

**Attica Public Schools  
2025-2026  
Parent/ Student Handbook**



"Home of the Bulldogs"

PO Box 415  
Attica, KS 67009  
School (620) 254-7915  
Fax (620) 254-7872  
Toll Free (800) 498-1016

OFFICE HOURS 7:30 am- 4:00 pm

Mascot: Bulldog  
School Colors: Black and Gold

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**ATTICA USD 511**  
**DISTRICT MISSION STATEMENT**

As a new school year begins, the school staff welcomes students and parents to a new school term.

**“We provide the opportunity for all students to acquire the knowledge, skills and learning experience necessary for successful living in a changing world.”**

The above mission statement was created by the Attica Public Schools and adopted by the board of education. The board is committed to providing resources so that a successful education program can be realized. The educational program is designed to meet the needs of each student.

To increase the degree of educational success, it is imperative that teachers, parents, and administrators communicate openly and frequently concerning student progress and work together to continue the proud tradition of academic excellence.

It is hoped that this handbook will serve as an information guide to students and parents regarding the general policies, rules and regulations, and other matters pertaining to the school and its relationship with students.

This student handbook is an official school publication approved by the board of education and is designed to inform parents and students of the policies and procedures that govern Attica Public School operations.

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## **ACADEMIC/GRADUATION REQUIREMENTS SUNSETS WITH THE CLASS OF 2027**

### **Graduation Requirements**

To be eligible for graduation from Attica High School, students must pass a minimum of 24 credits. The following are specific requirements for graduation:

The following guidelines for completing graduation requirements:

1. Four (4) units of English Language Arts. Students will be enrolled in English Language Arts in grades 9-12. These sequential units of credit must be composition and literature. The unit of speech/communications cannot be used as one of the four (4) English Language Arts credits for graduation. Seniors wanting to take college credits for High School English IV must enroll and pass college Composition I and Composition II.
2. 1/2 unit of Consumer and Personal Finance.
3. Three (3) units of mathematics. Students will be enrolled in Mathematics in grades 9-11. These sequential units of credit will be determined by the high school math department, school counselor, and building principal.
4. Three (3) units of social studies, to include World History, American History, and American Government.
5. Three (3) units of science including one as a laboratory course. Students will be enrolled in Science in grades 9-12. These sequential units of credit will be determined by the high school science department, school counselor, and building principal.
6. One (1) unit of physical education/health.
7. One (1) unit of Fine Arts (Art or Music)
8. Any other units required by the Board of Education.

***In order to receive a diploma from Attica High School, a student must complete the required number of credits.***

## **ACADEMIC/GRADUATION REQUIREMENTS STARTING WITH THE CLASS OF 2028**

### **Graduation Requirements**

To be eligible for graduation from Attica High School, students must pass a minimum of 24 credits. The following are specific requirements for graduation:

The following guidelines for completing graduation requirements:

1. Three and a half (3.5) units of English Language Arts. Students will be enrolled in English Language Arts in grades 9-12. These sequential units of credit must be composition and literature. Seniors wanting to take college credits for High School English IV must enroll and pass college Composition I and Composition II.
2. The unit of speech/communications will be used as 1/2 (.5) unit of English Language Arts credit for graduation.
3. Half (.5) unit of Financial Literacy.
4. Three (3) units of mathematics. Students will be enrolled in Mathematics in grades 9-11. These sequential units of credit will be of Algebraic and Geometric Concept.
5. Three (3) units of social studies, to include World History, American History, and American Government.
6. Three (3) units of science to include Physical, Biological, and Earth/Space.
7. Half (.5) unit of Physical Education.

8. Half (.5) unit of Health.
9. One (1) unit STEM elective (Composition, Science, Advanced Math, Advanced Science, Robotics, Advanced CTE, Advanced Technology, Agriculture, (etc.)
10. One (1) unit of Fine Arts (Art or Music)
11. Four and a half (4.5) units IPS choices (Emphasis on CTE/Pathway courses).
12. Two (2) assets of Postsecondary Assets. (Youth Apprenticeships, 40 or more Community Service hours, Client-centered Projects, Workplace learning experience directly related to a students IPS, Industry-Recognized Certifications, Seal of Biliteracy, ACT Composite (Score of 21 or higher), WorkKeys Level (Silver or Higher), 9+ College hours, State Assessment scores of 3 or 4 for Math, ELA, Science (demonstrating College Readiness), ASVAB per requirements of military branch selected, SAT score (1200 or higher), Completing Board of Regents Curriculum, International baccalaureate Exam (4+), Advanced Placement Exam (3+), CTE Scholar, Eagle Scout or Gold Scout, 4-H Kansas Key Award, Two or more high school athletics/activities, Junior Reserve Officers' Training Corps, 90% attendance in high school, Senior Exit Interview/Senior Projects, Career and Technical Student Organization).
13. Three (3) units of electives.

***In order to receive a diploma from Attica High School, a student must complete the required number of credits.***

### **ACADEMIC LETTERING**

Students may earn an "Academic Letter" at Attica High School if they meet the following criteria:

1. The student must have a grade point average of 3.5. The GPA will be based on one year. Each year will stand by itself for the purpose of the Academic Letter.
2. A grade of D or F will disqualify the student for a letter, even if the GPA is achieved.

### **ACADEMIC SCHOLARSHIP & GRADING SCALE**

The following POINT SYSTEM for determining scholastic achievement will be used. (BOE - IHA-R) A----4 points, B----3 points, C----2 points, D----1 point, F----0 point

The PERCENTAGE BREAKDOWN for each letter grade is as follows:

A----90-100, B----80-89, C----70-79, D----60-69, F----59 and below

HONOR STUDENTS will be recognized on the following basis: (BOE -IHO)

High Honors-GPA of 4.0

Honors-GPA of 3.45-3.99

Honorable Mention-GPA of 3.0-3.44

No D or F grades are allowed for Honor Roll Students.

### **ACTIVITY FUNDS**

Any funds remaining in an activity fund account of a graduating class following their graduation must remain in the activity fund account for five (5) years. After five (5) years, the remaining funds will be rolled into the Student Council account, per the Board of Education, for use toward projects that will benefit the whole student body.

### **ALTERNATE TRANSPORTATION**

Students participating in a school-sponsored activity must use school transportation. The only exception to this rule is if a parent/guardian signs the alternate transportation sheet assuming responsibility for their child's transportation from an activity or practice. Students participating in an activity may not drive to/from that activity unless approved by the building principal or other designated school official.

### **ALTERNATIVE CREDITS**

USD 511 realizes that alternative learning opportunities are sometimes necessary. These opportunities must be from an approved institution, acceptable to administration. A student wishing to enroll in an alternative program must receive advance permission from the counselor and principal. All acceptable alternative work to be applied toward graduation must be completed by the last day of the semester. The student must bear the cost of such courses and textbook fees.

### **ANIMALS AND PLANTS IN SCHOOL**

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school. Only the teacher, or students designated by the teacher may handle the animals. Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom. Teachers must be aware of federal and state laws regulating the handling of animals. (KSA 21-4310) If a staff member or student is bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. The principal will notify public authorities to have the animal impounded for observation. The principal will notify the parents.

### **ATTENDANCE**

The responsibility for attending classes lies with the student and the parent/guardian. Only through regular class attendance and a commitment to personal and educational growth, can students achieve optimum benefits. Our attendance policy is not intended to penalize students who have an occasional illness or who miss infrequently for approved reasons. Any absence from school, other than for illness, is discouraged by the USD 511 Board of Education, administration, and faculty. Absences and tardies will be recorded on permanent records.

#### **Absence Defined**

Any student who misses more than half of a class period will be considered absent.

#### **Attendance: School Responsibility**

It is the school's responsibility to follow and comply with the School Attendance Laws of the State of Kansas, to encourage all students to attend all classes on a regular basis, notify the student's parent/guardian in the event of an absence, and to get certification of an excuse before allowing a student to leave school for any reason.

#### **Attendance: Academic Responsibility**

Students are obligated to complete all schoolwork assigned to them by their teachers. Students are responsible for bringing materials such as pencils, paper, and textbooks to class on a daily basis. Any student that fails to show sincere and regular effort to complete their schoolwork may be asked to visit with the USD 511 Board of Education to explain their academic irresponsibility. Parents/Guardians that do not have telephones, please send a written note with your student the day he/she returns to school. The note should contain the following:

1. Date of note
2. Date(s) of absence
3. Reason for absence
4. Valid signature of Parent/Guardian

If you know your student will be absent for more than one day, please let the office know and homework can be gathered for parent pick up by 3:00 p.m. If your child is only absent one day, homework will not be collected.

