

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.

Dr. Angelo Cocolis	Principal
Mr. Jeff Miller	Assistant Principal/Activities Director
Mr. David Kiene	Assistant Principal

HIGH SCHOOL POLICIES AND PROCEDURES

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 both written permission from the parent and prior written approval from an administrator. In the event that a student requests to ride home from an activity with his/her parents but has not secured prior approval from an administrator, the student's parent must be present to provide the sponsor of the activity a written request to take his/her student home from 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 a permission slip is not received by the school. Students are not permitted to drive to or from school activities or to ride with the parents of another student.

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. Courtesy and respect should be demonstrated by students at all times. Audience members are expected to sit appropriately, watch, and listen. Drawing unnecessary attention to one's self 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 EXTRA-CURRICULAR 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 USD 230 BOE policy. To be eligible to participate in any Kansas State High School Activities Association event, a student must:

1. Meet all Kansas State High School Activities Association regulations on eligibility.
2. Students must have passed five (5) new courses in the previous semester to be eligible to participate in extra-curricular activities.
3. No student may participate or practice in an extra-curricular activity unless that student has been in school the final 3 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, alcohol, or illicit drugs at any time. Violation of this rule can result in loss of a date of competition.
5. 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: seminar, teacher's aide, and summer school.**
 - c. Be a student 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 which 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. All student absences, with the **exception of those resulting from field trips, school activities, family bereavement, administrative prerogative or exclusion, and religious observances** will be classified as chargeable absences from class. Chargeable absences will be applied toward the maximum number of allowable absences that a student may accumulate during a semester. The administration determines the difference between a chargeable absence and one that is not chargeable.

***The maximum chargeable absences allowed in a semester are 10 blocks/days.**

A student will lose credit for any class where the student exceeds the allowable amount of chargeable absences (10).

Parents will receive five (5) day letters and nine (9) day letters during a semester from any class or classes in which their student missed said number of days of chargeable absences. The five-day letter will inform the parent that the student has reached half the amount of allowable absences for the semester. The nine-day letter will inform parent that the student will lose credit for the class on the next chargeable absence.

When a student has met the maximum chargeable absences, every subsequent chargeable absence will require a doctor's note or the student will be considered truant.

Also, when a student meets the maximum chargeable absences, they will be referred to Project S.K.I.P. and/or the Student Assistance Team.

The following are considered to be chargeable absences:

- a. 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 non chargeable at the discretion of administration.
- b. Medical appointment verified by a signed appointment card or a doctor's written statement and approved by the principal.
- c. Trips with student's own parents verified by a parent and approved in advance by the principal.
- d. Unusual, unforeseen, or emergency circumstances as verified by a parent and approved by the administration.
- e. Parent's prior formal written request for absence of a student and approved by the administration.

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.

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 which does not fall under one of the five chargeable absences listed above. Administration determines if a student is truant or not.

TARDY POLICY

Admission to class following tardiness to school requires that students check in at the front office when they arrive 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 one Friday Night School for each tardy after the allowable five.

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 your student does 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 block of the day) for the first two tardies of each quarter. On the third tardy, the teacher will fill out a disciplinary referral and report that student to an administrator. Any tardy reported to an administrator will be assigned one Friday Night School.

BULLYING/HAZING

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

CHEATING/PLAGARISM

Cheating - Inappropriate means of completing, or helping another student complete, school work. 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 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).

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 2 days before the students return to school. After students have returned, they will have 4 days, before or after school, to change classes. From days 5-10, students may make changes in schedules only by filling out the drop/add form and attaining teacher, administrator, parent, and counseling signatures. Second semester changes may be requested in the month of December. Once the semester begins, the 1st semester protocol is followed. Please refer to the Spring Hill High School Program Planning Guide for more detailed information.

CLASS TIMES

<u>Bronco Day</u>	<u>Purple Day</u>	<u>Gold Day</u>
1 st hour: 8:00 – 8:52 AM	1 st hour: 8:00 – 9:35 AM	2 nd hour: 8:00 – 9:35 AM

2nd hour: 8:57 – 9:49 AM 3rd hour: 9:40 – 11:15 AM Seminar: 9:40 – 11:15 AM
3rd hour: 9:54 – 10:46 AM 5th hour: 11:20 – 1:25 PM 6th hour: 11:20 – 1:25 PM
5th hour: 10:51 – 11:43 AM 7th hour: 1:30 – 3:05 PM 8th hour: 1:30 – 3:05 PM
6th hour: 11:48 – 1:10 PM
7th hour: 1:15 – 2:07 PM
8th hour: 2:12 – 3:05 PM

COMPUTER USAGE

Computer usage is for educational purposes only.
Students should abide by the following guidelines:

1. Protection of passwords
2. Use only district-approved software
3. Access appropriate sites
4. Follow directions of staff
5. Abide by copy write laws
6. No plagiarize or copy others' work
7. Using the internet to buy or sell
8. Keep lab and computer areas in good condition
9. Report equipment or software problems to staff members
10. No food or drinks in the computer area
11. Ask for help if unsure of any problems with the computer

Unlawful or inappropriate use of the use USD 230 computer networks will result in loss of privileges and/or legal action.

