

# **Crest Student Handbook 2021-2022**



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**\*Students must read and sign page 24 upon receiving this handbook.**

## **Welcome**

Crest Schools exist to provide for all students the very best educational program possible. This information has been prepared and is presented to make each student aware of school policy. When need arises, school policy may be changed for the purpose of improving our school. Students will always be made aware of such changes prior to implementation. By adhering to school rules and policies, each student is doing their part in making Crest an effective place for learning.

## **Administration**

The policy making body of this unified school district is the Board of Education, whose members are elected by the people. Procedures outlined are consistent with policies approved by the Board of Education. The Board employs a superintendent and principal who have the responsibility for carrying out board policies.

## **Absences**

### **CLASSIFICATION OF ABSENCES**

Absences Defined - One day of absences will be determined by the accumulation of class periods missed.

Illness will be excused if the parent or legal guardian either calls the school or sends a written note verifying the student's illness. If proper notification is not received upon the students return to school, the absence will be deemed unexcused. **The student will receive a maximum of ten (10) days excused absences per year by parental notification. After ten (10) days, the student must have a note from the doctor for the absence to be excused.**

Inclement weather - If school is in session, but a student cannot attend because of weather conditions, the absence will be excused if the parent or guardian notifies the school by telephone. Otherwise, the absence will be unexcused.

Family vacation will be termed excused only if prior notification is received by the school. It is the responsibility of the student to get and complete all assignments that will be missed during their absence.

School sponsored events are excused.

Senior college days - Each Senior is approved two (2) days excused absences to visit a college campus they may be planning to attend. One additional college day may be excused by parental request. Approval for all college days is needed either through the principal or counselor's office. Request for approvals must be made at least two (2) days prior to the planned absence.

State and National 4-H sponsored events are excused.

KSHSAA rodeo events will be an excused absence if they are being held on a week day and prior notification is received.

The school realizes there may be times when extenuating circumstances may cause excessive absences. These situations may be handled by school administration.

### **Academic Information--Meaning of Grades**

Report cards showing student's grades are issued at the end of each nine weeks. These cards are our record of grades for the previous quarter, and need not be returned to the school. Semester grades are made a part of a student's permanent record. Marks earned by students in a typical class are as follows:

A= Superior

B= Above Average

C= Average

D= Below Average

F= Failing

IP= In Progress (grade delayed- work incomplete) Students receiving an "IP" are responsible for completing required work in the time specified by teachers.

### **Activities**

Activities are important in the overall educational program. The program is designed to provide educational experiences that will help students develop leadership abilities, knowledge, skills, and self-discipline that will contribute to the highest type of citizenship. To assist in realizing these values, our high school is a member of the Kansas State High School Activities Association. This organization is controlled by member schools and promotes the highest type of programs and practices in athletics, debate, speech, music and other areas.

### **Admit Slip**

It is the responsibility of the student to get an admit slip from the office and get assignments they have missed from their teachers. You need to obtain the admit slip before school begins on the day of your return to school.

Teachers will allow students to have one (1) day for every day absent to make up assignments. Teachers may use their discretion in allowing a longer period of time in getting the assignment made up.

### **Announcements**

Daily announcements shall be made during the second period. A daily information sheet is published which includes: meetings, activities, absentees, and other information for that day. **If you wish to put an item in the announcements, it must first be approved by the principal and should be in the office no later than 4:00 p.m. the evening before.** The teachers will read the announcements to their second hour students.

### **Attendance**

Attending school on a regular basis and to be on time for classes is an important part of the learning experience at Crest School. It teaches and encourages students to develop good habits of punctuality, self-discipline, and responsibility. Absences from school tend to disrupt the continuity of the instructional process, and the time issued from the classroom can never really be made up through homework assignments. Classroom discussions that provide information, the opportunity for interaction and the exchange of ideas between students and teachers is irretrievable.

When a student misses school, he/she must bring a written excuse from his/her parents explaining the reason for the absence or a telephone call to the high school office (852-3521) or the elementary/middle school office (852-3529) before 9:00 a.m. If the school is not contacted with a written excuse or telephone call, the absence will be unexcused.

Students arriving to school after 8:20 but before 8:30 will be considered tardy. After 8:30, students are considered absent.