When a student is absent, a parent/guardian must call the school at 620-254-7915 as soon as possible on the day of an absence. Phone lines are manned from 7:30 a.m. to 4:00 p.m. Voicemail is available 24 hours a day. For all 6-12 grade students, if the school has not been notified of an absence by 9:00 am, the school office will attempt to contact the parents regarding their student's absence.

#### **Attendance: Doctor & Dental Appointments**

Within the first 7 days of absences, a parent/guardian should notify the school that the student will be absent. After the first 7 days of absences, a doctor's note will be required, or the absence will be counted as unexcused. Absences where a doctor's note is provided will be subtracted. Students are encouraged to be in school except for the time necessary for the appointment.

#### **Attendance: Excessive Absences**

The basis of the USD 511 Attendance Policy is the School Attendance Laws of the State of Kansas. When a child is required by law to attend school, and such child is inexcusably absent from the school either three (3) consecutive days, five (5) or more days in any one semester, or seven (7) or more school days in any one school year, such child shall be considered a truant. A child is marked "unexcused absence" from school if the child is absent from all or a significant part of a day without a valid excuse acceptable to the school employee responsible for the school attendance of the student. After 7 days of absences, in a semester, all further absences are considered unexcused unless the student brings in a doctor's note, an appointment card or a conference is held with the building principal.

#### **Attendance: Excused Absences**

The following are valid excused absences within the limits established by the excessive absence policy:

1. Personal illness
2. Family illness
3. Death in the family/friends
4. Doctor/dental appointments
5. Court proceedings
6. Religious observances
7. School activities
8. Other absences deemed necessary by the parents AND approved in advance by the principal.

#### **Attendance: Make - Up Policy**

Make-up work: generally speaking, a student will receive 2 days to do make-up work for the first day absent and 1 day for each consecutive day out. Example: out 1 day = 2 days to get work in; out 2 days = 3 days complete work. Make-up work is the responsibility of the student.

**Grades will be entered as a 0 until work is made up.** Any make-up work not turned in to the teacher in time will not be accepted for anything higher than 50% of the maximum points.

**Attendance: School-Sponsored Activities**

All absences due to students participating in school-sponsored activities will be excused. Students absent due to school-sponsored activities need to make advance arrangements with their teachers for make-up work. Teachers are responsible for letting other teachers know when the students they are directing will not attend.

**Attendance: Unexcused Absences**

A student who is absent from school without advanced parental permission will be considered unexcused and the student has 1 day from the date of the absence to bring a note or have their parent/guardian call to excuse them. Upon the first unexcused absence a conference call will be required with the student, parent, and administration. Any future unexcused absence will require make up time equivalent to the hours of the unexcused absence. This will be done either through after school time or In School Suspension.

**Pre School Attendance**

All students are expected to be in attendance the full class time each day school is in session to maximize the PreK experience. Students who are absent 20% of the days school is in session in a quarter are subject to losing their spot in the class. Modifications to this policy are subject to administration discretion. PreK students must be 3 by June 1st of the year of attendance.

**BULLYING: HAZING/HARASSMENT/INTIMIDATION/MENACING**

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment of any kind, intimidation, menacing behavior, or bullying by the students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent and the Board. Individuals may also be referred to law enforcement officials.

**Definition of Bullying**

“Harassment or bullying” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- i.e. internet, cell phone, personal digital assistant (pda), or wireless hand-held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

**Bullying: Group/Gang Activity**

Group activities which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any attribute that

implies affiliation with such a group or interrupts the instructional process is prohibited. Incidents involving initiations, hazing, intimidations, and/or related activities, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited. Any student causing and/or participating in activities, which intimidate or affect the attendance of another student, will be subject to disciplinary action.

### **BUS PROCEDURES**

Students are expected to ride the bus to and from school activities, unless they have written permission from a parent to ride home with their parents. The principal may grant exceptions. Parents must send a note with the student any time they are riding home with someone on a different bus route and obtain prior permission to ensure there is room for them on the bus.

#### **Bus Rules:**

1. No food or drink will be allowed on non-sponsored trips.
2. No glass containers will be allowed on the bus or at school
3. Sponsor and driver will inspect and sign-off on the inside of buses before and after sponsored trips.
4. No standing while the bus is moving. Students must be seated in their assigned seat and facing forward at all times.
5. Aisles are to be kept clear at all times. This includes no feet in the aisle.
6. Sponsors are responsible for the enforcement of bus rules as well as bus discipline.
7. Drivers are responsible for the safe operation of the bus.
8. No public displays of affection are allowed on the bus.
9. No tobacco, smoking or any other drugs are allowed on the bus at any time.
10. No weapons/ammunition of any type on the bus for any reason.
11. No physical or verbal violence of any type.
12. No discrimination based on race, gender, age, or religious preference is allowed.
13. The safety rules posted in the school bus will be followed at all times.
14. All afternoon bus routes will leave, **and not return to the building**, by 3:30 p.m.
15. The office will notify the afternoon bus drivers by 3:25 p.m. if a student is not riding the bus.
16. All communication to the bus drivers must go through the office. In the event a student is not riding the bus, the bus driver must notify the office.

#### **Bus Discipline Procedures:**

Proper discipline shall be maintained at all times. Seats will be assigned to each rider. The bus driver will discuss school rules at the beginning of school and other times as needed. A copy of Bus Rules and Discipline Procedures will be sent home for parent signatures. Bus drivers will use the "School Bus Incident Report to Parents". Each semester, the following steps are used to solve bus discipline problems:

1. (Previous warnings)--Bus driver shall try to correct any inappropriate behavior.
2. (Reported First Offense)—Student visits school principal and a warning is given. A letter is sent home to the parents.
3. (Reported Second Offense)—Visit with parent and school detention.
4. (Reported Third Offense)—Suspended for a period of three days, but still in attendance at school. Principal shall notify the parent by telephone. Principal shall notify the student in person. Principal will notify the Superintendent.

5. (Reported Fourth Offense)—Suspended for a period of five days, but still in attendance at school. The principal shall notify the parent by telephone. The principal shall notify the student in person. The principal will notify the Superintendent.
6. (Reported Fifth Offense)—Suspended from the bus for the remainder of the school year. Transportation must be provided by the parent or guardian.
7. Severe Clause (after reported Third Offense)—The principal may bypass steps depending on the severity of the infraction. The Board of Education and/or district administrators will suspend the transportation privilege for the remainder of the semester for any student who repeatedly violates bus rules adopted by the Board of Education.

When student transportation is furnished to school activities, students shall be expected to attend and return by the method of transportation provided by the school. If a student is provided transportation to an activity and the student desires to return with his/her parent or guardian, he/she shall be required to present a written statement from his parent and/or guardian to do so. Emergency exceptions may be granted by the principal.

### **Severe Clause**

The Board and/or district administrators may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the Board of Education. If a student is suspended from riding the bus, they are expected to attend school through alternative transportation arranged by the parents. Only days in which the student is in attendance will count towards their bus suspension.

### **CARS – PARKING**

Students will not enter parked cars during the school day unless they have permission from the office. The student parking lot is located west of the school next to the wellness center.

Driving to school is a privilege and use of our parking lots requires safe and considerate drivers. Students are asked to park straight in rows not at angles. Exit lanes are to be left at the end of each row of cars. Reckless driving or misuse of facilities will carry consequences plus loss of driving privileges on school property.

Students who are injured and need to park in Handicapped Parking need a permit from the principal's office. Parking in these areas without a permit from the office will result in a call to the appropriate law enforcement agency. Your car may be towed and ticketed if these areas are misused. **The school assumes no responsibility for theft or vandalism in parking areas.**

### **CELL PHONES, TELEPHONE USAGE, PERSONAL DIGITAL DEVICES**

Cell phone, telephone usage, and personal digital device use is limited to the hallways during passing periods. No cell phones, or personal digital devices are allowed in the classroom unless a teacher gives specific permission to be used for educational purposes. Attica High School and Middle School students may use their cell phones during the lunch hour at the discretion of the principal. The school phone may be used for school business (prom arrangements, yearbook ads, etc.). Students will not be called to the office to take telephone calls, except in extreme emergencies. No picture taking or recording of other students and staff on school grounds will be allowed. No cell phones will be allowed in the restroom or athletic locker rooms.

**Consequences for violating the cell phone policy:**

**First violation-** The cell phone will be confiscated and the student may pick it up after school in the AHS office.

**Second violation-** The cell phone will be confiscated and the student's parents must pick up the phone in the AHS office.

