

SOUTHEAST JUNIOR HIGH  
Student Handbook 2018-19

OUR MISSION

Success through Excellence: Everyone, Everywhere, Everyday



BOARD OF EDUCATION

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As an Equal Employment/Educational Opportunity Agency USD 247 Southeast does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent Brad Miner, 506 S. Smelter Cherokee KS 66724 (620) 457-8350. TTDY number 711 for Hearing Impaired translation services

## WE ARE SOUTHEAST

### CERTIFIED STAFF

Mike Bowman	Physical Education
Mary Colvin	Social Studies
Danica Gibson	Band
Jeremy Goode	Counselor
Jerrad Hansen	Algebra
Ashley Hobbs	PE – Technology -Science
Dina Horgan	Language Arts – MTSS
Laney Lawson	Special Education
Rebecca Logan	Music – Library
Sandra Martinie	Math
Natalie Powell	Science - Technology
Donna Renn	Art – Soc. Studies
Marta Ward	Language Arts
Karla Williams	Language Arts –Soc. Studies

### Support Staff

Beth Ulery	Office Manager
Cathy Strukel	At-Risk Tutor
Tina Westervelt	Teacher/Library Aide
Magarah Charlton	Teacher Aide
Jake Thompson	At-Risk Tutor
Jeannie Grother	Custodian
Melody Brennon	Food Service
Rosanna Ristau	Food Service

The rules and procedures appearing in this handbook have been adopted by the USD 247 Board of Education.

Expectations:

The following are expectations the school has for students, teachers and parents.

### **Students:**

1. Attend school and be on time for each class.
2. Be prepared, bringing all materials to each class. Complete coursework on time.
3. Expect to come in before or after school to make up work, get help, or complete assignments.

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4. Follow the instructions of all teachers and staff in the classroom, halls, cafeteria, buses, and all other school premises.
5. Expect curriculum and grading standards that hold students to high levels of performance.
6. Be respectful to others and their property. Use technology for academic purposes only.

### **Parents:**

1. Insure students attend school, are on time, well rested and ready to learn.
2. Notify the school by 9:00 am when the student will be absent.
3. Communicate with the appropriate staff when there are questions or concerns.
4. Check PowerSchool to stay current on their child's grades and assignments that need to be completed.
5. Attend parent/teacher conferences.

### **TEACHERS:**

1. Challenge students to insure that each child achieves at the highest level of his/her ability.
2. Communicate with parents when there are concerns or questions.
3. Provide help when work is not completed to expectations.
4. Provide a curriculum with content and homework that will allow students to be successful at the high school level.
5. Hold students to high academic and behavior standards.

### **PARENTAL CONCERNS:**

If parents have a concern about their child, they should:

1. First contact the child's teacher.
2. If not satisfied or if the problem is outside the classroom, contact the building principal.
3. If not satisfied, contact the district superintendent.

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### Grade Point Average

The grade point average (GPA) for Southeast Junior High students will be computed using the following scale:

- A - - - - 4 points
- B - - - - 3 points
- C - - - - 2 points
- D - - - - 1 point
- F - - - - 0 points

Only semester grades will be used to compute the GPA. All classes taken will be given equal weight. First semester grades will be used for the purpose of awards and promotion ceremonies.

### Schedule Changes

Teaching assignments, class offerings and master schedule are all developed in the spring. It is critical that students do a great deal of serious planning when they enroll in courses for the next year. After individual student schedules have been completed, changes will be made only if the request conforms to one of the following criteria:

1. Extenuating circumstances not anticipated at the time of enrollment.
2. The teacher's prognosis of continued difficulty because of lack of background or ability. (Lack of interest or effort does not apply.)
3. Administrative changes to balance class loads.

### Honor Roll

Honor Rolls are announced after each semester grading period. Selection will be based on the grades received during that period. The two honor rolls are:

"All A" – students must make all A's during the semester period.

"A-B" – students must made a grade no lower than a B during the semester period.

## **ATTENDANCE POLICY**

It is the intent of our attendance policy to stress the importance of regular attendance to all students enrolled at Southeast Junior High. Punctual and regular attendance is necessary if all students are to share the benefits of a successful, well-ordered school.

