

# Spring Hill High School

## 2018 – 2019 Student Handbook

### Spring Hill High School Mission Statement

The Spring Hill High School community is committed to providing a learning environment, which promotes opportunities to gain the skills necessary for success in a changing society.

Mr. Marc Williams  
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Principal  
Assistant Principal/Activities Director  
Assistant Principal

### Handbook Disclaimer

While this handbook will cover a variety of areas, this handbook is not meant to be an "all-encompassing document." Administrators are given the flexibility to work with situations that may not be specifically covered here. District policies and procedures are subject to change and USD 230 will endeavor to try to provide timely notice of all changes.

### **Academic Dishonesty (Cheating/Plagiarism)**

Cheating - Inappropriate means of completing, or helping another student complete, school work. This includes working on a shared digital document without teacher permission.

Plagiarism - Misrepresenting another's work as one's own, whether it is another person's ideas, words (including translators), lyrics, or images from a print source or the Internet. Academic dishonesty is a serious offense and can result in failure or a zero for an assignment (a zero on a major assignment can result in course failure).

- 1<sup>st</sup> Offense – A zero on the assignment/test in question and a conference with parents or guardians. Discipline referral written and given to administrator.
- 2<sup>nd</sup> Offense – A three day out of school suspension and a conference with parents or guardians. A zero on the assignment/test in question.
- 3<sup>rd</sup> Offense – A five day out of school suspension and a recommendation for expulsion from school. A zero on the assignment/test in question. (Portions of this policy are credited to JCCC).

### **Activity Trips**

Members of all athletic teams and other school groups are to travel in school transportation provided for this purpose. This includes members of the spirit club, music club, music groups, etc. Students who intend to ride home with their parents must have written permission from the parent or guardian. This may include a sign out roster for parents/guardians to use on the day/evening of the activity.

Class field trips from school may not be taken without students first securing parent permission. Field trip permission slips will be sent home with students well in advance of the date of the trip. These shall be signed by the parent or guardian and returned promptly to the sponsor of the trip. A student may not accompany his/her class if the school does not receive a permission slip. Students are not permitted to drive to or from school activities or to ride with the parents of another student. Students must be in good standing in order to participate in class field trips. "Good standing" is defined as a student who is not under suspension, expulsion restrictions, and/or has no outstanding detention time to serve.

### **Assembly Expectations**

Assemblies and meetings are held throughout the school year for the benefit of the student body. It is expected that any student attending special programs or meetings at school will observe the following rules:

1. Students should demonstrate courtesy and respect at all times. Audience members are expected to sit appropriately, watch, and listen. Drawing unnecessary attention to oneself during an assembly and/or a school performance is inappropriate.
2. Students are not permitted to leave prior to the conclusion of the assembly without permission from a teacher or administrator.
3. Assemblies are an important part of the educational experience. Students are expected to be in attendance at all school-sponsored assemblies.

## **Athletic and Extracurricular Programs and Eligibility**

The eligibility requirements of Spring Hill High School are consistent with those established by the Kansas State High School Activities Association and U.S.D. 230 BOE policy. To be eligible to participate in any Kansas State High School Activities Association event:

1. Students must meet all Kansas State High School Activities Association regulations on eligibility.
2. Students must have passed five new courses in the previous semester to be eligible to participate in extracurricular activities.
3. No student may participate or practice in an extra-curricular activity unless that student has been in school the final five class periods for that school day. Emergencies, doctor or dentist appointments, and other extreme situations may cause exceptions to this rule as deemed necessary by the principal.
4. No student participant shall use, possess, or be under the influence of tobacco, e-cigarette/vape devices, alcohol, prescription drugs not prescribed to the student, or illicit drugs at any time. Violation of this rule can result in loss of a date of competition.
5. Students must meet the following scholarship requirements:
  - a. The student shall have passed in at least five subjects of unit weight the previous semester or the last semester in attendance.
  - b. The student shall be enrolled in and attending a minimum of five new subjects of unit weight (not previously passed) and in attendance during the present semester. Student must be enrolled for the entire semester. The following do not count toward eligibility: homeroom, teacher's aide, and summer school.
  - c. Students must be in good standing.

## **Attendance**

A student's regular attendance in the classroom is an essential ingredient of the educational process. The self-discipline and sense of responsibility that students acquire clearly relate to post-high school experiences in the world of work or in additional educational endeavors. Spring Hill High School places a high value on student attendance and continues to establish high standards of attendance for its students. Attendance shall be required of all students during the days and hours that the high school is in session. It is expected that each student will be in full attendance in all classes and report to each of them on time. Students reporting to class after 10 minutes will be considered absent according to school policy.

The following are considered to be excused absences:

1. Personal illness verified by a parent and approved by the principal. When a student is absent three or more consecutive days, a doctor's note may be required to re-enter. *Extended illness verified by a doctor can be considered excused at the discretion of the administration.*
2. Medical appointments verified by a signed appointment card or a doctor's written statement and approved by the principal.

3. Trips with a student's own parents verified by a parent and approved in advance by the principal.
4. Unusual, unforeseen, or emergency circumstances as verified by a parent and approved by the administration.
5. Parent's prior formal written request for absence of a student and approved by the administration.
6. Family bereavement.
7. Religious observances.
8. Administrative prerogative or exclusion.