**Third and subsequent violations-** The student will lose cell phone privileges for the remainder of the school year.

**The use of all digital devices, whether personal or school-owned, must comply with the student handbook rules and the district device policy.**

**CHAIN OF COMMUNICATION**

The Board of Education and staff of USD 511 schools are dedicated to the health, safety, and educational well-being of all students. While the Board always welcomes comments from you or discussions with you, if you have a question or concern, we encourage you to first seek answers or resolutions at the building level where the issue can generally be addressed most effectively and quickly. If you have a concern or question, we encourage you to follow the "chain of communication". Issues concerning students or teachers should first be discussed with the teacher involved. If the issue is not satisfactorily resolved with the teacher, it should then be discussed with the building principal. If the issue is not resolved by the principal, it should be brought to the Superintendent. If the issue is not satisfactorily resolved by the Superintendent, it may be presented to the Board by requesting that the Superintendent assign a place on the meeting agenda. If you are seeking solutions to problems or questions relating to district-wide decisions, you should attempt to resolve the issue with the Superintendent before taking the issue to the Board. Your attention to these steps will lead to a more timely resolution of your concern.

**CLASS CHANGES/DROPS AND TRANSFERS**

Students may change their class schedules within one week of the start of each semester with the permission of their parents, teachers, and counselors.

***Students who have failed a class will be allowed to obtain credit at an alternative institution.***

**COLLEGE CLASSES**

When college classes are offered through any college, students are responsible for the tuition, enrollment fees, the purchase of textbooks and additional items required by the college offering the course. Some college courses are available free of charge through the CTE Initiative. Students will be notified in these cases by the counselor.

The opportunity to enroll in a college class is a privilege and is subject to the agreement of both the student and the student's legal guardian with the provisions set forth below:

1. AHS students may enroll in college classes only if they are approved to take college classes by the counselor and principal with an approved GPA of 2.5 or higher and meeting the college requirements. The GPA requirement can be waived with counselor and/or administrative approval for some CTE courses.
2. Students and parents understand that college classes are college-level academic classes taught by college faculty. Students are expected to adhere to college faculty expectations

and academic standards which may be more rigorous than those applied in high school classes. Students who enroll in college classes must be prepared to devote such time and effort as may be required to satisfy college course requirements and academic standards.

3. Students are responsible for following all syllabus guidelines and communicating with their college professors as needed. It is not the responsibility of the school district to communicate with professors on behalf of the student. It is the student's responsibility to be proactive in learning to use the technology associated with the class and to obtain assignments.
4. Grades earned by AHS students enrolled in college classes during the school day for high school credit will be placed on the student's high school transcript without exceptions or modifications. Students taking college courses outside the regular school day for high school credit must have prior approval from the AHS counselor and school administration for it to be included on the high school transcript.
5. AHS students enrolled in a college class may withdraw from the college class only with permission by signature from the parent, counselor and principal on the school withdrawal form. Withdrawal after a week without notifying the counselor will result in the student receiving an assigned grade of "F" for the college class on the high school transcript. If a student withdraws from a college course for any reason, the student will be placed in a comparable class as needed. The college grade at the time of the withdrawal will be calculated in their semester grade.
6. Each student will be required to keep their college login and password on file with the counselor.
7. Students participating in college classes may be excused from school during these periods, if the class has not yet started or has been completed for the semester. These absences will not be counted against their allowable attendance.
8. College students are responsible for their own course work. Grades will only be entered in Go Edustar at semester after the counselor has received notification of their grade from the college.
9. Students and/or guardians are responsible for all tuition & fees, textbooks, and other costs associated with the college class.

### **COLLEGE VISITATION**

High School students will be allowed college visitations. To be excused, these visits must be approved through the School Counselor or HS Office at least 2 days in advance. All college visit completions will be verified by the counselor. These days are not counted towards the 7-day limit.

## **DETENTIONS**

**Detentions given by the office** will be served the week after the absence at a time determined by the building principal. Students are responsible for letting parents know they have a detention so transportation arrangements can be made. Thirty-minute **detentions may be given by the classroom teacher** for academic purposes, as a consequence for inappropriate behavior, and/or non-compliance of classroom rules as reported by the classroom teacher or substitute teacher. In such cases, at least 24 hours notice will be given to a student so transportation can be arranged. Classroom detentions may be served either before school or after school, or during lunch break; the time will be determined by teacher preference. Such preference will be stated in the class syllabus/ guidelines.

## **DISCIPLINE**

### **Discipline: USD 511 Attica PHILOSOPHY**

Good discipline is of primary importance to the educators and parents/guardians of USD 511. The orderly conduct of students is necessary so that maximum learning may occur. Effective discipline is a necessity for quality education.

### **Discipline: Basis of Good Discipline**

Students in USD 511 are expected to show respect and consideration of the rights of others, including but not limited to the right to access educational opportunities without interference. This expectation is the basis on which behavior expectations are formulated. The improvement of individual and group behavior shall be an instructional goal, with emphasis placed upon the teaching of *individual responsibility and mutual respect*.

Discipline is conceived as developmental rather than punitive. Its function is to create and maintain an atmosphere conducive to academic and behavioral learning, order, and safety. A complete discipline program is not an isolated set of rules for periodic use with disruptive students. To be most effective, a discipline program is a set of procedures and attitudes that is integrated into the existing school environment and incorporated into the daily behavior of the entire school community. The principles of good discipline are predicated on the basic principles governing interpersonal communication, courtesy and democratic procedures.

### **Discipline: Roles and Responsibilities**

The responsibility of maintaining positive, constructive behavior within the school is a cooperative effort, shared by students, parents/guardians, teachers, administrators, and support staff. Although the classroom teacher has the highest involvement and influence upon students' conduct behaviors, the active involvement of and support by parents/guardians, administrators and other school staff is critical in helping students understand the value of good conduct and its relationship to individual learning and success.

### **Discipline: Student Expectations**

Each student is expected to help create and maintain an environment that is safe and conducive to learning.

He/she shall:

1. Model acceptable behavior at school.
2. Be responsible for his/her own actions and the consequences of those actions.
3. Show consideration and respect for fellow students, for school staff members, and for school property
4. Display physical and verbal self-control and seek other methods of dealing with problems

5. Confer with his/her parents, guardians, teachers, and principal in solving recurring discipline problems.
6. Work toward understanding and displaying self-discipline.
7. Recognize that students are in school to learn and that the order and structure help to create an environment where safe, productive, and uninterrupted learning can occur.

### **Discipline: Range of Consequences for Locker Misconduct**

Having a locker is a privilege. A student may lose this privilege for any of the following offenses:

1. Use of another students' locker.
2. Storing unauthorized, stolen, or illegal items in the locker.
3. Opening or attempting to open another student's locker.
4. Mistreating any locker or the locker area.
5. Misbehaving in the locker area.
6. Giving the assigned combination to another student.
7. Placing an unauthorized lock on a locker.
8. Being in the locker areas at unauthorized times or without a pass.

### **Discipline: Guidelines for Inappropriate Items on a Personal Basis**

The following items are not allowed at school: Electronics (see exception below), balloons, glass containers, paint, handheld computer games, toys, water guns, pornography, mace, lasers, or any other questionable items. These items will be confiscated and must be picked up by the parent or guardian. Students will be assigned appropriate consequences for possession of these items.

Exception: Cell phones, headphones, iPods, and/or MP3 players may be allowed at school and at school sponsored events with the permission of the administration, teacher, coach, and/or sponsor and following school policies on these items. USD 511 schools are not responsible for unattended property that is misplaced or stolen. Students are encouraged to lock up their property in their assigned locker.

### **Discipline: Offenses and Consequences**

The infractions of school discipline are listed below. **This listing is not intended to be exclusive or all inclusive.** All types of infractions may not be included and so **modifications will be made, if necessary, at the discretion of the principal.** In all instances discretion of interpretation is left to the principal to modify penalties suggested whenever extenuating circumstances seem to be present. NOTE: Law enforcement officers may be notified as appropriate.