We ask that full cooperation be given in matters dealing with the attendance policy stated below:

1. An absence will be considered EXCUSED when:
  - a. There is documentation from a health care professional (Doctor, Dentist, etc.); or
  - b. Parent contacts the school by 9:00 a.m. on the day of the absence stating a valid reason for the absence; or

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- c. When there is no phone in the home the student brings in a note to the office upon returning to school (after 3 consecutive days, the note must come from a health care professional); or
  - d. Family emergency deemed unavoidable by school administration.
  - e. Students who have more than ten (10) absences in a semester may be required to supply a doctor's note that states that they could not be in school for medical reasons, not that the student was only seen in the office.
2. An absence will be considered UNEXCUSED when:
- a. The parent does not contact the school the day of the absence by 9:00 a.m. or
  - b. A valid reason is not given for the absence as determined by administration or

If a student gets an unexcused absence, he/she will be able to make up the work. The points attainable on the assignment may be reduced as determined by the classroom teacher.

### Check-Out Policy

Students who need to check out during the school day should have their parent or guardian call the school at least an hour prior to the student's check out time OR provide a parent or guardian note to the office prior to when the student checks out. All students must have parental permission to check out of school.

\*Students will not be allowed to return to school or activities including games or practice that day after checking out UNLESS they have a note from a health care provider, attended a funeral, or have a court-ordered appointment from an outside agency.

### Truancy

The principal shall report students who are truant from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant. A significant part of the school day is defined as one class period. Prior to reporting to the county or district attorney, a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

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### Tardies

Students are expected to be in class on time with all materials necessary for class. A student will receive disciplinary action after their 5th and each successive tardy in a quarter.

### **APPROACH TO INTERVENTION**

It is the belief of the staff at Southeast Junior High that each and every student can achieve at high standards when proper motivation and relentless teaching occurs. When a student is not reaching a satisfactory level of achievement, a system of school wide interventions will be implemented at the earliest identification of need.

Students are expected to successfully complete all assignments that carry a significant grade in the class as determined by the instructor of the class. The instructor will determine "Successful completion" of the assignment. When students do not complete an assignment their name will be placed on the "Rescue" list for help. This help could include extra instruction or extra time before, during or after school. A student will remain on the "Rescue" list until successful completion of their work. As the Board has passed a policy allowing the school to extend the school day and year student attendance at these sessions is mandatory.

Students who have several assignments that are incomplete or missing will be assigned to the "Intensive Care Unit" (ICU) until their work is completed. Students placed in ICU will receive help with their work including that of their teachers. Students will be released from ICU upon the successful completion of work.

Students will receive credit for all work they complete. The amount of credit received for this work will be determined by how late the work is. Successful completion of work will result in a passing grade on the assignment. Students who have incomplete work at the end of the semester or year could be given an incomplete grade for the class and will continue to work on those assignments until their completion during the next semester or required summer school. Refusal to attend after school or summer sessions will result in students being reported for truancy to the County Attorney.

### **BULLYING/HARASSMENT**

Harassment of any student is prohibited by policy of the USD 247 Board of Education. This includes verbal threats, intimidation, and physical abuse. Please refer to the USD 247 Bullying Policy posted at [www.usd247.com](http://www.usd247.com). Students should report bullying situations immediately to staff or administration.

## **BUS**

### General Rules and Safety Regulations

All students being transported by USD 247 vehicles, primarily busses, will be required to follow the rules established by the school district. The safety of students is of the first and foremost concern and must not be jeopardized by inappropriate behavior. Failure to behave as expected may result in a student's bus privileges being revoked or other disciplinary measures.

Click below to view:

[USD 247 Transportation Policy](#)

### Activity Trips

1. All students must ride the designated school transportation to officially recognized events unless permission to do otherwise is given by the Principal.
2. A parent/guardian may transport his or her child from an out-of-town activity by:
  - (a) Being present at the event to personally assume custody.
  - (b) A parent/guardian that wants their student to ride home with another adult after an activity must make arrangements with the school during the day of the activity stating who the adult will be. The parent/guardian should file a release naming the adult taking the student.
3. All alternate transportation arrangements which are made that do not include the student's parents are subject to revocation by the school personnel in charge of the student. If the sponsor feels that for safety sake the student should return on the school transportation, then the student must abide by the decision.
4. Failure to follow this policy may result in the student being suspended from the activity or team.
5. Out-of-town trip sponsors may designate alternate pick-up and release stations if they deem it is desirable. .