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. 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 return.

DETENTIONS/FRIDAY NIGHT SCHOOL

Teachers will assign 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 office detention that will double the original detention time. This detention will be served during a Friday Night School. Failure to serve a detention assigned by an administrator will result in in-school suspension and the student must still serve the originally assigned Friday Night School.

DISCRIMINATION

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

DRESS CODE

The following dress code has been formulated through the efforts of the Board of Education and the student council, and will govern the dress of our student body:

The Spring Hill 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. Student attire must be neat and clean, shorts/skirts shall in no way attract undue attention or infringe on the rights of others. Hats (or any item that covers the head), scarves, sunglasses, bandannas, chains, headbands, jeans with holes cut in them, glorified undershirts or tank tops, spaghetti straps, bare midriffs/crop tops, or clothes that advertise alcohol, drugs, or tobacco are not acceptable. Undergarments are not to be visible. Wearing any garment that depicts or in any way suggests obscenity, vulgarity, or otherwise is in bad taste, is prohibited. Health standards require that shoes are to be worn at all times. Any gang related apparel that promotes gang activity is 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.

ENROLLMENT FEES

Enrollment fees will be reduced one-ninth (1/9) of the total fee for each month or fraction thereof remaining in the term. Refunds for students withdrawing or dropping from school will be made. One-ninth (1/9) of the total fee will be retained for each month or fraction thereof that the student participated in the program. No full refunds will be made. No refunds will be made after April 15. At the time of printing, fees for high school students for 2008 – 09 are \$65.00 for book fee, \$5.00 ea. Planner fee, \$10.00 per semester art fee, \$10.00 per semester lab course fee, \$3.50 for Journal, and \$220.00 for Driver Education. Fees and class dues are due and payable at the time of enrollment. Out-of-district students driver ed. fee is \$300.00. Arrangements for exceptions must be made at the time of enrollment with the principal. Students' grades cannot be issued until all fees are paid in full. All fees must be paid prior to graduation or arrangements made with principal. Fees are subject to change by the Board of Education.

FINAL EXAMS

Final exams will be administered the last three days of each semester. The weight of final exams 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 finals early. Students are expected to stay in class until the class period is over.

FLOWERS, GIFTS & MESSAGES

Flowers and gifts which 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. Messages from individuals other than parents will not be taken by office staff unless it is an emergency.

GRADING SYSTEM FOR GRADES 9 - 12

Grading Scale	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.

HALL PASSES

Students are expected to be in class during class time. Students in the halls during class time shall have a hall pass or planner from the office or teacher. Loitering in halls is not permissible. 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. Hall passes are located in the back of the student planner.

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. 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.

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 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:

1. The medication is in the original container with the student's name, physician, current date, name of medication, dosage, and method of administration.
2. A consent form signed by parents and the physician must accompany all prescription medications.
3. 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 their own non-prescription (over-the-counter) medications. Medications should be in the original container. Students must never give any type of medication or drug to 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 upon enrollment. Medical and religious exemptions are the only exceptions. Failure to present written proof will prohibit school entrance until such proof is presented. Immunizations may be obtained from your physician or your local health department. Kansas law requires: at least 4 DPT/DT (diphtheria, pertussis, tetanus); at least 3 OPV/IPV (Polio); 2 MMR (measles, mumps, rubella) and a tetanus booster every 10 years. The Hepatitis B series and Varicella are recommended for all students. For more information, contact the school nurse.

HONOR ROLL REQUIREMENTS

Three honor rolls are compiled and published for each grading period of the school year. All students must be taking 5 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 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.

INCENTIVE (STUDENT ACHIEVEMENT) PROGRAM

In an effort to encourage attendance and high achievement, students may earn the privilege to opt out of selected finals. Please note; to better prepare students for college, administrators highly recommend that all students take all finals. The following procedure is to be followed:

Student may opt out of one final for each of the following situations:

- Student maintains an overall GPA of 3.6 or higher
- Student has maintained outstanding attendance throughout the semester
- Student has no office referrals throughout the semester
- Student is proficient on all state assessments that he or she has taken

With teacher's permission (teacher has right of refusal in dropping a final), a student may opt out of one final per qualifying achievement; the most finals a student can drop are four. No student will be allowed to drop a final in a class in which they have below a C average.

Loss of Reward

A student may lose their privilege to opt out of any final because of:

1. a disciplinary office referral
2. restriction of computer usage and/or
3. excessive tardies (in all classes, 3 or more per semester)

INOCULATIONS

All students enrolling in USD 230 schools must provide proof of immunization for certain diseases or furnish other documents which satisfy statutory requirements. Students who fail to provide such documentation may be excluded from school by the superintendent or his/her designee. Students who are not immunized may be excluded from school during disease outbreaks.