When parents request that students leave campus during the school day, a telephone call to the main office is required, and a permit to leave must be secured from the office. During the school day, students must secure permission from a parent and from the office before missing a class or leaving campus. Any unauthorized absence will be considered truant.

Students reporting after the start of school must sign in through the office. Students leaving campus for any reason must obtain a "Permit to Leave Building" and sign out through the office.

### **Make-up Work**

Each student is responsible for getting all make-up assignments following an absence. For each day of an excused absence the student will have two school days or as stated in the classroom teacher's policy, whichever is greater, to make up the work. For unexcused absences, the student may make up the work with appropriate late penalties assigned by the classroom teacher (see Homework Policy). In the case of absences exceeding one week, school administration will determine the amount of time allowed to make up all missed assignments.

### **Penalties for Unexcused Absences**

The student will receive an unexcused absence for the day's work in each class missed. *Students will receive zeros for daily work or assignments due on the day of the unexcused absence.* The student will be allowed to make up tests missed based upon the teacher's progressive test policy. An administrator will meet with each student who is unexcused and will assign the following consequence(s) **per semester**:

- 1<sup>st</sup> unexcused absence – 1 hour administrative detention for each class period missed up to 4 class periods. After 4 periods, 1 day in-school suspension
- 2<sup>nd</sup> day of unexcused absence – 1 day in-school suspension
- 3<sup>rd</sup> day of unexcused absence – 3 day in-school suspension
- 4<sup>th</sup> day of unexcused absence – 5 day in-school suspension
- 5<sup>th</sup> day of unexcused absence – Meeting with parents to determine if student remains in school.

Spring Hill High School does not recognize senior skip day. Students who are absent that day must follow normal procedures for obtaining an excused absence.

### **Tardy Policy**

Admission to class following tardiness to school requires that students check in at the front office when they arrive anytime after 8:00 a.m. If a student has been tardy to school more than five times in a semester for any reason, he/she will be assigned administrative detention for each tardy after the allowable five. Tardies due to unusual, unforeseen, or emergency situations as verified by a parent and approved by the administration will be excused. Every effort will be made to contact the parent/guardian to resolve the tardy. Students have 24 hours to resolve the tardy or administrative detention will be assigned. Once assigned, administrative detention will not be waived without mitigating circumstance.

When a student arrives late to school after a medical appointment, he/she will not be counted tardy if he/she has a note on the doctor's letterhead (or prescription pad paper) verifying the date and time of the

appointment. Please make every attempt to schedule appointments in such a way that students do not consistently miss the same class.

Each teacher is responsible for establishing rules regarding tardiness to his/her class (with the exception of the first period of the day) for the first two tardies of the semester. On the third tardy, the teacher will assign a 30-minute detention. On the 4<sup>th</sup> tardy or more the teacher will fill out a disciplinary referral and report that student to an administrator. Students who accumulate seven or more tardies in any given class will be removed from that class. Any tardy reported to an administrator will be assigned administrative detention. Failure to serve an administrative assigned detention will result in an out of school suspension.

### **Truancy**

A student is considered truant when he or she has three unexcused absences on three consecutive days, five accumulated unexcused absences in a semester, or seven accumulated unexcused absences in a school year. All cases of truancy must be reported to the appropriate statutory authorities. A student is truant when the absence is one that does not fall under the excused absences listed above. Administrators determine if a student is truant or not.

### **Bullying / Hazing**

The board of education is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by any means by students, staff or a third party is strictly prohibited and shall not be tolerated in the district. Spring Hill School District BOE has adopted a district-wide anti-bullying program to ensure the safety of all students.

Publishing/posting recorded images or messages to social media that cause disruption of the school learning environment as determined by the school administration will be considered harassment and fall under the school's progressive discipline policies. Such recordings may include, but not be limited to, still images, text messages, video recordings, and/or voice recordings. The definition of bullying and the district's action plan is available [on the school website](#).

### **Class Changes**

Due to class sizes and restrictions in scheduling, class changes will only be made for academic reasons and with good cause. First semester changes may be requested the first two days before the students return to school. After students have returned, they will have two days, before or after school, to change classes. From days 3-10, students may make changes in schedules only by filling out the drop/add form and attaining teacher, administrator, parent, and counselor signatures. Second semester changes should be made before students leave for Winter Break. Once the semester begins, the first semester protocol is followed. Please refer to the Spring Hill High School Program Planning Guide for more detailed information.