1. ***Arson - fire alarm, dialing 911, bomb threat, making written or oral threats toward staff/students:*** Police notified. 1) Minimum-OSS; Maximum-Expulsion.
2. ***Cafeteria misconduct, hallway disturbance, disorderly conduct:*** 1) detention; 2) 1 day ISS. 3) 3 days ISS
3. ***Cheating-*** wrongly securing, and/or using information - or assisting another to do so (computers/phones included) (1) No credit for work; 1 day ISS 2) 2 days ISS; 3) 3 days OSS.
4. ***Plagiarism*** - copying the work of others and submitting as one's own: (1) No credit for work; office referral 2) 1 day ISS; 3) 1 days OSS
5. ***Dress Code violation:*** See Personal Appearance Code

6. ***Drugs/alcohol/tobacco/vaping/juuling/e-cigarettes (including all nicotine products)*** - being under the influence of and/or the use, possession, distribution of, sale of: Police notified. See Drug and Alcohol Policy USD 511- 1) Minimum 3 days OSS
7. ***Ethnic/Racial slurs, swearing-***1) Minimum-ISS; Maximum-OSS; 2) OSS; 3) Expulsion.
8. ***Extortion:*** Police notified-1) ISS 2) OSS.
9. ***Fighting (both parties contribute to the situation.) Fighting - Provoking (add one day)***  
Police notified. High School: 1) 2 days OSS; 2) 4 days OSS; 3) Expulsion. Middle School: 1) 2 days ISS; 2) 3 days ISS 3) 2 days OSS
10. ***Forgery - writing or using the signature of another person:*** Police notified-1)  
Minimum-Parental Contact and restitution 2) Maximum - Long term suspension and restitution.
11. ***Gambling - participating in games of chance for the purpose of exchanging money or goods-***Police notified. 1) ISS; 2) OSS
12. ***Interrupting the instructional process:*** 1)Refocus (office referral) 2) 1 day ISS; 3) 3 days ISS
13. ***Leaving campus without permission:*** 1) 1 day ISS; 2) 2 days ISS; 3) 3 Days ISS
14. ***Lying - making untrue statements with intent to deceive-***1) Refocus (office referral) 2) ISS; 3) OSS.
15. ***Malicious destruction of school property, stealing, marking, or defacing school property, improper care of school materials-***Police notified. 1) 3 days ISS 2) 3 days OSS; 3) Expulsion (Restitution in all cases.)
16. ***Open Defiance or Disrespect toward members of school staff - Refusal to Obey school rules - or Failure to Comply with reasonable requests. Deliberate profane remarks to any school personnel-*** 1) 1 day ISS; 2) 2 days ISS; 3) 3 days OSS; 4) Expulsion
17. ***Physical Assault - Includes: Physical attack on another person; recklessly causing any physical injury to another person; intentionally placing another person in reasonable fear of personal injury; Battery - Intentionally or recklessly causing bodily harm or initiating physical contact with another person with intent to injure, insult, or provoke in a rude, insulting, or angry manner.***  
Police notified. High School: 1) 2 days OSS; 2) 4 days OSS; 3) Expulsion. Middle School: 1) 2 days ISS; 2) 3 days ISS 3) 2 days OSS
18. ***Pornography - possession, distribution, or sale of -1) ISS; 2) OSS; 3) Expulsion.***
19. ***Public display of affection: 1) warning/conference w/ building principal or other designated school official.; 2) 1 day ISS; 3) 3 days ISS***
20. ***Sexual Misconduct - Including but not limited to indecent exposure ("Mooning", etc)., "De-panting" or Attempting to "De-pants" or remove clothing from another person, inappropriate touching of others, etc.: Police notified-***1) OSS; 2) Expulsion.
21. ***Sexual harassment - includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when made to another student or staff member:*** Police notified. 1) OSS; 2) Expulsion.
22. ***Tardiness - unexcused late to class:*** See attendance policy.
23. ***Theft - taking property from another without permission:*** Police notified. 1) Minimum ISS; maximum OSS (Restitution); 2) OSS (restitution); 3) Expulsion and restitution.
24. ***Threats-*** any or other indication of intention to hurt, punish, or destroy: Police notified. High School: 1) 2 days OSS; 2) 4 days OSS; 3) Expulsion. Middle School: 1) 2 days ISS; 2) 3 days ISS 3) 2 days OSS

25. *Truancy/unexcused absences: any absence which has not been excused by a parent or legal guardian and approved by the appropriate school official (includes leaving class or the school grounds without permission): See Attendance/Truancy Policy*
26. **Weapons** – A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession, handling, or use of any weapon will result in: Police notified and a minimum OSS; maximum - expulsion from school.

### **DISCIPLINE RECORD**

In the office of the principal, a discipline record will be kept for every student who is sent to the office for a discipline problem. A copy of this record will be sent to the parents notifying them of the nature of the problem and the actions taken to correct it. Whenever a student's record is on file, he/she is considered on probation for at least one year. If a student is on probation and becomes a habitual offender of rules and regulations involving misconduct and interferes with the learning process, he/she will be suspended. (Severe infractions may bring about immediate suspension prior to probation.) If suspension occurs, the parent or guardian will be notified as soon as possible by phone and/or certified mail that the student was suspended and the reason for the suspension. If, after suspension, the situation is not corrected, the student will be subject to expulsion.

### **DISMISSAL FOR BAD WEATHER**

The schools of USD 511 will not be open on those days that school buses cannot travel the assigned routes. Announcements regarding school closing will be made via radio, television, and our school messaging system. The superintendent of schools determines when school will be closed due to inclement weather.

When school is dismissed early in the day due to weather conditions, the following radio and television stations will be contacted, and students will be allowed to call their parents. School personnel will be on duty until students reach home.

The following radio and television stations will carry school-closing information for USD 511.

#### **Radio Stations**

KWLS-FM (93.1)

KZSN-FM (102.1)

KFDI-AM(1070)-FM(101.3)

#### **TV Stations**

KSNW channel 3

KAKE channel 10

KWCH channel 12

If school is dismissed early, as lined out in the master schedule. Students and parents will be notified through a note from the school. our school messaging system.

### **DRUG AND ALCOHOL POLICY**

#### **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L. 102-226. This policy, and any curriculum, used in conjunction within, shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board.

All the district's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol are both wrong and harmful. Possession and/or use of any tobacco product by students are prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. Law enforcement and parents will be contacted immediately in all cases.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

### **DRUG/ALCOHOL POSSESSION/ VIOLATIONS OF TOBACCO/NICOTINE/VAPING/JUULING PRODUCTS**

The following will be the substance abuse policy followed by all coaches and sponsors regarding the use and/or possession of alcohol, drugs, or tobacco/nicotine products during the school year of sports and activities. This is a yearly policy, not a seasonal policy.

Proof of abuse will be determined by school administration.

#### **First Offense**

1. Proof of attendance at an intake session with an approved mental health professional, at the parent's or student's expense.
2. 5 hours of community service on non school time with an unrelated individual or entity agreed upon by school administration.
3. Intake session and community service must be completed and approved before returning to the sport/activity.
4. Extra running/work to be determined by the coach/sponsor. Must be completed prior to returning to competition.

#### **Second Offense**

1. Proof of completion of a treatment program related to the substance in question.
2. 10 hours of community service with the same conditions as listed in the first offense.
3. Dismissal for the remainder of the sport/activity season.
4. Treatment programs and community service must be completed and approved before returning to the next sport or activity.

#### **Third Offense**

Dismissal from any participation in any sport/ activity for the remainder of the school year. The provisions of this policy shall apply to all USD 511 students during the regular day and at all school activities on and off the school grounds. KSHSAA is the governing body for all activities in the state of Kansas and all policies set forth through them will also be followed.

### **DUAL CREDIT**

Students enrolling in any college classes at Attica High School will be issued dual credit and the hours will be counted toward graduation requirements. College classes taken during the summer or off campus during the regular school year will **not** be counted toward Attica graduation requirements. Exceptions will be evaluated on an individual basis if this situation interferes with an internship possibility or if a student has taken all available classes in a given academic area. Students will receive the same grade for both college and high school credit.

## **ELIGIBILITY**

The following eligibility policy will be in effect for USD #511 students participating in all extracurricular activities. Academic eligibility is applicable to any activity resulting in public performance, competitive events, or loss of class time.

### **District Eligibility**

Students not performing at a passing level (having a grade of an F) in the classroom will appear on a Delinquent and Ineligible list that will be compiled each Monday and will remain effective Monday through Sunday of the next week. The list will be applied per class. This shall include, but not be limited to athletics, music, drama, dances, club and organizational activities, field trips outside of regularly scheduled classes, homecoming, prom, etc. If the activity is for a grade, students may attend. Individual situations may be determined by the administration. Students may not be a homecoming candidate or attendant while on the Delinquent and Ineligible list as ineligible.