## **Chrome books**

Students will be allowed to use Chrome books under the direction of the classroom teacher. Each student will be assigned a specific Chrome book and is responsible for the care of that device. Students will not be allowed to take the Chrome book home, as they are stored at school. Students who damage their Chrome book will be

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responsible to pay for fixing or replacing the Chrome book. Students are not to be on unauthorized web sites, clear their browser history or lock their Chrome book. These activities will be treated as discipline violations and students could lose use of their Chrome book.

### **CELL PHONES**

- Permitted in building, but must remain out of site with ringers off.
- Students are not permitted to use cell phones or other devices for the purpose of recording video or audio of teachers, staff or students without prior permission of administration.
- If a student uses their phone to contact a parent without school permission it will be treated as a cell phone violation.

One of the following consequences will be applied based on the severity of the cell phone violation:

- 1<sup>st</sup> violation - Cell phone will be taken and returned to student at the end of the day.
- 2<sup>nd</sup> violation - Cell phone will be taken for the remainder of the day and one-hour detention time will be assigned.
- 3<sup>rd</sup> violation – Student will be assigned to ISS and student will leave the cell phone in the office during the school day.
- 4<sup>th</sup> violation – Student could face an out of school suspension.

### **COMMUNICATION**

All school notifications will be done through the following methods:

- School District Website
- PowerSchool
- Edmodo
- Local Media
- Twitter

### **CRISIS PLAN**

The school district has plans for dealing with emergency situations such as fire, tornado, bus evacuation, intruder, and school evacuation. Teachers and staff are trained what to do in these situations and the school conducts drills with students to prepare them for these situations.



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### DISCIPLINE

At Southeast Junior High, it is of paramount importance that students do not disrupt the educational environment due to misbehavior. Any disruption will lead to discipline procedures in order to teach students that misbehavior is unacceptable and cannot be repeated. Teachers will inform students of their classroom expectations and have the authority to keep students before or after school when those expectations are not met. Students who are sent from class for behavior or classroom disruptions will be governed by the following procedures.

1. On the first offense the student will have a conference with the principal. He/She will remain out of class for the remainder of that period. He/She could be assigned up to thirty minutes of detention time.
2. On the second offense the student could be assigned up to one hour of detention time.
3. On the third offense the student could be suspended either in or out of school. The severity of the problem will govern the number of days of the suspension...not to exceed ten days. At this time a parent conference may be held to establish a behavior contract for the student.
4. On the fourth offense the student could be suspended in or out of school. This suspension could be up to the remainder of the semester or school year.

All discipline cases will be dealt with on an individual basis. Problems such as malicious vandalism, verbal or physical abuse to staff members or students, use of alcohol or drugs on school property, etc. could result in immediate suspension from school. Use of profanity at school will result in immediate placement in in-school suspension.

#### Long-Term Suspension/Expulsion

Long-term suspension/expulsion (periods longer than ten school days) is possible under certain conditions. In these cases, USD 247 Board of Education Policy and Kansas State Law will be followed in order to insure that student and parent rights to due process are preserved.

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### **DRESS CODE**

In many ways a student's appearance can affect the learning environment of the classroom. The appearance of the student body will also make an impression on the way visitors feel about our school. Both of these concerns indicate the need for some type of policy concerning our appearance.

The following guidelines are to be used in planning wardrobes for school:

1. No hats or head coverings including bandanas and headbands may be worn; hats need to be left in lockers.
2. Shirts must have sleeves and cannot expose the midriff.
3. Holes above the knee in pants and/or shorts must not expose skin or undergarments above the mid-thigh.
4. Shorts and skirts must be of a modest length. This is defined as at the fingertips in a relaxed position (mid-thigh). Yoga pants and tights cannot be worn without a tunic style top covering to the mid-thigh.
5. Clothing choices should be worn in a manner that does not reveal a person's undergarments.
6. No sagging is allowed.
7. All students must wear shoes, boots or sandals.
8. Visible body piercing must not be disruptive to the educational environment or a health/safety violation as determined by the administration.
9. Clothing cannot endorse alcohol, tobacco, drugs, or other inappropriate material.
10. Dresses must meet sleeve and length criteria.
11. Physical appearance must not disrupt the educational process.