### **Class Schedule**

8:00-8:45	Hour 1
8:50-9:35	Hour 2
9:40-10:25	Hour 3
10:30-11:15	Hour 4
11:20-11:40	Advisory
11:40-12:40	Bronco Hour
12:40-1:25	Hour 5
1:30-2:15	Hour 6

## **Computer Usage**

Each student at Spring Hill High School will be loaned a district-owned Apple MacBook Air laptop, charger, and case to be used at school and at home for the completion of school assignments. The MacBook must remain in the school-provided case at all times. Cases are meant to store the computer and shall not be used as ad hoc backpacks for storing papers or extraneous items except in the external pocket. This equipment is and shall remain the property of Spring Hill School District and is herewith lent to the student for the school year and should be used for approved purposes only. Damage resulting from negligent care to the computer, case or charger will be assessed and fees collected per district guidelines. For guidelines regarding student and parent responsibilities regarding the MacBook Air Laptops, please reference the Student Acceptable Use Agreement and Laptop Loan Agreement Form which can be found on the USD 230 District Website at [http://www.usd230.org/parents\\_students/1-1technology](http://www.usd230.org/parents_students/1-1technology)

## **Credit Recovery and Edgenuity**

Edgenuity is a computer-based program that gives students an opportunity to recover credit during the school day. The intent of Edgenuity is to provide assistance until the student is capable of returning to the general education class in line with their appropriate needs and accommodations (if any). In order for a student to participate in the program, he or she must:

1. Have taken the subject in the regular classroom for an entire semester or attempted the course with at least two different instructors resulting in a failing grade.
2. Attend a SAT meeting with his/her parents and guidance counselor; with observations and documentation from the general education teachers detailing the student's efforts and attempts at class room modifications/interventions and,
3. Obtain approval from administration.
4. No more than two Edgenuity courses can be initiated for any student at any time.

Edgenuity courses must be completed in the time frame of no more than two per semester unless specifically approved by an administrator to meet student needs. The program starts over the next semester if the student fails to complete the courses in the required time. Edgenuity courses are graded on a pass/fail basis.

## **Dances and Social Functions**

Only Spring Hill High School students are permitted to attend school-sponsored social functions. Exceptions may be made from this policy for some activities, such as the fall and winter homecoming dances and the Junior-Senior Prom. The principal's permission is necessary for any exception. There are regulations pertaining to these exceptions, which are available from the sponsors. No student is permitted to leave a dance and then return. Students are responsible for their outside date's actions during the dance. All students are expected to dress and act responsibly, appropriate to accepted school norms. Administrators will make the final determination on what is deemed to be appropriate. Students must be in good standing in order to attend any dance or social function.

## **Detentions - Classroom and Administrative Detentions**

Teachers will assign classroom detentions to students as a method of maintaining discipline in the classrooms or hallways. After a teacher has assigned a detention to a student, that student has two days to serve his/her detention. The two days include the day the detention was assigned. Failure to serve a teacher-assigned detention results in a disciplinary referral to the office. An administrator will then assign the student an administrative detention that will double the original detention time. Failure to serve a

detention assigned by an administrator will result in out of school suspension. Seniors will not be allowed to participate in graduation ceremonies until all/any detention time has been completed prior to the Friday before graduation.

## **Discipline Code, Progressive**

The penalties listed below are the minimum penalties adopted by the USD 230 Board of Education for Spring Hill High School. Administrators may assign consequences beyond these minimum levels in cases warranting such actions. Failure to serve administrative consequences will result in out of school suspension.

### ***Minor classroom disruption***

- Teacher assigns detention(s)

### ***Repetitive disruption within the same hour or severe disruption***

- Consequences will be assigned by administrator
- Verified infractions: minimum 1 period administrative detention

### ***Use or possession of tobacco products to include e-cigarettes or vape devices***

- 1<sup>st</sup> offense – 1 day ISS
- 2<sup>nd</sup> offense – 3 days ISS
- 3<sup>rd</sup> offense – 1 day OSS
- 4<sup>th</sup> offense – 3 days OSS
- 5<sup>th</sup> offense – 5 days OSS + hearing for long-term suspension

### ***Distribution of simulated drugs, prescription medication or over-the-counter- drugs to other students***

- 1<sup>st</sup> offense Consequences will be assigned by administrator

### ***Possession, use of, or under the influence of alcoholic beverages, illicit drugs, and/or controlled substances***

- 1<sup>st</sup> offense – Minimum of 5 day OSS. Student may return after 5-day OSS with an evaluation from a certified substance evaluator at student's expense. SRO referral.
- 2<sup>nd</sup> offense – 5-day OSS + hearing held for long-term suspension. SRO referral.

### ***Distribution of illicit drugs and/or controlled substances***

- 1<sup>st</sup> offense: 10 days OSS. SRO referral. Referral for long-term suspension/expulsion.

### ***Responsible for or in possession of drug paraphernalia (to include but not limited to pipes, papers, screens, razor blades, scales, syringes, roach clips, any device for smoking and/or consumption and carrying containers)***

- 1<sup>st</sup> offense: 3-5 days OSS and referral to the SRO + meeting with parents
- 2<sup>nd</sup> offense: 5-10 days OSS and referral to the SRO + possible hearing for long-term suspension

### ***Fighting:***

- Sent home immediately that day

### ***Pushing/Shoving***

- 1<sup>st</sup> offense: 3 days ISS
- 2<sup>nd</sup> offense: 2 days OSS + parent conference in order to return

### ***Hitting***

- Sent home immediately
- 1<sup>st</sup> offense: 3 day OSS + parent conference before return
- 2<sup>nd</sup> offense: 5 days OSS + possible hearing held for long-term suspension

### ***Profanity in Classroom***

- Teacher assigns detention

### ***Profanity Directed to/at Staff***

- 1<sup>st</sup> offense: 1 day OSS
- 2<sup>nd</sup> offense: 3 days OSS + possible hearing held for long-term suspension

### ***Theft***

- 1<sup>st</sup> offense: OSS with number of days to be determined by administration based on severity of offense

### ***Threats to Teacher***

- 1<sup>st</sup> offense: 5 days OSS + hearing to determine if student returns to school. Police report filed immediately.
- 2<sup>nd</sup> offense: 5 days OSS + possible hearing held for long-term suspension. Police report filed immediately.