### **Attendance Diploma**

An attendance diploma, which indicates four years of attendance in high school rather than graduation, may be awarded to students (upon request) who attend four years of high school and fail to earn sufficient credits for graduation. The diploma will not permit attendance in higher institutions of learning without examination.

### **Bulletin Boards**

Bulletin boards are maintained throughout the building. If students wish to post a message on the hall bulletin boards, they should first get approval of the principal. Students wishing to post a message in a classroom must first get permission from the classroom teacher. Students posting a message on a bulletin board are responsible for removing the message when the purpose of the notice is served.

### **BULLYING/CYBERBULLYING**

Bullying on **or while utilizing** USD No. 479 property, in a USD No. 479 vehicle or at any USD No. 479 sponsored activity or event is prohibited.

The Superintendent of USD No. 479 shall develop a plan to address bullying on **or while utilizing** USD No. 479 property, in USD No. 479 vehicles and at USD No. 479 sponsored activities and events. The plan shall include provisions for training and education of staff and students. The plan shall be submitted to the Board of Education for its approval. When approved, the Superintendent shall assure that the plan is implemented.

As used in this Policy, the following definitions apply.

(1) "Bullying" means: (A) Any intentional gesture or any intentional written, verbal, **electronic** or physical act or threat that is sufficiently severe, persistent or

pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) damaging a student's or staff member's property;
- (iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(B) **cyberbullying**, or

(C) any other form of intimidation or harassment prohibited by any policy of USD No. 479.

(2) **“Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.**

(3) “School vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

#### **Class Load and Eligibility**

The Kansas State High School Activity Association requires students to be enrolled in at least five classes to participate in extracurricular activities. The KSHSAA also requires students to pass a minimum of five new classes the previous semester to be eligible for extracurricular participation.

Crest Middle/High School also has weekly eligibility requirements. Any student that has more than one D (2) or an F (1) will be placed on probation the following week. That student will continue to practice and may participate during the probation week. Should the student fail to raise his/her grade he/she will be placed on the ineligible list and may no longer participate until the grades have been raised. Teachers submit grade reports to office personnel by 12:00 pm on Monday of each week. Late assignments or make up work will not serve for the purpose of changing eligibility status after the eligibility list is announced for the week on Monday. **A student will be allowed one probationary week per semester.**

Eligibility rules shall apply to **all** KSHSAA sponsored activities.

#### **Class Schedule Changes (High School only)**

In most cases, students who have a good reason for doing so will be permitted to make schedule changes during the first three (3) days of school. Students are then expected to continue, without change, the classes for which they enrolled. Until schedule changes are approved, students are expected to continue their original classes.

Requests to change class should be made through the counselor; **final approval will be made by administration.** Requests to change schedules should be made early in the first or second semester. Changes will not be made at the end of the first and third quarter marks.

#### **Counseling/Guidance Services**

Academic Counseling- students are encouraged to talk with the school counselor, teachers and principals to get information about curriculum, course offerings, graduation requirements, qualified admissions for Regents Universities, and other academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

Personal Counseling- The counselor is available to assist students with problem solving, goal setting, decision making, as well as other areas of personal concern while maintaining student confidentiality. The counselor may make available information about community resources. Students who wish to meet with the counselor should make arrangements in advance if possible. Arrangements can be made through the counselor's office.

Career Counseling- To assist students in identifying their interests and abilities, various assessment instruments and career materials are available. Students are encouraged to actively participate in career activities directed by the counselor in the classroom as well as on an individual basis.

### **Daily School Procedures**

1. Students should not arrive at school prior to **7:30 a.m.**
2. Students are to stay in the lobby or an assigned classroom until the 7:45 bell rings. Students should not be loitering in the hallways before school.
3. The last bell will ring at **8:00 a.m.** All students are expected to be in their classroom and seated ready for class to begin.
4. Matters such as: getting an admit slip, using the telephone, buying supplies, using the restroom, and getting a drink should be done before class begins or between classes.
5. Students should not enter a class in session other than their own, unless they have been directed to by the office or another teacher.
6. Students must have a hall pass whenever leaving class during the class period.
7. Hall passes will be issued at the discretion of the teacher. Students are expected to be courteous at all times. Skate shoes are not permitted in the building.
8. Students are not to be in classrooms during lunch unless accompanied by a teacher.