Students will not be allowed to attend classes until dress code violations are corrected. Lack of immediate compliance with the dress code policy will result in disciplinary action.

### **PHYSICAL EDUCATION**

Students are expected to dress out for Physical Education each day. Students will not be allowed to sit out of Physical Education without a note explaining the reason. The teacher may require documentation from a health care provider to excuse a student from physical education activities. Students not healthy enough to participate in physical education will need to prove that they are healthy enough for sports practice.

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### DRUG/ALCOHOL POLICY

The Board of Education, Administration, and Faculty of USD 247 recognize the dangerous effects that illegal drugs, tobacco products, and alcohol can have on students, the school, and the community.

The policy prohibiting the possession and/or use of alcohol, tobacco products, or other illegal or unauthorized drugs by any student has been adopted by the Board of Education and extends to the school day, to any district property, or to any school event or activity regardless of the time and location.

Every student that attends a dance will be subject to a Breathalyzer test to be conducted by the Sheriff's office or school administrator. If a student tests positive, the student will be retested in 15 minutes. If the student again tests positive, his or her parents will be contacted.

Any student violating the above policy will be subject to suspension or expulsion at the discretion of the principal.

### APPENDIX C

#### USD #247 STUDENT EXTRACURRICULAR AND/OR CO-CURRICULAR ACTIVITIES DRUG/ALCOHOL TESTING POLICY

The USD #247 Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug/alcohol use and abuse or injuries resulting from the use of drugs/alcohol, thereby setting an example for all other students of the USD #247 School District adopts the following policy for drug/alcohol testing of students participating in extracurricular and/or co-curricular activities and as a condition of obtaining parking privileges on school district property.

#### 1. STATEMENT OF PURPOSE AND INTENT

a. It is the desire of the USD #247 Board of Education, administration, and staff that every student in the USD #247 School District refrain from using, possessing, or distributing illegal drugs and/or alcohol. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular and/or co-curricular activities and obtaining parking privileges on district owned parking facilities. This policy is intended to supplement and complement all other policies, rules, and regulations of the USD #247 School District regarding possession and/or use of illegal drugs and/or alcohol.

b. Participation in school sponsored extracurricular and co-curricular activities and access to district owned parking facilities in the USD #247 School District is a privilege. Accordingly, students in extracurricular and co-curricular activities as well as those wishing to drive to school and utilize district owned parking facilities, carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol

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c. The purpose of this policy is to prevent illegal drug use and to strive within the USD #247 School District for an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extracurricular and/or co-curricular activities, and access to parking privileges on district owned parking facilities. There will be no academic sanction for violation of this policy, except to the extent that if a violation of this policy would also constitute violation of the District's discipline policy. If the discipline drug/alcohol policy is violated, the student will be subject to the penalties of the discipline policy.

d. The purpose of this policy is to prevent drug/alcohol use, educate students as to the serious physical, mental, and emotional harm caused by drug use, alert students with possible drug problems to the potential harms of use, prevent injury, illness and harm as a result of drug use and to maintain in the school district an environment free of drug use and abuse. The USD #247 School District has adopted this policy for use by all students participating in extracurricular and co-curricular activities in grades 7 - 12 and for those students wishing to obtain access to district owned parking facilities.