- The first week a student appears on the failing list, they will be delinquent and will still be eligible to participate in school activities while working to get their grade up.
- The second consecutive week a student appears on the failing list, in the same class as the first week, they will be either IP (In Progress), determined by the teacher if they feel the student is working to get their grade up, or Ineligible, determined by the teacher if they feel the student is not trying. If the student is IP, they may still participate in school activities. If a student appears on the list as ineligible, they may not participate in any school activities, other than regularly scheduled classes.
- The third consecutive week and all consecutive weeks after, the student appears on the failing list in the same class as the first week, the student may not participate in any school activities.

The building principal and student will make a conference call home in regards to any student who has been placed on the Delinquent and Ineligible list, outlining which level the student is on in reference to delinquent, in progress, and ineligible.

Administration will have the final determination on student eligibility.

### **State Eligibility**

The eligibility rules of the Kansas State High School Activities Association will be strictly complied with, and will apply to students participating in all interscholastic activities. A student in grades 6-12 shall meet the following requirements for eligibility in inter school activities:

A. Scholarship- The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalent, the previous semester or the last semester of attendance.

B. Enrollment- The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed) of unit weight or its equivalent, during the present semester.

Deliberate misbehavior, destruction of school property, or unexcused absences will cause students to lose their good standing in the school, and as a result, their eligibility to participate in interscholastic activities. Coaches of athletic teams will not issue equipment or allow any student to participate in any sport until that student's Parent-Physician Certificate of Permission and all other appropriate documents are on file.

The Kansas State High School Activities Association requires students to pass five subjects of equal weight during their last semester of attendance, or they will be ineligible for any extra-curricular activities the following semester.

### **Teacher Responsibility**

The classroom teacher will make grades available to the office by 9:00 a.m. Monday.

### **FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to a student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Attica USD 511 to comply with the requirements of FERPA. The name of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

USD #511 Attica Public Schools  
Parent Involvement for Title 1

- All school district policies shall be available to parents and patrons at the Clerk's Office.
- Opportunities for input on the Title I program, conferences with school staff and administration, observation of their child while in the program, and regular meetings to formulate input, make communications, and receive information relevant to the Title 1 program shall be facilitated.
  - a. An annual and regular meeting will be held for the parents of children participating in the Title 1 program, for the purposes of explaining the program and its activities and responding to the concerns of those parents. The provisions and regulations relevant to the Title 1 program will be explained at that time.
  - b. Reports will be provided to parents on their children's progress.
- Coordination of parental involvement activities with programs funded under the No Child Left Behind Act will be facilitated to the extent possible.
- Title 1 parents will be encouraged to become members of the district site council.

**FIELD TRIP PARTICIPATION**

Field trips are defined as "Trips sponsored by school staff member(s) for purposes of extending the classroom learning experience."

Trips such as community functions, college visitations, paging, etc. are not considered field trips. Students wishing to participate in these trips will be permitted to use an excused absence if attendance guidelines have been met. (Each situation will be judged individually.)

Parental release allowing the student to be absent from school for a field trip, must be signed by the parent before the student is allowed to go on a field trip. Parental release forms are not necessary for co-curricular competitive events.

**FINALS (9-12)**

Finals are worth approximately 10% of a semester grade. A student who does not miss more than 3 class periods (unexcused or excused), and have more than 3 first hour tardies, and any office referrals, is carrying at least a "B" average for the semester and in good standing with the district will not be required to take final exams. Excused absences with a doctor's note will not be counted as one of the 3 absences. Finals exemptions will be made available by the office secretary on the Friday before finals. **All students will take first semester exams.**

### **FOREIGN EXCHANGE STUDENTS**

Any foreign exchange student who attends Attica High School for a year will receive a certificate of attendance in place of a certificate of graduation. The Attica School District is not able to honor requests from foreign exchange students to translate grades from their home school to American grades.

### **GRADE CARDS**

Grade cards for each student will be distributed at the end of each quarter. Grade cards are mailed home to parents or guardians. Progress reports will be mailed home week 5 of each quarter for all K-5 students. Progress reports are emailed home weekly by the student. Progress reports for all 6-12 students will be emailed weekly to the parent email on file with the school.

### **HEALTH ASSESSMENTS**

Kansas Law requires that ALL students under 9 years of age who are entering a Kansas school for the first time must provide the results of the child's health assessments to the school within 90 days from the time the student enrolls. The health assessments must have been conducted within the 12 months prior to the student's entering school. At the conclusion of the 90 - day period allowed for students to comply with the health assessment requirement, the school district may exclude students from the school until the health assessment has been completed and the results have been presented to the school.

### **INOCULATIONS**

All students enrolling in USD 511 shall provide the building principal or other designated school official with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. A copy of this policy and the applicable state law shall be distributed to students or their parents each fall and spring. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Each principal shall forward evidence of compliance with inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

### **HEAD LICE**

**K.A.R. 28-1-6 (1) Pediculosis:** "Students infested with lice shall be excluded from school...until treated with an antiparasitic drug and until all nits have been removed." Periodic screening for head lice will be conducted. If live bugs are found, your child will be excluded from the classroom and you will be called to come pick up your child. Your child can return the next day following treatment. Please send the label from the product you used to verify treatment has been done. You will also need a release from a medical professional. Your child will be screened prior to returning to the classroom.

### **INCOMPLETE ASSIGNMENTS**

If a student's allowed make-up time falls into the period between grading periods it is that STUDENT'S responsibility to make arrangements with the principal and teacher to avoid an incomplete.

### **IN GOOD STANDING Defined**

A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the students is not in good standing. A student not in good standing will be unable to participate in any extracurricular school activity or field trip, but must participate in all practices unless notified by the coach, sponsor and/or principal.

### **INSURANCE (STUDENT)**

Students are advised that the school district does not carry any type of medical insurance (except catastrophic insurance required by the KSHSAA). Especially those students who plan to participate in sports and whose parents do not have medical insurance are urged to subscribe to a medical policy that would defray some costs due to an injury. Brochures explaining different types of student medical insurance can be picked up in the office.

### **LUNCHROOM POLICY**

1. Food will **NOT** be taken from the cafeteria unless permission is granted from the administration.
2. Attica Schools has a limited Open Lunch Hour policy. All students are required to stay on campus during their lunch period if they are not involved in the Open Lunch Hour policy.
3. This is your lunch area. Please help keep it clean.
4. **ALL** meals shall be paid in advance.
5. Each student will have his/her own lunch number. It may not be used by anyone else.
6. Students will remain in the cafeteria unless given permission to leave by the lunchroom supervisor.
7. Noise level should be contained to a casual conversation level. No shouting across the table or lunch room is permissible.

Each student is issued a lunch number to be used for breakfast and lunch. Each student will enter this number into a keypad as they enter the lunchroom.

A student may pay for the meal in advance or by cash each time a meal is purchased.

The Board of Education has established a meal charging policy to allow students to charge school lunch meals. The charging policy took effect on March of 2017 and is as follows:

### **MEAL CHARGE POLICY**

**Purpose:** The goal of the district is to provide students with healthy meals each day. However, unpaid charges place a financial burden on our Food Service Department. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the district. The provisions of this policy pertain to all meal price points, including reduced and full pay breakfasts and lunches.

**Policy:** Students will pay for meals at the district's published standard rate each day. Students may pay for meals daily, weekly, monthly or apply any amount of money to their food service account. When an individual's account is nearing a zero balance they will be informed via mail, email, text message or whatever form of communication is deemed best between that parent and

the district. Once an account reaches a zero balance it is the decision of the board that 5 meal charges may be used before an alternate meal is provided by the district. The alternate meal will consist of a sandwich of the cook's choice, piece of fruit, and a carton of milk. This designated meal will be charged to the students account at the designated rate of a standard meal. When a deposit large enough to cover any outstanding balance has been made to the students account, they may sign up for any regular menu choice. There will be no charging allowed for a la carte or extra milk items.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. If a hardship case is suspected staff will remind families that meal applications may be filled out at any time during the year.

This policy is made at the recommendation of the Kansas State Department of Education School Food Service department.

A student who brings a sack lunch may purchase a half pint of milk for \$.40 cents.

USD 511 participates in the national school meal program and requests students try a little of each food on his/her tray, unless they are allergic to a particular food and has turned in a written statement from his/her medical doctor to the head cook of the school kitchen. Such a statement is to be renewed at the start of each school term and/or as the situation changes. Free and reduced applications can be used for breakfast and lunch.

### **NONDISCRIMINATION**

#### **USD 511 Nondiscrimination Policy**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Daryl Daugaard, Superintendent of schools at USD 511 and has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.* Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

### **OPEN LUNCH HOUR**

High School students in good standing will be allowed to check out at the office and take an open lunch period. In good standing pertains to a student following the student handbook and any reports made to the school about behavior during the open lunch period. Failure to be in good standing may lead to a revoke of the open lunch privilege for a student. No student will be permitted to bring outside food into the building for any other student. Failure to comply with this rule will result in loss of open lunch privileges.

