure not governed by this constitution, the Student Council shall be governed by Robert's Rules of Order.

## ARTICLE II

### SECTION I

- A. The student body shall adhere to legislation supported by the Student Council.
- B. Students may attend any Student Council meeting. They will not have voting power or privileges.
- C. Any student who wishes to be placed on the agenda may do so through the sponsor, at least two days in advance of the meeting.

### SECTION II

- A. Selection of Student Council officers will take place before the end of school and shall be accomplished by interviews of applicants by a committee comprised of the Principal, Student Council sponsor and all senior members of Student Council.
- B. Applications must be submitted 3:05 PM on the last Friday in April.
- C. Junior and Senior class offices will consist of president, vice president, treasurer, secretary, and two student council representatives. Sophomore and Freshmen class offices will consist of two student council representatives.  
To be eligible for nomination, a student at least a 2.5 grade point average for the previous grading period.
- D. The Student Council shall charter all student organizations. The officers will review these charters each third year, and update as necessary before making recommendations for Student Council vote. Chartered organizations shall receive full privileges and responsibilities as outlined in the constitution.
- F. All new organizations must be chartered through Student Council before officers can be elected or meetings held. Meetings will be scheduled during club time on a rotating basis.
- G. Any organization may nominate and elect by majority vote within the organization, a current member of the organization to fill a vacant office in that organization.

### SECTION III

- A. This constitution shall become effective upon ratification by two-thirds of the Student council.
- B. This constitution will be distributed to all students of Fredonia High School.

### SECTION IV

This constitution may be amended by either of the following ways:

- A. Any amendment must be passed by a two-thirds vote of the Student Council and approved by a majority of the student body.
- B. An amendment may be initiated by means of a petition to amend signed by one-fourth of the student body and shall be effective upon the approval by the majority of the student body.

### SECTION V

- A. A queen and king shall be chosen every year to reign at the Winter Formal.
- B. Any student that has been chosen Queen or King during a school year is not eligible for a second honor. This includes Homecoming Queen, Winter Formal Royalty, and All Sports Royalty.

WINTER FORMAL SELECTION PROCESS: All students are eligible for the ballot and all students may vote. Only students attending the dance will vote in the final ballot. Exception: The Homecoming Queen is not listed on ballot but may vote.

ALL SPORTS ROYALTY SELECTION PROCESS: Any student involved in athletics, Cheerleading, or Pom is eligible to be listed on the ballot. This shall include students from the previous spring sport season. Males vote for females and vice versa. Exception: The Homecoming Queen and Winter Formal King and Queen are not listed on the ballot but may vote.

- C. Students in all four grades are eligible for King and Queen candidacy if prior requirements are met.
- D. Chartered organizations may elect Kings and Queens for their activities within their organizations.