## 2. DEFINITIONS

a. "Extracurricular activities" means those activities that take place outside the regular course of study in school and those students involved in those activities including all USD #247 School District sponsored athletics and activities and interscholastic athletics and activities. Examples would include, but are not limited to, competitive athletics, cheerleading, and school sponsored dances.

b. "Co-curricular activities" – Academic participation in activities, clubs, and organizations outside of the normal school day hours. Examples would include, but are not limited to speech, debate, forensics, drama, band, choir, FCCLA, FFA, Student Council, NHS, and Jazz Band.

c. "Parking facilities," means all district owned property, which may be used for the parking of student vehicles. This includes both designated and non-designated areas of the school property. Students who wish to park their vehicles on school property must apply for a Parking Permit. Students who are awarded a permit to park on school grounds will be required to participate in the random drug testing pool.

d. "Drug Use Test" means a scientifically substantiated method to test for the presence of illegal, performance-enhancing drug, alcohol, or the metabolites thereof in a person's urine or saliva.

e. "Illegal Drugs" means any substance, which an individual may not sell, possess, use, distribute, or purchase under either Federal or Kansas law. "Illegal Drugs" includes, but is not limited to, all scheduled drugs as defined by Kansas Law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose as well as alcohol.

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f. "Performance-Enhancing Drugs" includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "Performance-enhancing Drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

g. "Positive" when referring to a drug test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. "Positive" when referring to an alcohol test administered under this policy means a breath analyzer test result that is considered to demonstrate the presence of alcohol.

h. "Reasonable Suspicion" means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could also include unusual increases in size, strength, weight, or other athletic abilities.

i. "Random Selection" - Each participant who has returned a signed Consent Form will be assigned a random number for testing purposes. The Participant's Drug Test Number will be used by the laboratory, which conducts the Drug Tests, to select the participants to be tested. In order to assure privacy, the name of any student who is tested shall be known to District Administrators only on a "need to know" basis.

### 3. PROCEDURE

a. Each student in extra-curricular and/or co-curricular activities, or wishing to obtain access to USD #247 district parking facilities shall receive copies of the "Student Activities/Parking Drug/Alcohol Consent Form" which shall be read, signed, and dated by the student, parent and/or guardian. Students must turn in the "Student Activities/Parking Testing Consent Form" to the school office by Friday of the first full week of school before the student will be allowed to begin, or continue, to practice or participate in any extracurricular and co-curricular activities, or be allowed to park their vehicle on school grounds. Any student who does not turn in the required forms by Friday of the first full week of the school year will not be eligible to participate in any extracurricular and/or co-curricular activities, or be allowed to park their vehicle on school property during the remainder of the school year. Transfer students will be placed in the testing pool within one week of their enrollment date in USD #247 Schools.

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- b. Students will be required to provide urine and/or saliva samples as follows:
  - 1. On a random selection basis, from a list of all students in the testing pool, 4 Jr. High. Students will be asked to provide a urine and/or saliva sample
  - 2. At any time requested by the administration, based upon reasonable suspicion, be tested for illegal or performance-enhancing drugs and/or alcohol.
- c. Any drug use test required by the USD #247 School District under the terms of the policy will be administered by, or at the direction of a professional laboratory chosen by the USD #247 School District, using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.
- d. Students attending school sponsored extracurricular activities may be required to submit to an alcohol breath analyzer test to determine the presence of alcohol.
- e. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The student will empty their pockets and remove their coat and other excess clothing prior to entering the restroom or other private facility. The principal shall designate a drug laboratory employee, a coach, or school employee of the same gender as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal, who will then determine if a saliva sample should be obtained.
- f. If the initial drug use test is positive, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the school may also choose a certain number of samples for a confirmation test. A specimen school not be reported positive unless the second test is positive for the presence of an illegal drug or the metabolites thereof.