### **Dress Code**

Good judgment in dress and grooming is each student's responsibility at all times when at school or at school activities. The following are some guidelines which will assist students in making wise decisions in this area. This list is not all inclusive.

1. Undergarments should not be visible.
2. Clothing which causes undo distraction or obstructs another student's vision.
3. Vulgar or profane clothing/accessories are not permitted, nor are those which advertise alcohol, drugs, illegal acts, tobacco, or identification with gangs.
4. Hats are not allowed inside the building while school is in session.
5. Clothes which expose the midriff are not to be worn.
6. Any apparel which is considered by the administration to imply a sexual, racial, or other discriminatory connotation.
7. Shirts with sleeves cut out and tank tops should not be worn. (No Spaghetti Straps)
8. Skirts and shorts should be no shorter than the end of your fingertips when arms are placed at your side.
9. Students which represent Crest Schools in athletics or performing groups are encouraged to dress in a manner which represents our school in a positive light.

**Violations will be handled on a case by case manner. Discipline may include warning, detention, in school suspension, or suspension.**

### **Driving During School Hours** **Student Rights and Responsibilities**

Students who drive cars to school are reminded of the following rules about operation of cars in and out of the school grounds:

1. No driving during school hours except with permission from the administration.
2. All cars are to be parked in the designated parking area. **Students are not to park anywhere behind the fence.**
3. Students are not to be in or around cars during school hours without permission from the office.
4. Students are to enter and leave the parking areas at a moderate speed.
5. Cars are to be parked in designated places only, within parking stalls. Do not park in areas marked "No Parking".
6. Students who drive to school and are not involved in after school activities are to drive out of the parking lot and not return until the next day.
7. Students who violate these or any other regulations in regard to the operation of motor vehicles will be subject to disciplinary action, and may be denied the privilege of parking on school property.
8. Reckless driving on or around school property may be reported to police officials.
9. Upon arrival at school, students are to get out of their cars immediately and are not to be in or around cars on school grounds without permission from the office.

10. You should always remove your car keys and lock your car.

#### **Dropping Out or Transfers**

When a student drops out of school he/she must report to the principal's office. He/she must complete the Student Withdrawal Slip before official confirmation of his/her dropping can be made. All books must be turned in and accounted for and fees paid. Each teacher must sign the withdrawal slip before the student can withdraw from school.

#### **Early Dismissals**

On days with an early dismissal, students not participating in a school sponsored extracurricular activity are expected to vacate the school building immediately. This time is for teacher inservice, meetings, and work time. Students participating in extracurricular activities are not to return to the school before 3:30 p.m. without administrative approval. Practices cannot begin until 3:45 p.m.

#### **Eligibility and Absence Guideline**

Students participating in team sports or other school activity groups must be in attendance for at least the last half of the day if they wish to participate in games, practices, or school activity groups. Only the principal, or in their absence the team/group sponsor, may make exceptions to this rule. Exceptions may include but are not limited to: family crisis, medical situations and funerals.

#### **Fire and Tornado Drills**

Fire and Tornado Drills will be conducted regularly throughout the school year. If an emergency does occur, it is essential everyone follows the instructions of the teacher. There are plans of escape posted near the door in each room. Every one, primary as well as secondary, should become familiar with the proper exit procedures. Some general rules to follow are:

1. **Fire-** When the bell rings constantly, it is the fire alarm. Keep calm, do not rush or push but move promptly to the nearest exit. Please hold the door open for those who follow and then move a safe distance away from the building. In heavy smoke, cover your face with a handkerchief; do not worry about books or personal belongings. It is very important to stay with your class. The teacher should have their grade book with them and will take roll once his/her class has evacuated the building. Students should be quiet and very orderly in exiting the building.
2. **Tornado-** During a tornado drill, the bell will ring a series of short intermediate alarms. In a tornado alert, avoid facing open glass, and move quickly and quietly to the designated shelter area.