### ***Vandalism to School or Personal Property***

- Student pays for school damage. Police report filed immediately.
- 1<sup>st</sup> offense: 3 days OSS + meeting with parents
- 2<sup>nd</sup> offense: 5 days OSS + possible hearing held for long-term suspension

### ***Responsible for or in possession of an open flame***

- 1<sup>st</sup> offense: 2 days OSS

### ***Insubordination/Disrespect/Defiance***

- 1<sup>st</sup> offense: 1 day OSS
- 2<sup>nd</sup> offense: 3 days OSS
- 3<sup>rd</sup> offense: 5-10 days OSS
- 4<sup>th</sup> offense: 5-10 days OSS + possible hearing held for long-term suspension

### ***Bullying/Harassment/Racial or Sexual Harassment***

- 1<sup>st</sup> offense – Warning or ISS if warranted by administrator
- 2<sup>nd</sup> offense – 1 day ISS + meeting with parents
- 3<sup>rd</sup> offense – 3-5 day OSS + possible hearing held for long-term suspension
- 4<sup>th</sup> offense – 5-10 day OSS + possible hearing held for long-term suspension

### **Out of School Suspension:**

Procedures for suspending or expelling students are specified by the Board of Education. The policy prescribes requirement for notification of students and their parents or guardians, hearing procedures, protection of students' due process rights, and an appeal provision. Students who receive a short-term suspension (one to ten days) will not receive daily credit or have make-up privileges except for tests and long-term projects occurring during the period of suspension.

### **In-School Suspension:**

In-school suspension (ISS) placement has been designed to minimize the loss of academic learning opportunities during out of school suspension. During in-school suspension, students are provided assigned material to complete that relates to their normal classroom activities. Students are responsible for obtaining missed assignments and completing that work per the excused absence policy. All work supplied to a student in ISS will be completed by the end of the day or the student will stay in ISS until the work is completed. Students will be expected to abide by the in-school suspension guidelines and complete a reflective essay. Work completed during in-school suspension will be given to the appropriate teacher for class credit.

### **Discrimination**

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion is prohibited. (Board of Education Policy GAAB)

### **Dress Code**

The following dress code has been formulated through the efforts of the Board of Education and the SHHS Student Council, and will govern the dress of our student body. The SHHS dress and grooming code is the responsibility of the parents, students and school system. Since all three are interested in the

highest quality of education that can possibly be offered to our students, it should be a joint effort. One function of the school is to assist students to be successful in life. Dressing for success is part of that role. Students are expected to dress in a manner that will promote a positive learning environment. Neatness, decency and good taste are guidelines of the district and SHHS dress code (JCDB)

Student attire must be neat and clean, and shall in no way attract undue attention or infringe on the rights of others. Apparel that is sheer, and/or low cut may not be worn. All costume apparel, including tails and animal ears, is prohibited unless related to spirit days or another school activity. Undergarments are not to be visible. Wearing any garment that depicts or suggests obscenity or vulgarity is prohibited. Health standards require that shoes are to be worn at all times. Bedroom slippers are not considered shoes. Shirts are to be worn in the building at all times, including during PE classes. The following are not acceptable: hats, hoods, stocking caps, doo rags, skull caps, or other head coverings, sunglasses, extremely short shorts or skirts, bare midriffs/crop tops, spaghetti straps, tube tops, and clothes that advertise alcohol, drugs or tobacco. Gang-related apparel such as headbands or bandanas worn on the forehead are prohibited.

When, in the judgment of a building administrator or teacher, a student's appearance does infringe on the rights of others by causing undue attention and disrupting the learning environment, the administrator may prescribe appropriate action.

## **Electronic Devices**

Students are allowed to use any electronic device (e-device) only during passing periods and during their lunch period so long as they do not interfere with the school learning environment. Examples of e-devices are cell phones, mp3 players, touch screen devices, laptops, portable speakers, etc. Students must use earphones/headsets, keeping the volume level at a level that cannot be heard by others. Students may not play material that is reasonably considered inappropriate (no profanity, sexual content, etc.) in a school environment. Cell phones are to be silenced or turned off when class is in session. Cell phones are not to be used during instructional time, to include restroom breaks. Cell phones are to stay in the classroom when the student leaves the room during class. Teachers may allow students to use their cell phones at the teachers' discretion. Students are expected to follow all classroom directives concerning e-devices once they enter the classroom. Failure to do so may result in treating the e-device as a nuisance item. Students must secure their e-device in their locker when not in use. The school is not responsible for lost or stolen e-device items.