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- g. If the test for any student has a positive result, the laboratory will contact the parent or guardians of the student and solicit any information on medication that would create a positive test. A medical review officer will confirm the positive result and contact the principal with the results. Once a positive result is determined, the student will become ineligible to practice, participate, or compete in extracurricular and/or co-curricular activities, and will not be allowed access to school/district parking privileges. The principal will contact the athletic director, activities director, assistant principal, the student, the head coach/sponsor, and the parent or guardian of the student and schedule a conference. At the conference, the principal will solicit any explanation of the positive result.
- h. If the student asserts that the positive test results are caused by something other than consumption of an illegal drug, performance-enhancing drug, or alcohol by the student, then the student will be given the opportunity to present evidence of such to the principal, athletic director, and the head coach/sponsor. The USD #247 School District will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test result was produced by other than consumption of an illegal drug, performance-enhancing drug, or alcohol. The principal, athletic director, and the head coach/sponsor will make the decision within five (5) working days.
- i. This decision may be appealed in writing to the USD #247 School District's superintendent within five (5) working days. The superintendent will make a written decision within five (5) working days.
- j. The decision of the superintendent may be appealed in writing to the USD #247 Board of Education within five (5) working days. The USD #247 School District's rules and regulations will be followed in the case of an appeal.
- k. A student that has tested positive for illegal drugs or performance-enhancing drugs will be required to undergo one or more additional drug use tests to confirm that the student is no longer using illegal drugs or performance enhancing drugs before he/she may rejoin an activity or parking privileges be reinstated. The USD #247 School District will rely on the opinion of the laboratory that performed or analyzed the additional drug use test in determining whether a positive result in the additional drug test was produced by illegal or performance-enhancing drugs used by the student that caused the first positive result or by more recent use. The cost of the retest will be the obligation of the student or the parent/custodial guardian.
- l. All parents or guardians of students who test negative for illegal drugs or performance-enhancing drugs in the initial screening will be contacted by personnel of the USD #247 School District within five (5) working days after testing.

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### 4. VIOLATION

Any student who tests positive in a drug/alcohol use test under this policy shall be subject to the following restrictions:

a. For the first offense, the student shall be suspended from participation in all extracurricular and/or co-curricular activities including all performances and competitions, and parking privileges revoked, for four (4) weeks (28 days). During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to two (2) weeks (14 days). Any student, who voluntarily admits to a positive result in a drug use test under this policy, prior to selection from the random pool of students, shall have the suspension reduced to one (1) week (7 days).

b. For the second offense, the student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions, and parking privileges revoked, for thirty-six (36) weeks (252 days) continuous and successive weeks from the date of the initial report of the second offense as stated in this policy. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to eighteen (18) weeks (126 days).

c. For the third offense, the student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions, and parking privileges revoked, for the length of the students' enrollment at USD #247 School District from the date of the initial report of the third offense as stated in this policy.

Each participant who is suspended from district Extracurricular and/or Co-curricular Activities because of a positive drug test, except those who have received a permanent suspension, will be required to pass a drug test administered by the USD #247's testing service prior to being reinstated to those activities. After passing a drug test and being reinstated, the participant will be placed back into the testing pool and will be eligible for random testing.

### 5. REFUSAL TO SUBMIT TO DRUG USE TEST

a. If an extracurricular and/or co-curricular participant, or a student wishing to obtain parking privileges on school district property, refuses to submit to a drug/alcohol use test authorized under this policy, such student shall be considered "positive" for drugs and subject to the appropriate suspension as stated in sections 4a, 4b, and 4c.



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b. Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal to submit to testing.

### 6. DISCLAIMER

This policy shall not supersede or be in conflict with any state and/or federal law.

### FOOD

Southeast Junior High maintains a closed campus and does not allow students to leave the campus for lunch. Students may bring their own lunches or purchase lunch from the school cafeteria.

Students are to eat their lunches in the cafeteria only. During lunch, the entire school including lockers is off limits to students. Food and/or drinks are not allowed in undesignated areas without administration approval.

### GRADES

A parent or student may access grades at any time on PowerSchool. Parents will be updated on the status of their child's grades on a quarterly basis. Parents should feel free to call the school at any time to discuss their child's academic progress.

### INSURANCE

Parents are responsible for adequate health and accident insurance for students. **The school district does not carry an accident insurance policy on students.** The school district recommends that all students be covered with some type of accident insurance. Any medical expense not covered by the student's accident insurance is the responsibility of the guardians.

### LOCKERS

Lockers and locks are provided as a convenience for students to store their belongings at school. Students should keep their lockers neat and clean. Lockers are expensive so please refrain from slamming the locker door against the locker next to you. The security of one's personal belongings cannot be assured unless the lock is locked. Lockers are under joint custody and control of the school administration and the student or students assigned to the locker. The principal has a master list of combinations to all school issued locks. The use of a personal lock brought from home is not allowed and the lock will be removed. Because of the joint control of the locker, the principal has the right to inspect the locker and its

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contents without warning to the student. Items found as a result of the search may be used as evidence against the student. All backpacks are to be stored in the student's locker and not taken into the classroom.