Tardy procedure during open lunch period:

- 1st tardy: Warning
- 2nd tardy: Loss of privilege for the quarter.
- 3rd tardy: Loss of privilege for the semester.

Tardies will reset at the end of the first semester

### **PASSING PERIODS/HALLS**

There is a two-minute passing period between each class. Students should come to class prepared to be in the room for the entire period and should have adequate work to keep them busy should the teacher finish instruction early.

- Students will not leave the classroom unless on an errand for a teacher. Students will not leave the school building for any reason unless permission is granted through the office.
- Students are not to go to their cars in the parking lot without permission from the office.
- Students are to be in the halls only at the beginning and at the close of school and while moving from one class to another, unless they have permission or special duties that require them to be there. Students in the hall during class time must have a pass. Students are asked to be courteous at all times and keep to the right when moving in the halls. Running and shouting in the halls is never permitted.

### **PERMISSION TO LEAVE THE BUILDING**

Students must obtain permission to leave the building (for example go to the parking lot) from the principal or his designee. Before a student leaves the building he/she must sign out and state the reason for leaving the building. When the student returns he/she must sign in. All students, parents and/or guardians need to understand that calling the school should be a last resort item. Constant use of the school phone can lead to interruptions of the educational process for the classroom.

In order for a student to leave the **school grounds**:

- a. A parent or guardian must grant permission for the student to leave the school grounds and give the principal or his designee the reason the student needs to leave.
- b. Students must obtain permission from the principal or his designee.
- c. The student must sign out in the office by stating the reason for his/her departure.
- d. The principal or his designee has the authority to deny a student permission to leave regardless of whether or not a parent granted permission.

*Once a student arrives at school (on school grounds), he/she is considered in attendance. The student may be suspended, in-school, for failure to follow this rule. Parents and/or law enforcement will be called if a student leaves when directed not to do so by school personnel.*

### **PERSONAL APPEARANCE CODE**

Certain standards of dress and grooming habits are necessary to maintain a wholesome and inspiring learning atmosphere. Every student should come to school in clean, neat, and appropriate attire. **Challenging the school's staff with extreme dress habits will not provide the attitudes that are so necessary for full educational growth.** Students are expected to assist in the enforcement of the personal appearance code by policing themselves.

At school and at school activities:

1. Apparel that advertises products dealing with alcohol, tobacco, drugs, weapons, or suggestive slogans are unacceptable. Mode of dress that distracts from the educational process is not permitted. Shirts and tops shall at least meet the tops of jeans, slacks, or skirts.
2. Skirts and shorts must be long enough to cover all private areas of the body and be visible under all tops.

3. No spaghetti straps. No halter tops or bare midriffs will be allowed. The only exception to this will be dress requirements for prom and homecoming. Those will be established by the administration and sponsors.
4. Clothing which shows an inappropriate amount of bare skin (torn, ripped or saggy tops or pants), will not be allowed, including low cut tops which show an inappropriate amount of bare skin.
5. Makeup and hairstyles considered excessive and extreme by the administration will not be allowed.
6. Shoes or sandals will be required. Laces must be tied to prevent serious accidents.
7. Bandanas, sun visors, or sunglasses are unacceptable during regular school hours. The administration reserves the right to confiscate these items if worn in the main building. Any confiscated items will be returned to the parents by request, unless there is a violation of law, and then the items will be given to law enforcement.
8. Students who participate in extracurricular activities and special classes must conform to the same dress code.
9. No underclothes can be visible at any time. Male undershirts and boxer shorts are not allowed as outerwear.
10. Clothing and jewelry that create a distraction to the educational process are not permitted.
11. Clothing that creates a safety hazard will not be allowed.
12. No blankets are to be worn as a coat or covering if a teacher considers it a distraction in their classroom.

\*\*\*Final say of the appropriateness of dress rests with the building principal. Students in violation of the dress code will be asked to change. Refusal to do so will be regarded as open defiance of a reasonable request.

### **PHYSICALS FOR ACTIVITIES**

The athletic director shall require proof of physical examination for any student engaged in activities covered by KSHSAA rules and/or board policy.

### **PROGRESS REPORTS**

Progress reports inform students and parents of either positive progress or concerns about the student's work in class. Progress reports are used to notify parents that the student may be in danger of failing a class. These reports may also be used to inform parents of any change in a student's behavior that needs parental attention. Kindergarten - 3rd grade families will receive notice if the teacher has any concerns. Progress reports are mailed to 4th and 5th grade families every 5 weeks, and emailed to 6th - 12th grade parents weekly.

### **REGENTS RECOMMENDED CURRICULUM**

The Kansas State Scholarship program is a need-based financial aid award for students who are designated as State Scholars during their high school senior year. Students become State Scholars if they take the ACT Assessment by December of their senior year and if they complete the regents recommended curriculum. This curriculum includes the following courses: 4 years of English; Algebra I, Algebra II, Geometry; Trigonometry/Pre-Calculus, 3 years of Social Science; Biology, Chemistry, Physics; one year of Computer Applications; and 2 years of Foreign Language.

The Ethnic Minority Scholarship program is a need-based financial aid award for students who are identified as members of any of the following ethnic/racial groups: American Indian or Alaskan Native, Asian or Pacific Islander, black, or Hispanic. Students must have an ACT score of 21, a cumulative GPA of 3.0, rank in the top third of their graduating class, and complete the Regents Recommended Curriculum as listed above.

The Kansas Teacher Scholarship program is for those students who plan to teach in Kansas and to teach in a specific curriculum area in which there is a shortage of teachers. Minimum criteria include completion of the Regents Recommended Curriculum as listed above, ACT scores, high school GPA, and high school class rank.

### **RESIDENCY**

Students living outside of USD 511 may enroll only after they apply and are accepted by administration. The five areas that will be checked on by administration are (1) discipline (2) academic performance (3) attendance (4) supervision and (5) bills.

### **SCHOOL SPONSORED ACTIVITIES – GUIDELINES**

Students attending any School Sponsored Activities at home or away must follow the rules outlined in the handbook.

Each party or dance involving any segment of the student body must be approved and/or coordinated in advance by the appropriate administration and/or responsible club or group.

1. When a student leaves a party or dance, they will not be readmitted.
2. Appropriate dress will be worn to parties or dances as established by the sponsoring organization.
3. Anyone bringing an outside date must sign both names on a list in the office by the deadline set by the event coordinator and must accompany that individual to the event.

**\*\*Prom-** All out-of-school guests to prom must have a completed and approved Dance Guest Application on file with the building administrator before they can attend AHS Prom.\*\*

4. Anyone with an outside date is responsible for his or her conduct. (Meaning if your guest violates the rules you will be disciplined the same as if you violated the rules)
5. No organization may sponsor an activity on deficit spending.
6. All dress and behavior rules apply at all school functions.
7. All students are to be under sponsor supervision with the sponsor(s) present.
8. All school-sponsored activities are limited as follows:
  - a. No required Sunday or Wednesday activities.
  - b. Friday night or Saturday night activities end at 11:30 p.m.
9. Student dues and all fund raising for any organization must be approved by the principal and comply with state law and board policy.
10. When class time will be lost due to activity business, it must be cleared in advance by the principal and when approved, distributed to the faculty with at least three days prior notice.
11. If school is dismissed for any reason, ALL school-sponsored activities/practices will be canceled for that day.
12. Sponsor(s) will enforce all building, dress, and behavior rules while on transportation provided by the district. In addition, it is the responsibility of the sponsor(s) to ensure that bus discipline rules are enforced. (Check with each bus driver.)
13. Picking students up at locations other than AHS will not be done without prior written arrangements that have been made by the sponsor(s) and approved by the building principal or

other designated school official.

14. Buses will not detour from the planned route of the activity or make any stops along the route to and from the activity unless prior arrangements have been made and approved by the building principal or other designated school official.

### **SPORTSMANSHIP**

The ideal of sportsmanship permeates every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports as a concept and as a pragmatic training ground for good citizenship and high behavioral standards. Attica High is a first rate school with high academic standards; in other words, it is a "class act." The following "sportsmanship code" exemplifies "class"; therefore, every member of the student body is expected to follow this code and demonstrate that they attend a school with "class". This code complies with KSHSAA Rule 52.