#### **Grading System/Class Rank**

Class rank of Crest graduates is determined on the basis of average grade point in all full and half units of instruction. The grade point is computed by dividing cumulative points by the semester credits earned. Points are earned on the basis of semester grades as follows: A= 4, B=3, C=2, D=1, F=0. Students will receive a letter grade for all classes. The conversion of a number grade to a letter grade will follow the recommendation of the Crest School Board as follows:

<b>A</b>	<b>90-100%</b>
<b>B</b>	<b>80-89%</b>
<b>C</b>	<b>70-79%</b>
<b>D</b>	<b>60-69%</b>
<b>F</b>	<b>59-0%</b>

All teachers may include additional information to the parents, which will better explain the student's progress. The above grading scale may be deviated from for special education students.

#### **Graduation Requirements**

##### **Crest High School Graduation Requirements**

All students will be required to complete 25 units of credit. The coursework must include:

1. Four units of English/Language Arts
2. Three units of Social Studies which include: American History, American Government, and one elective
3. Three units of Mathematics
4. Three units of Science
5. One unit of Physical Education
6. One-half unit of Oral Communication
7. One unit of Computer Technology



8. One unit of Fine Arts
9. Eight and half units of electives

### **Kansas Board of Regents Undergraduate Admissions**

A Kansas resident who will graduate from an accredited high school is guaranteed admission to five of the state's universities by completing the Qualified Admissions listed below or Kansas Scholars curriculum with a 2.0 GPA **and** by meeting one of the following requirements:

- ACT score of at least 21; OR
- SAT score of at least 980; OR
- Graduate in the top 1/3rd of your class.

### **Qualified Admissions Curriculum**

English – 4 Units

Math – Students have two options to complete the QA math requirement:

- complete three units of approved qualified admissions math and meet the ACT college readiness math benchmark score of 22, or
- complete four units of approved qualified admissions math, and one of those units must be taken in the graduating year.

Social Science – 3 Units

Natural Science – 3 Units

- One of which must be a full unit of Chemistry or Physics

Electives – 3 units of electives were added to the qualified admissions curriculum.

### **Honor Roll**

Honor Rolls are announced following the completion of each semester. They are:

**All A's Superintendent's Honor Roll**- Receive an A in every class.

**Principal's Honor Roll** -. Receive all A's & B's

### **Incomplete Grades and Conditionals**

Incomplete will be given when a pupil's work for that term is not complete. An incomplete must be removed by the end of the semester to avoid becoming a failing grade. No incomplete will be granted at the end of each grading period except those caused by an excused absence. It is the responsibility of the student to see that the incomplete grades are removed.

### **Junior Senior Prom**

The Junior Class entertains the Senior class, class sponsors, and other selected guests with a prom in the spring. All plans and regulations for this event must be approved by the principal and the class sponsor. Contracts for music must be signed by either the principal, superintendent, or class sponsor. The class sponsor and the administration must approve all expenses. Administration must approve all out-of-school dates. If anyone invites a member of another class or a person outside the school system, that person's name along with the name of the class member shall be presented to the class sponsor approximately two weeks before the prom.

### **Leaving School During Session**

Students leaving school during the school day must do the following:

1. Have permission from the principal or superintendent.
2. Have written or verbal permission from parents.
3. Sign out in the office.

Students who leave school without permission will be considered unexcused and will be subject to disciplinary measures.

### **Lockers**

Lockers are provided for all students. Students are advised against leaving money or other valuables in their lockers. Large amounts of money or items of personal value should not be brought to school. Food, candy, tobacco, or any controlled substance will not be kept in lockers. No pin-ups or posters with questionable content will be allowed. No posters or other material should be placed on the outside of the lockers without prior approval of the principal. Anything attached to the inside of lockers should be with magnets and not tape.

### **Locker Searches**

The student lockers are a part of the school building and, as such, are under the supervision and jurisdiction of school officials. The student's lockers may be searched by school officials any time there is reason to believe something of an illegal nature is secured there. Students are expected to keep their lockers clean and neat.

**K-9 DRUG SEARCH** - Random safety sweeps will include vehicles in the parking lots, lockers, locker room, sports facilities, commons area, perimeters, and other areas as directed. No students will be searched personally, nor will any classrooms be searched. Please note that students are to make certain that their vehicle is free from prohibited items while parked on school property. School and gymnasium locker contents are the responsibility of the assigned student. Parents need to speak with their students concerning our district's safety policies.