## **Emergency Safety Interventions**

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### Definitions (See K.A.R. 91-42-1)

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.



“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” means a full-time or part-time salaried officer or employee of the state, county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas Municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which school district is located, but is not a law enforcement officer or police officer.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

### **Prohibited Types of Restraint**

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
  - Using face-up (supine) physical restraint;
  - Using physical restraint that obstructs the student’s airway;
  - Using physical restraint that impacts a student’s primary mode of communication;
  - Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
  - Use of mechanical restraint, **except:**
- o Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - o Any device used by law enforcement officers to carry out law enforcement duties; or
  - o Seatbelts and other safety equipment used to secure students during transportation.

### **Use of Emergency Safety Interactions**

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under

the circumstances by the school employee witnessing the student's behavior prior to use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### **ESI Restrictions**

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

### **Use of Seclusion**

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such rooms shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### **Notification and Documentation**

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events

leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI; (E) space or an additional form for the parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B), and (C) if the triggering issue necessitating the ESIs is the same.

The parent should be provided the following information after the first and each subsequent incident during each school year; (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in the policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### **Law Enforcement, School Resource, and Campus Security Officers**

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt for the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### **Documentation of ESI Incidents**

Except as specified above with regard to law enforcement or school resource officer use of the emergency safety interventions, each building shall maintain documentation any time ESI is used with a student.

Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education plan at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident,
- and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### **Reporting Data**

District administration shall report ESI data to the state department of education as required.

### **Parent Right to Meeting on ESI Use**

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school in by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests and individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, of the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such a meeting.

The student who is subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

### **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written finding of fact and corrective action adopted by the board shall only be provided to the parents, the school, and the state board of education and shall be mailed to the parent and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

## **Enrollment fees**

Enrollment fees will be reduced for students starting after the first day of school in August. No full refunds will be made. Refunds for students withdrawing from school will be made upon request for quarters the student will not be in attendance. No refunds will be made after April 15<sup>th</sup>.

## **Final Exams**

Final exams will be administered the last three days of each semester. The weight of the final exam should be a minimum of 10% but not more than 20% of the semester grade. Students should only take finals during the designated time. In order to protect the integrity of the test(s), it is recommended that teachers do not give a final early. Students are expected to stay in class until the class period is over. The administration may allow early finals for individuals due to exigent circumstances on a case-by-case basis.

## **Incentive (Student Achievement) Program**

In an effort to encourage high achievement, positive attendance and citizenship, students may earn the privilege to opt out of one final. Please note that the faculty highly recommends all students take all finals to better prepare for college. The following procedure is to be followed for opting out of an exam: (per semester)

- Students may opt out of one class in which they have an A.
- Opting out of a final is always at the discretion of the teacher
- Students lose their opt out if they receive a disciplinary referral for any reason.
- Students may lose their opt out if they have excessive tardies (in all classes, three or more, for the semester)

## **Flowers, Gifts and Messages**

Flowers and gifts that are delivered to students at school will be held in the office and distributed after school is dismissed. Students will not be called out of class to receive messages or items they have forgotten at home unless the office feels it's an emergency. Messages from parents will be delivered to students as soon as they are received in the office. Office staff will not take messages from individuals other than parents unless it is an emergency.

## **Grading Scale for Grades 9-12**

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 - Below	F

## **Guidance and Counseling**

The school counselors are available to assist students with their educational programs and needs. Counselors help students and their teachers determine whether the students are making satisfactory academic progress. They are to assist students with their educational and vocational plans. This includes college admission, financial aid/scholarship information, occupational awareness, and career planning.

The school social worker is available to assist students with their psychological and social well-being. Social workers provide information and counseling and help students, parents and school staff work together to solve problems by communicating and providing referrals to other resources.

## **Hall Passes**

Students are expected to be in class during class time. Students in the halls during class time shall have a hall pass from the office or teacher. Loitering in halls is not permitted. Students traveling in the halls are expected to maintain a reasonable degree of quiet and proper behavior. Students may be denied hall passes if they violate appropriate behavior codes while using a hall pass.

## **Health Office (School Nurse)**

Our school nurse is on duty to provide care for students with acute illness and injury. The nurse will also conduct health screenings and health education programs. Parent permission will be obtained before allowing students to go home. Please visit the school website to view the school exclusion policy for students with medical concerns. Parents should include the name of an alternate person to contact on the emergency form in case the parent cannot be reached or is out of town.

### **Allergies:**

The health and well being of students is the responsibility of all staff at SHHS. Every reasonable attempt will be made to reduce the risk of exposure of the allergen. Students at the high school will be responsible for monitoring their own food choices. Any questions regarding this procedure should be discussed with the school nurse AND the building principal.

1. As a part of the enrollment process, the school nurse will make sure that all student health files are updated and that all students with medically documented allergies have an alert on skyward.
2. Prior to the start of school, each teacher will receive an electronic notification, from the nurse, that lists all students who have reported allergies or health concerns.
3. Prior to the start of school the school nurse will meet with teachers and staff to review procedures for keeping students with reported allergies safe including Epi-Pen training.
  - a. An emergency health folder will be given to each teacher (and necessary staff) that includes a health care plan and an action plan signed by the physician, if indicated and provided by the parent, for each student with the student's picture, notification of the allergy, instructions regarding the allergy and treatment protocol for exposure.
  - b. If a student has a reported allergy, the staff shall take reasonable steps to eliminate exposure to the allergen during the school day.