1. Be courteous to opponents, fans, and cheerleaders.
2. Cheer for your team and not against opponents! All cheers and yells from fans should be positive in nature, geared toward your team and fans, and should never be directed toward the opposing team or its members or fans.
3. Exercise self-control at all times -- never chant obscene yells, boo or heckle an official, coach, cheerleader, or player. Respect and abide by the official's decision.
4. Maintain personal integrity and conduct yourself at all times in such a manner as to display character in every action, and be a credit to yourself and your school. Be courteous to the fans around you – do not yell in their ear, or yell commands to the players or coaches above the crowd.
5. All banners and signs should be in good taste and not personal, negative, vulgar, or unsportsmanlike.
6. Respect the host schools' property and the public property of other communities. (Fans & cheerleaders should refrain from stomping and kicking bleachers).
7. Learn to win with character and lose with dignity -- never chant or yell phrases that antagonize your opponents when you feel you have won the game.
8. Treat all your opponents as you would like to be treated.
9. Coaches and sponsors shall not be held to a conversation of concern until 24 hours after the end of an event. Arrangements should be made through the high school office to set up an appointment between any parent/guardians and coach/sponsor. Failure to follow this procedure could lead to suspension from all USD #511 events. During a conversation of concern all USD #511 coaches/sponsors reserve the right to not discuss playing time with a parent and/or guardian.

### **STUDENT INTERVIEWS**

Any and all student interviews on school grounds can only be done with prior knowledge and consent of the administration. In emergency situations, interviews may only be held without parental consent in the presence of an administrator.

### **SUPERVISION OF MEDICATIONS**

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and not to be practiced by any school personnel, unless authorized hereinafter. School personnel are advised that the Nurse Practice Act KSA 65-1113 et seq. as amended make it illegal for school nurses to administer medications and treatment that

have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis. It is policy of the USD 511 Board that the public school should not provide students with aspirin or any other medication. The decision as to whether aspirin is needed is a form of diagnosis and the dispensing of the medication is a form of treatment. Unauthorized administration of aspirin or other non-prescription medications shall not be practiced by any school personnel.

In certain explained circumstances when medication is necessary in order that the students remain in school, the school may cooperate with parents in the supervision of medication that the students will use; but a written request must be sent to the building administrator or to the office personnel who may supervise the administration of the medications or treatment.

All medication is to be brought to school by the parent/legal guardian, in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and times to be administered. NO TEACHER IS TO GIVE ANY STUDENT ANY FORM OF MEDICATION. (This includes over-the-counter medicines.) All medication should be handled through the principal's office. Contact the district secretary for an "over the counter" medication form.

### **SUSPENSION AND EXPULSION PROCEDURES**

A student may be suspended or expelled, for reasons set forth in Kansas Law, by the following certified personnel: building principal or other designated school official, assistant principal, or superintendent.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy and rule. Any suspension or expulsion shall be according to the procedures as set forth in Kansas Law.

**Grounds for Suspension or Expulsion:** Under KSA 72-8901, students may be suspended or expelled for

- (a) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
- (b) Conduct which substantially disrupts, impedes, or interferes with the operation of any public school;
- (c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school sponsored activity;
- (d) Conduct which constitutes the commission of a felony or misdemeanor;
- (e) Disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such activity can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school or any substantial and material impingement upon the rights of others.

### **In School Suspension (ISS)**

Administration will not assume expected disciplinary duties of the classroom teachers. Behaviors that are not being modified by normal classroom disciplinary consequences can be referred to the administration for possible in-school suspension. Students in ISS are to be given all assignments and tests. Students serving an ISS will not be allowed to participate in any school-sponsored activity (athletic or academic) the day the ISS is served.

### **Out Of School Suspension (OSS)**

Out-of-school suspension will be used for only the most severe misbehavior.

Students will receive credit for work missed during the suspension. Students will be responsible for getting their make-up work and turning it into the teacher .

A student will serve the total number of days of Out of School Suspension assigned regardless of changes in the school calendar due to adverse weather or any other unforeseen events.

Students serving an OSS will not be allowed to participate in any school-sponsored activities (athletic or academic) and must remain off USD 511 campus during the terms of the OSS.

**\*When a student is suspended from school he/she may not attend school functions, be on school property, at school sponsored events, or at any school activity (home or away) during the term of a suspension.**

### **Short term Suspension**

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension, including the reason for the suspension shall be given to the student and the student's parents or guardians within 24 hours after the suspension has been imposed. At the informal hearing, the student shall be notified of the following: The right to be present at the hearing, to be informed of the charges, to be informed of the basis for the accusation and to make statements in defense of or in mitigation of the charges or accusations.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

The principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

### **Long-term Suspension or Expulsion**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The principal shall designate a hearing officer from a list approved by the board. The person conducting the hearing shall explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based, and to provide an opportunity for the student, the student's parents or guardians, counsel and witnesses to present information pertinent to the case. Students receiving a suspension must remain off USD 511 campus for the length of the suspension.

### **Long-term Suspension or Expulsion Hearings**

Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parents or guardians shall be given written notice of the time, date, and place of the hearing. The notice shall include copies of the suspension/ expulsion law, and appropriate board policies, regulations and handbooks.

The hearing may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearing, a written report and the findings required by law shall be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents or guardians according to Kansas law. Any student suspended for more than

ten (10) days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies that provide services to improve the student's attitude and behavior. Failure of the student and the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing. Students receiving a suspension must remain off USD 511 campus for the length of the suspension.

### **Student's Rights During the Hearing**

The student shall have the right:

1. To counsel of his/her own choice
2. For parents or guardians to be present
3. To hear or read a full report of testimony of witnesses
4. To confront and cross-examine witnesses who appear in person at the hearing
5. To present his or her own witnesses
6. To testify in his or her own behalf and to give reasons for his or her conduct
7. To an orderly hearing
8. To a fair and impartial decision based on substantial evidence
9. Students who are suspended for more than 5 days or expelled from school may appeal to the board within 10 days of receiving written notice of the hearing results.

**Special Education Suspension and Expulsion Procedures** (See State Plan for Students on an IEP)

### **TARDINESS**

In the event that a student arrives at school late, missing less than half of the class period, he or she must come to the office. Where, a tardy will be issued for the 1st hour of the day. All other tardy infractions during the day will be marked by teachers in the attendance software. The accumulation of 3 tardy infractions will result in a 30 minute detention to be served during the week of the notification of the tardy detention. The office will assign all 1st hour detentions. All other detentions accumulated during the other hours of the day will be assigned by the teacher. Failure to serve the detention will be viewed as open defiance and result in further administrative discipline. Any further tardies will be handled through progressive discipline.

### **ARRIVAL AND DISMISSAL TIMES**

Students should **NOT** arrive at school earlier than 7:30 a.m. Buses unload students at 7:30 a.m. Breakfast will be served from 7:30 a.m. until 7:50 a.m. School hours are from 8:00 a.m. until 3:20 p.m. No student is to be in the hallways prior to 7:30 a.m. Students staying after school, unless for discipline, must report either to the teacher who has requested a meeting time or to the office for approval to be in the school building after hours. On the days of inclement weather and late start of school, breakfast will **NOT** be served. Please have your child eat breakfast at home before coming to school.

## **JUNIOR AND SENIOR HIGH SCHEDULE**

8:00 A.M. – 8:50 A.M.	First Period
8:52 A.M. – 9:42 A.M.	Second Period
9:44 A.M. – 10:34 A.M.	Third Period
10:36 A.M. – 11:26 A.M.	Fourth Period
11:28 A.M. - 12:02 P.M.	Advisory Period
12:03 P.M. – 12:28 P.M.	Lunch Period
12:30 P.M. – 1:24 P.M.	Fifth Period
1:26 P.M. – 2:20 P.M.	Sixth Period
2:22 P.M. – 3:20 P.M.	Seventh Period

## **K-5 SCHEDULE**

8:00 A.M. – 11:25A.M.	Classroom/ Recess
11:25 A.M. – 12:10 P.M.	Lunch/Recess
12:11 P.M. – 3:24 P.M.	Classroom/Recess

## **TORNADO/FIRE DRILLS**

**Tornado drills** will be conducted at least two times during the school year and are signaled by a message through the intercom system or air horn.

**Fire drills** will occur at least four times during the school year with a mechanical alarm sounding in the hallways. Evacuation routes are posted in each classroom.

**Crisis Drills** will occur three times during the school year and are signaled through the intercom system or air horn.

## **TECHNOLOGY REGULATIONS** **STUDENT**

### **I. Copy Laws Statement:**

The USD 511 BOE will adhere to all federal copyright laws. The students of the district will be expected to comply with these regulations. Individuals will be held accountable for determining whether conditions such as public domain, legal permission, legal exception, and the fair use provision are applicable in cases in which copyrighted materials are used for educational purposes.