### **MEDICATIONS**

Medications will not be administered to students at school unless a completed and signed REQUEST TO ADMINISTER MEDICATION FORM is on file in the school office. This form must be signed by the physician/dentist prescribing the medication and the parent/guardian of the student.

All medications:

1. Must come to school in their original containers and should indicate the name of the physician/dentist, student's name, medication name, dosage, date, and RX number.
2. Will be kept in a secure location in the school office.
3. Will be administered by the school nurse or a staff member designated by the school nurse.
4. Will be reviewed monthly by the school nurse. Out of date medications will not be given at school. The parent/guardian of the student will be notified concerning the disposal of the medication.
5. When administered, will be noted on the SCHOOL MEDICATION LOG FORM.

Any adverse reaction to medication will cause the administration of medication to be stopped immediately and the parent/guardian and/or emergency personnel to be contacted.

### **PARKING LOT AND VEHICLES**

Junior High students are not permitted to drive to school or park on school property.

### **PROTECTED TEACHING TIME**

There will be no interruptions of classroom instruction time for the first 30 minutes of any class period. This includes office interruptions and bathroom breaks. Bathroom passes will be at the discretion of the teacher.

### **SIGNS**

All signs, posters, etc. must have an approval from the office before being displayed in the school. Any displays not having this approval will be removed and the responsible individual or organization dealt with according to policy.

## **WE ARE SOUTHEAST**

### **SPORTSMANSHIP**

Each Southeast Junior High student is expected to demonstrate sportsmanship at all times at any contest or event. In accordance with the KSHSAA Rule 52, Southeast Junior High supports the following belief on sportsmanship:

Art. 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

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

### **STUDENT ACTIVITIES**

Active participation in one or more student activities is highly encouraged. The benefit to the student is an opportunity to work as a member of a group or team to accomplish a goal and an experience which will assist in the development of his/her social and leadership skills.

All activities must be approved in advance by the sponsor of the organization and the principal. The activity must be adequately sponsored with school policies actively enforced by the sponsor. Any and all funds either raised or dispersed as a result of the activity must be handled through the activity accounts in the office.

#### KSHSAA Activities

Anyone wishing to participate in activities sponsored by the Kansas State Junior High Activities Association must meet the following criteria to be eligible for interschool competition. The student must have passed 5 new subjects of unit weight the previous semester or last semester of attendance. The activities this will include are: Volleyball, Football, Boys and Girls Basketball, Track. Students must have a physical on file with the office in order to participate on any athletic team. Students who are serving a suspension will not practice, participate, or attend a Southeast Junior High Activity.

#### Cheer Squad

Cheerleaders will be elected by judges from outside the school system in the spring of each year under a procedure specified by the cheer squad sponsor.

Cheerleaders and Yell Leaders must meet KSHSAA eligibility standards for grades and health identical to Junior High athletes. They are subject to the same rules as

## **WE ARE SOUTHEAST**

other students regarding out-of-town trips, game day attendance, in-school or out-of-school suspension, or other standards for participation.

The cheer squad sponsor, with the approval of the principal, will enforce rules and expectations as deemed necessary for a successful squad.

### **Family and Church Night**

There will be no activities scheduled for Wednesday nights. Practices should conclude by 6:00 p.m. on Wednesday nights.

### **VISITORS**

In order to maintain adequate security of Southeast Junior High and its students, visitors are asked to abide by the following rules and procedures:

- Check in with the office to obtain permission to visit.
- Accept and conform to the rules adopted for Southeast Junior High concerning conduct and behavior.
- All visitors must wear an office issued visitor's badge at all times while on campus. Southeast students may not have non-parent visitors at school.
- Visitors will not be allowed to accompany students to class.
- Students from other school must have an academic reason to visit the school.

Any person desiring additional information concerning access to district programs, services, activities, or organizations beyond what is published in handbooks and on website, may contact the USD 247 Section 504 Coordinator, Dr. Brad Miner, Superintendent, at 620-457-8350, or mail inquiry to USD 247 Section 504 Coordinator 506 S. Smelter Cherokee, KS 66724.