- c. If a student is inadvertently exposed to an allergen, the teacher and/or staff member shall contact the nurse immediately and follow protocol for allergen exposure.
4. Following the meeting, each teacher will sign an acknowledgement form stating that they received training regarding our allergy protocols and had an opportunity to ask questions.
  5. Each teacher will place this emergency health folder with their sub lesson plans, and a copy will be placed in the emergency sub folder which is kept in the office.

### **Medications:**

In compliance with current policies recommended by the Kansas State Department of Education, the Kansas Association of School Boards, and the Kansas Nurses' Association, U.S.D. 230 will not administer any non-prescription (over-the-counter) medications without a parent's written permission. Medication may be given with verbal permission over the phone at the nurse's discretion, but this will need to be followed up with written permission from the parent. Medication consent forms are available in the nurse's office. When medications prescribed by a physician are needed at school, the school nurse or other authorized personnel may administer the medication under the following conditions: The medication is in the original container with the student's name, physician, current date, name of medication, dosage, and method of administration. A consent form signed by parents and the physician must accompany all prescription medications. Inhalers and Epipens must be accompanied by a note from the physician stating that the student has been instructed in its use and is authorized to carry the medication at school. High school students may carry a small bottle of their own non-prescription (over-the-counter) medications, such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil), or antacids (Tums). However, all other medications must be kept in the nurse's office. All medications must be in the original container. Students must never give or share any type of medication or drug with other students. The principal will have the final authority to revoke the students' privilege of carrying their own medication, if necessary.

### **Immunizations:**

All students must have written verification of current immunizations and proof of immunization for certain diseases or furnish other documents that satisfy statutory requirements upon enrollment.. The superintendent or his/her designee may exclude students who fail to provide such documentation. Students who are not immunized ~~from school~~ may be excluded from school during disease outbreaks.

Medical and religious exemptions are the only exceptions. Medical exemptions signed by a physician must be provided on an annual basis. Failure to present written proof of immunizations will prohibit school entrance until such proof is presented. Immunizations may be obtained from your physician or your local health department. Please refer to the school website or Johnson County Health Department website for the current year's immunization requirements.

## **Homework Policy**

Students are expected and encouraged to complete homework assignments in order to extend and reinforce classroom instruction and to prepare for formal assessment. Pursuant to that objective, students will be allowed to turn in homework assignments up to the date of the formal or summative test for the material. Each teacher will establish a progressive grading policy for late work. After the formal assessment, teachers are under no obligation to allow late work for that material to be handed in, though they may do so. Students need to read the syllabus for each class to understand each teacher's homework policy.

## **Honor Roll**

Three honor rolls are compiled and published for each grading period of the school year. All students must be taking five or more units of weight. The honor rolls are:

1. Principal's A Honor Roll - To qualify for the Principal's A Honor Roll, a student must receive a 4.0 for that grading period.
2. Purple & Gold Honor Roll - To qualify for the Purple & Gold Honor Roll, a student must receive a 3.5 for that grading period.
3. B Honor Roll - To qualify for the B Honor Roll, a student must have a numerical 3.0 average with no grade below C.

## **Inclement Weather and School Closings**

School closings due to inclement weather or other reasons will be posted on the district information line – 913-592-7272. Checking local area news is a good source to obtain information about school closings. In addition, the information is posted on the district's website at [www.usd230.org](http://www.usd230.org). In Skyward, parents may enter preferences in the Skylert tab if they would like to receive a text or phone call in the event of an emergency situation or school cancellation due to inclement weather.

## **Insurance Coverage**

U.S.D. 230 provides the opportunity for each student to enroll in an accident insurance coverage program. The insurance is optional at each family's discretion. Information about the insurance is available to parents and students on the district website or in the school office. Student medical expenses not covered by this program are the responsibility of the family.

## **Library Policies**

**Hours:** The library media center is available to students from 7:15-3:45.

**Pass Policy:** A student must have permission from his/her teacher to use the library during the school day. That may be communicated in the form of a pass or email. A student may return to class, but may not leave the library for errands, the restroom or locker and expect to return to the library.

**Behavior:** Each student is to follow standards of behavior that will allow other students to pursue their academic or recreational reading free from distractions. Students should leave the area they used in a neat and clean condition. A student may be suspended from the library for unacceptable behavior upon the recommendation of library personnel and approval of administration.

**Borrowing Materials:** Students may check out up to four items for three weeks at a time. Books may be renewed in person or at [library.usd230.org](http://library.usd230.org). The individual checking out a book will be responsible for returning it on time and in good condition.

- **Overdue Materials:** Students with overdue materials may have their borrowing privileges restricted or revoked.
- **Lost/Damaged Library Materials:** The replacement cost will be charged to the borrower for lost or damaged items. The loss/damage should be reported to library staff immediately.