### **Explanation:**

This policy is intended to facilitate the district's compliance with United States of America copyright laws, fair use guidelines, and maintenance of appropriate software records.

The board will comply with the license agreements and/or policy statements of the software used by the district. Therefore, all software used on district computers will be purchased by the district, properly licensed and registered with the software publisher, and installed by or with the approval of the District Technology Coordinator.

### **What if?**

1. *Where can I go for help with the details on copyright?* Information on copyright will be kept on file at the media center of the attendance center. The district media specialists will have the most up-to-date information.
2. *What if I find information, graphics, photos, etc. on the Internet that will enhance my projects or assignments?* Some web sites provide permission to use the information found there. These can be used in the classroom. Other sites must be contacted for permission before using the information. If in doubt, check with a teacher or the media specialist.

## **II. Use of Unauthorized Software/Unauthorized Copying of Software**

### **Statement:**

Students shall not be permitted to load any non-District owned software onto District computers or copy any software without the express written permission of the District Technology Coordinator or designee.

### **Explanation:**

This is intended to have a direct impact on the compliance with copyright laws as well as to protect network systems and workstations from viruses. This will help prevent changes to the workstation configuration. This does not apply to classes where the curricular objectives include loading or copying of software as a part of the learning process. District-owned software cannot be used at home unless the software publisher's license allows such copying. Consult the District Technology Coordinator for the particulars of this situation.

### **What if?**

1. *Can a software program on a diskette be brought in and run from Drive A: on any computer in the District?* No. The District must purchase software used on District computers.
2. *Can I bring my computer from home with personally owned software and use it at school?* This is not a violation of the Computer Security Policy; however, this computer will not be allowed on the network.
3. *Can I play a personal game on District computers with permission?* No.

## **III. Unauthorized Access/Sharing Passwords**

**Statement:** Students shall not tamper with, attempt to gain or gain access to computer data to which the student has no security authorization (such as, but not limited to financial, employee, and student information). Students shall not share or disclose any passwords and shall be held responsible for all damages as a result of any misuse associated with the user account.

**Explanation:** Students have access to areas that are in direct correlation to their educational needs. This access is for their use only.

### **What if?**

1. *What if I want to take home a data disk with my word processing or spreadsheet files so I can work at home?* This is acceptable, as long as there is a legal copy of the program that generates or reads these data files both at school and at home. Transferring data files is not a problem; however, anti-virus checking will be necessary.
2. *Does the Technology Coordinator have access to my password?* No. The Coordinator can provide a new password.

## **IV. Unauthorized Use of District Computers or Software**

**Statement:** Students shall not use District computers or software for any for-profit or non-district purpose except with the express written consent of the District Technology Coordinator or designee. Stations throughout the District that are available for access for all students include classrooms and computer labs. Stations throughout the district that are assigned for use based on specific job descriptions and should not be accessed by the student body include, but are not limited to, the following: File servers, District and Building Offices. If someone is in doubt of the availability of a specific station, he/she should contact the Technology Coordinator.

**Explanation:** This is needed to protect the confidentiality, integrity, and special configurations needed to maintain the full functionality of our systems.

**What if?**

1. *I am taking a college class; can I use the district computers?* Yes, the district wants students to utilize the equipment to further their education. The key is to avoid abuse.
2. *My mom's birthday is tomorrow; can I use the district computers to create a present?* No, district computers are not for personal use.
3. *I found a cool screen saver; can I install it on a district computer?* No, students may not change any configurations, settings, or preferences on district computers.
4. *I want to sell my car; can I use district computers to advertise it on the Internet?* No, district computers are not to be used to make a profit.

**V. Modify, Damaging, Destroying or Copying of Data**

**Statement:** Students shall not in any manner modify, damage, destroy, or copy any data to which they are not authorized.

**Explanation:** This is intended to protect the District administrative information as well as staff and student data. It also applies to special configuration files that keep the network functioning and work

**What if?**

1. *What if I accidentally access files that I know I am not supposed to see?* Report this incident to your teacher immediately.
2. *I dropped a disk and now I cannot access the information saved on it.* Report the incident to your teacher. The student will be responsible for replacement of data but this may not necessarily be disciplined.
3. *Can I copy the school's software for use at home?* Some software is licensed for students to use at home, check with the Technology Coordinator.

**VI. Internet Acceptable Use Policy (AUP)**

**Statement:** Internet access is limited to educational purposes. Teacher-directed classroom activities, individual study projects, and planned self-discovery will receive priority. ACCESS IS A PRIVILEGE, NOT A RIGHT! Use the rules of netiquette when communicating on the Internet. Students should immediately notify a teacher, if by accident, they encounter materials that violate appropriate use.

**Objectionable Behavior**

Users will not:

1. Purposefully send or receive and/or view obscene, pornographic, or inappropriate material, or any material that facilitates illegal activities.
2. Use chat rooms.
3. Harass, insult, or attack others.
4. Intentionally waste limited resources, supplies, or time.
5. Use the Internet for commercial or political purposes.
6. Knowingly spread computer viruses.
7. Play games or pursue other non-academic purposes without permission.
8. Access personal email accounts

Violations will result in disciplinary action including but not limited to loss of Internet privileges.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, USD 511 supports and respects each family's right to decide whether to grant permission for Internet access.

### **VII. Ownership of Student-Produced Computer materials**

A student owns all the rights of copyright in and to the work they create as part of their education, whether generally or within the scope of a particular class. Any use of that work must be with the express written permission of the student and their parent or guardian.

### **VIII. Violation of Policy**

Any student who violates this policy shall be subject to disciplinary action, including, but not limited to, suspension from or denial of access to all District computers and suspension or expulsion from school. Students who utilize computer data (i.e. other student's work product or a teacher's test) without authorization to gain an improper academic advantage may also be subject to discipline. Additionally, if a student's conduct constitutes a violation of copyright laws or Kansas Statute 21-3755, the student may be subject to prosecution under such laws. Any student who intentionally damages or destroys District hardware and/or software, directly or indirectly shall be responsible for all costs associated with repair and/or replacement of parts and services.

### **VALEDICTORIAN/SALUTATORIAN**

The Valedictorian/Salutatorian award shall go to the students with the highest cumulative GPA (based on a 4.0 scale) respectively, and who have met the following criteria:

1. Meet the Kansas Regents recommended curriculum as certified by the High School Counselor.
2. If two or more students are tied for Valedictorian, both students will be awarded.
3. Valedictorian and/or Salutatorian must attend Attica High School and must have a 3.5 grade point average or better to be named. If neither Valedictorian or Salutatorian has a 3.5 grade point average the President and/or Vice President of the class will speak at graduation.
4. If two (2) students tie for Salutatorian, both students will be awarded.
5. Class rank will not be computed prior to the completion of 7¾ semesters of school.
6. Students will be eligible for these awards only if they have completed two (2) full years as a student at Attica High School or have made a bona fide move into the district from outside the district for a period of not less than one (1) full school year.

### **HONOR GRADUATE**

High school senior graduates with a 4.0 grade point average (GPA) will wear a black and gold stole. Senior graduates with a 3.85 to 3.99 GPA will wear a white cord. Senior graduates who have achieved 15 or more college credit hours will wear a red cord. Senior graduates who have achieved completor status in a CTE Pathway will wear a silver cord. Stoles are the property of the school and must be returned to the office following the graduation ceremony. Students may keep the cords. All seniors must check out with administration to receive their diploma. Stoles may be purchased from the main office.

### **VISITOR'S POLICY**

Parents and patrons are welcome to visit our school. However, they must first report to the office when they arrive to receive a visitor's pass. If students wish to bring other students to school as visitors, they should make proper arrangements through the office. Visiting students will be asked to abide by the following guidelines:

1. Visitors must be the approximate age of the host.
2. The principal must approve the visitation prior to the date of visitation.
3. The visit will be limited to two hours.
4. Arrangements for lunch must be made, if needed.
5. The visitor will be expected to observe rules and regulations.
6. Violations of the rules may lead to removal from the building and denial of further access to the building.
7. Students must ask each teacher prior to the visitation if the guest may observe.
8. The school district will not provide transportation to visitors.

### **WITHDRAWAL FROM SCHOOL**

In order for all necessary records to be completed, parents or legal guardians should notify the principal's office stating their intentions to withdraw their son/daughter from school. The notice should be given at least two days before the move. Students are required to turn in all books on the last day of attendance. All bills must be paid before leaving school.