INSURANCE COVERAGE

U.S.D. #230 provides the opportunity for each student to enroll in an insurance coverage program. **The insurance is optional at each family's discretion.** Information about the type of insurance coverage shall be available to parents and students in the office.

LATE STARTS/HELP SESSIONS

Once State Assessment results are released to the public, students who are proficient on all assessments and not failing a class are allowed to attend school one hour later on designated late start dates. Students who are not proficient on any state assessment will be required to attend help sessions in order to prepare them for the next state assessment. These help sessions take place during the one-hour late starts. Students who have not taken state assessments will be required to attend help sessions if they have scored under the 50th percentile on diagnostic tests given by the district.

LIBRARY POLICIES

Use of the Library: The media center is available to students through the day and one-half hour before and after school.

Pass Policy: A student must have a pass to use the library - one pass per student. A student may not leave the library for errands, restroom or locker and expect to return to the library. Pass is required for seminar.

Behavior: Each student is to follow standards of behavior, which will allow other students to pursue their academic or recreational reading free from distractions. No food is allowed in the library. A student may be suspended from the library for unacceptable behavior upon the recommendation of library personnel and approval of administration.

Computers: Computers, printers, and software are available for student use.

Checkout of Materials: Students may check out up to four items at a time. Books are checked out for three weeks and may be renewed.

Overdue Materials: The librarian will post overdue lists periodically. Students are responsible for returning library material on time if they are to continue to enjoy full library privileges. A student's grade card will be withheld until all overdue materials are returned.

Lost Library Materials: Report loss immediately. Current replacement cost will be charged. The replacement charge for out of print books will be based on the cost of a comparable title.

LOCKERS

A hall locker is assigned upon enrollment. Only one student is 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 which 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.

LONG-TERM ASSIGNMENTS

Long-term assignments (LTA) are defined as those made more than ten school days before the due date. LTA's are due the day that they are assigned regardless of attendance. A school activity is not considered an extenuating circumstance. If absence for illness, assignment is due at 8:00 AM the first day you return. 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 cost of replacement or repair will be determined by the issuing teacher and administration, who will notify the student, the student's parents, and school secretary. Student grade cards, schedules, diplomas and transcripts will not be released until the payment has been received in the office.

LUNCHES

Hot lunches are served in the cafeteria each day. Students are encouraged to take advantage of this service. Meal prices for students will be **payable in advance**. Accounts are not to go below a zero balance.

OUR LUNCH PERIOD IS A CLOSED LUNCH PERIOD.

MAKE-UP WORK

Each student is responsible for getting all make-up assignments following an absence. The student will have two school days for each day's absence to make up work up to one week. For a single day absence, the student will have until 8:00 AM the morning after the missed class meets again. After one week's absence, the student will have the amount of time absent plus one week in which to complete all make-up work.

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

Nuisance items of any kind are not to be brought to school. Nuisance items will be confiscated and kept by the office. Examples include but are not limited to: MP3 players, CD players, radios, etc. **Cell phones are to be turned off when school is in session.** 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. The school is not responsible for lost or stolen nuisance items.

PLATO AND CREDIT RECOVERY

Plato is a computer-based program that gives students an opportunity to recover credit during the school day. 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
2. attend a SAT meeting with his/her parents and guidance counselor
3. obtain approval from administration

Plato courses must be completed in the time frame of one semester or the program starts over the next semester. Plato courses are graded on a pass/fail basis.

STUDENT ASSISTANCE TEAM (SAT)

This program is an intervention program available to students who are struggling academically. Students may be referred to SAT a by 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.

SCHOOL RESOURCE OFFICER (SRO)

The Spring Hill Police 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 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 minimum of five (5) course of full unit weight, even though graduation might be accomplished with a lighter schedule. Exceptions are to be made only at the discretion of the building principal after consultation with the Superintendent of Schools.

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.

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.

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 answered 24 hours per day.

STUDENT ARRIVAL TIME

Teachers are available to help students from 7:45 to 3:45. Students are to be in first hour class and sitting at their desk ready to begin work by 8:00 A.M. No student is to be inside the high school building (outside of the academic wing) before 7:45 AM unless requested to be, and in the company of a teacher, coach or sponsor. 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 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. 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. Some student acts may be referred to law enforcement.

SUSPENSIONS

Students may be suspended or expelled for one or more of these reasons:

1. Possession or distribution of alcohol beverages, controlled substances, or prescription medication or being under the influence of such substances.
2. Fighting
3. Possession of a weapon
4. Profanity
5. Theft
6. Tobacco use
7. Threats or intimidation towards students, staff, or school
8. Destruction of school property
9. Insubordination

Out-of-School Suspension:

Procedures for suspending or expelling students are specified by 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 appeal provision. Students who receive a short-term suspension (1 to 5 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 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 which 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.

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

There will be periodic tornado drills, as prescribed by Kansas law. 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. Cars must be parked in the correct student parking lot.

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 student visitor in their class on day of visit. Spring Hill student will need to get prior permission from their teachers as well.

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 JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.