**Digital Content:** Online resources, databases and eBooks are available through the library website at [shhs.usd230.org/academics/library\\_media\\_center](http://shhs.usd230.org/academics/library_media_center).

**Makerspace:** This creative space is available to students during library hours with teacher permission. Use of the 3D printer requires training and supervision by library staff. A small fee is assessed for 3D printing.

**Technology/Computers:** The library circulation desk serves as the tech support desk for student computers. Collaboration stations and a printer are available for student use. Please print only what is necessary. Access to the library catalog is available at kiosks and online at [library.usd230.org](http://library.usd230.org).

## **Lockers**

A hall locker may be assigned upon enrollment. Only one student may be assigned per locker. Students are not to share lockers with other students, nor should they give their locker combinations to other students. The locker is in joint tenancy between the school and the student; therefore, the school



maintains the right to inspect said locker at any time without student permission. This inspection may be done by administration or with the use of dogs. The school cannot be responsible for personal possessions that are lost or stolen. Each student is responsible for the proper care of the locker. Students will be charged replacement/repair cost for vandalism or damage. Student behavior in the locker area must be orderly. Students are to help keep the area clean. Students should secure all items of value in both gym and hallway lockers at all times. Instrument lockers will not be used to store any materials not needed for music instruction.

### **Long Term Assignments**

Long-term assignments (LTA) are defined as those made more than 10 school days before the due date. LTAs are expected the day that they are due regardless of attendance. A school activity is not considered an extenuating circumstance. If absent for illness, the assignment is due at 8:00 a.m. the first day that the student returns. Appeals for extenuating circumstances can be made to the principal and/or teacher.

### **Lost/Damaged Textbooks**

Students are responsible for maintaining and returning all textbooks and materials issued to them. Students will be assessed a fine consistent with cost of replacement or repair of the item. The issuing teacher and administration, who will notify the student, the student's parents, and school secretary, will determine the cost of replacement or repair. Student grade cards, schedules, diplomas and transcripts will not be released until the payment has been received in the office.

### **Lunches**

Breakfast and lunch meals are offered daily with prices adjusted for students and adults. The district has established a charging policy for school meals. Students may only charge up to six reimbursable meals and must have funds in the meal account to purchase ala carte items. Please refer to the District Charge Policy EE for further information. WE HAVE A CLOSED LUNCH PERIOD. Students are not allowed to leave school grounds during this time.

### **Make Up Work**

(See Attendance Policy)

### **Money**

Students are encouraged NOT to bring large sums of money to school. Selling items of any kind at school is prohibited unless pre approved by the administration.

### **Nuisance Items**

Electronic devices used in a manner that disrupts the school learning environment are considered nuisance items. Nuisance items will be confiscated and kept by the office. Examples include but are not limited to: MP3 players, CD players, radios, cell phones, portable speakers, etc. Cell phones are to be silenced or turned off when class is in session. Cell phones are not to be used during instructional time, to include restroom breaks. Cell phones are to stay in the classroom when the student leaves the room during class. Teachers may allow students to use their cell phones at the teachers' discretion. Nuisance items taken from students will be kept in the office until the end of the school day. Parents are required to come to school to pick up any nuisance item taken for a second time and every time thereafter. An in-school suspension is given for confiscation of a nuisance item for the third time. An out of school suspension will be given every time thereafter. The school is not responsible for lost or stolen nuisance items.

## **School Resource Officer (SRO)**

The Johnson County Sheriff Department, City of Spring Hill and the U.S.D. 230 Board of Education have formed a partnership to provide a school resource officer in the Spring Hill School District. This program is provided in response to the frequency of violent incidents in our nation's schools and a recommendation by the 1998-1999 district safety and discipline committee. The primary job of the SRO is preventative in nature and designed to provide a positive law enforcement presence in the school community. The school resource office is located at Spring Hill High School.

## **Senior Course Requirements**

It shall be required of high school seniors to take a full course of study during the first semester of the school year. Exceptions are to be made only at the discretion of the building principal after consultation with the U.S.D. 230 superintendent.

## **Sexual Harassment**

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. If sexual discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence. Sexual harassment may include but is not limited to the transmission of sexually inappropriate or suggestive images i.e. sexting, video, audio or communications which include inappropriate or suggestive content via social media on or off campus if it impacts the school learning environment.

## **Statewide School Safety Hotline Number**

Students may anonymously report possible impending violent acts in schools by calling 1-877-626-8203. This is a Kansas Highway Patrol toll-free number, and it is answered 24 hours per day.

## **Student Arrival Time**

Teachers are available to help students from 7:45 AM to 3:45 PM. Students are to be in first hour class and sitting at their desk ready to begin work by 8:00 AM. No student is to be inside the academic wing of the high school building before 7:45 AM unless requested to be, and in the company of a teacher, coach or sponsor. Students should stop at the library desk to verify the teacher is available and to gain access to the academic hallway.

Once a student has arrived at school, he or she is not to leave the grounds for any reason until his or her normal dismissal time, unless approved by the principal's office. All students leaving the high school before their normal dismissal time must check out through the office. Please remember there is no open lunch. After school hours (3:05 PM), only students participating in supervised school programs and/or under the direct supervision of a teacher, coach, or sponsor are to be in the building or on school grounds.

## **Student Assistance Team (SAT)**

This program is an intervention program available to students who are struggling academically. Students may be referred to SAT by a teacher, counselor, parent, and/or administrator. When a student is recommended for SAT, monthly meetings are assigned to come up with an action plan for student improvement. Many times interventions include participation in the after-school program, attendance in an academic support group, and weekly progress reports.

## **Student Conduct Code**

An appropriate atmosphere for learning requires that students act in a mature and responsible manner. Respect for the rights of others is central to the maintenance of such an atmosphere. Any acts that interfere with the learning process or infringe upon the rights of fellow students and/or members of the staff will not be tolerated on school grounds or at any school activity. Some student acts may be referred to law enforcement personnel.

## **Surveillance Cameras**

Spring Hill High School is equipped with surveillance cameras that are located in specified interior and exterior areas of the building. These cameras are monitored for the purpose of providing a safe and secure school environment for students, staff, and patrons. The local police municipalities have access to the cameras in emergency situations.

## **Suspensions**

While no attempt will be made to list every specific type of unacceptable behavior, some areas deserve mention, as they may result in immediate suspension. Students may be suspended or expelled for one or more of these reasons:

1. Possession or distribution of alcohol beverages, controlled substances, drug paraphernalia or prescription medication or being under the influence of such substances. Students who give evidence of use, either prior to arriving on campus or while on campus, or possession of drugs, drug paraphernalia, medications or alcohol of any type anywhere on campus, or at any school-sponsored activity whether within the school district or out-of-town is expressly prohibited. Classrooms, lockers, and the parking lot are property of USD230 and therefore, are subject to search by the administration at any time. Drug-sniffing dogs may be used in these searches.
2. Fighting, pushing/shoving, physical aggression or acts of violence on the school campus will result in the assignment of administrative detention, an in-school suspension, or an out of school suspension for a period deemed appropriate by the administration.
3. Possession of a weapon. (see Weapons and Dangerous Instruments)
4. Profanity - Obscene, vulgar, profane or disrespectful words directed at staff members will result in referral to the office for disciplinary action deemed appropriate by the administration. Repetitive disruption within the same hour or severe disruption: Consequences will be assigned by administrators. Verified infractions will result in administrative detention.
5. Theft.
6. Tobacco use – Smoking by students and/or possession and use of any other tobacco product to include use and/or possession of any electronic smoking device or paraphernalia is prohibited in any attendance center, at school-sponsored events or on school property. Administration may report students who are in violation of this policy to the appropriate law enforcement agency.
7. Threats or intimidation, harassment, or bullying – A student shall not threaten with physical violence or coerce by any means, any student, teacher, school employee or other individual. Nor shall a student or any other person employ threats, intimidation, verbal harassment, cyber harassment, or bullying of any kind including racial or ethnic references. Consequences may range from an assignment of administrative detention, an in-school suspension or an out of school suspension at the discretion of an administrator.
8. Destruction of school property/vandalism.
9. Insubordination, disrespect, or defiance.
10. Repetitive unexcused absences or repetitive failure to serve assigned administrative detentions.

## **Threats of Violence**

A student has the responsibility to report threats of violence, by another student or groups of students, promptly to any district employee. A report based on “reason to suspect” does not require proof that threats of violence will occur or actually occurred or that the reporter witnessed the threat. The evaluation of threats of violence will be the responsibility of the building administrator and/or law enforcement officials.

## **Tornado Drills / Fire Drills / Intruder Drills**

There will be periodic tornado drills, fire drills, and intruder drills as prescribed by Kansas law and local board of education policy. We will follow procedures as prescribed by the civil defense authorities.

## **Vehicles**

It is permissible for licensed students to drive cars to school; however, they are not permitted to use a car during school hours unless they have received permission from the office. Students must observe safe driving practices while driving to school or on the school grounds. Under no condition will students be allowed in their vehicles during the noon hour or other part of the school day without first obtaining administrative approval. Cars must be parked in designated student parking lots.

## **Visitor Permits**

Students wishing to have a visiting student accompany them at school must receive PRIOR approval at least one day in advance of the visit, through the office. Guidelines for authorizing visitors are:

1. The visitor is staying in the home of the host Spring Hill student.
2. The visitor’s residence is outside the local or metropolitan area.
3. The host student is to bring written parental permission.
4. Visitation will not be for more than one day.
5. The visitor must be of high school age and attending school.
6. The school, which the visitor attends, may not be in session on the day of the visit.
7. Teachers of the Spring Hill student must be willing to allow the student visitor in their class on the day of visit. Spring Hill student will need to get prior permission from their teachers as well.
8. Students are individually responsible for guest’s behavior at school.
9. Visitor identification must be worn at all times.
10. All visitors must check out with the office at the end of their visit.

## **Weapons and Dangerous Instruments**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property 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.

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see BOE Policy JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. The superintendent or the superintendent’s designee shall conduct expulsion hearings for possession of a weapon. Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if said student is a juvenile, to the Department of Children and Families (DCF) or the Commissioner of Juvenile Justice.