### **Lost and Found**

Any items of personal or school property found are to be left in the office. If you have lost an item, be certain to inquire about it in the office. Students are urged not to carry large amounts of money to school. The school assumes no responsibility for loss of money/valuables if it does occur. Students may check in money or valuables to the office while at school and pick them up when leaving.

### **Lunch and Lunch Period**

All students will have a daily 25 minute lunch period.

### **Charging Meals**

Parents and guardians are expected to pay for their students' breakfast, lunch and a la carte items in advance. We encourage parents to complete free and reduced applications at any time during the school term.

Parents will be notified by school personnel when their student's account has a low and/or negative balance by phone calls, emails, texts, letters and/or notes sent home with their student. School Messenger may also be utilized to assist in collection efforts. Student charges will be handled according to the following:

- Each student will be allowed to charge up to 10 meals (including Reduced Status), with the exception of the last two weeks of school where **NO** charges are permitted.
- Students will be served a sandwich and milk for lunch and cereal and milk for breakfast at no charge until the charged meals are paid in full. The sack lunch will be delivered to the classroom prior to lunchtime.
- Students will be served the school lunch/breakfast if lunch/breakfast money for the day is brought to school with the intent to purchase that day's meal regardless of their negative account balance.
- A la Carte items will be allowed to be charged up to \$20.00. No further charging will be allowed and until the account is paid in full.
- All charges not paid after 60 days after the student has checked out of school will be considered delinquent. Three attempts will be made to collect the delinquent amount and if not collected the amount plus 25% administrative fee will be turned over to the State of Kansas Accounts Receivable Setoff program for collection.
- The delinquent amount will be considered a bad debt after three years in the State of Kansas Accounts Receivable Setoff program. At that time, General Fund dollars will be transferred to the Food Fund to replace the bad debt charge.

This charging policy has been approved by the Board of Education and will be displayed in the school offices, school website, and included in the student handbook.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a

letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
[1400 Independence Avenue, SW](#)  
[Washington, D.C. 20250-9410](#);

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Meal Modification Request**

Parents may request school meals modification for their child with a disability. The meal modification request must be made by the parent to a school official such as school secretary, food service director, school administrators or the authorized food service representative of the school. Parents may be requested to have a medical statement completed (Form 19B) by a medical authority recognized by Kansas state law. The decision for the meal modification will be determined by a food service team consisting of a school administrator, food service director, and authorized food representative.

The parent has a right to appeal the meal modification decision to the food hearing official and be represented by legal counsel at an impartial hearing.

Please see the list below for Crest USD 479 staff members responsible for the meal modification policy, decisions, and appeal process.

School Superintendent and Hearing Official – Mr. Shane Walter  
School Principal – Mr. Travis Hermreck  
Determining Official and Authorized Food Service Representative – Leanne Trabuc  
Food Service Director – Cindy Rhodes  
School Secretaries/ Point of Contact – Sharon Frazell and Gerri Godderz

Parents with any questions regarding meal modification policies may contact Leanne Trabuc at 620-852-3540.

This institution is an equal opportunity provider.

### **Medicines at School**

For any medicine, including over-the-counter medicines, to be given at school we must have a permission form signed by the parent and doctor. These forms are available at the school offices, local doctor's offices and pharmacies. The office will not give medicine, including over the counter medicine, to students without **written** permission from the parents or guardian.

### **National Honor Society**

Local chapters create their own bylaws which are to be consistent with and comply with the NHS National Institution. Any student in grades 10 through 12 in a school with both an official charter of the National Honor Society and an affiliation with the NASSP Department of Student Activities is eligible for consideration for membership in the National Honor Society (instructions for obtaining a Charter and/or affiliation are found on the pages that follow). All membership selection is handled through the local school chapter.

NHS is more than just an honor roll. The NHS chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

1. **Scholarship**: Students who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average, set by the local school's faculty council meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character. (NHS Constitution, Article IX, section 2)

2. Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
3. Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.
4. Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others and generally maintains a good and clean lifestyle.

Specific standards for these four criteria may vary from one school to the next. Such variations are acceptable as long as they do not fall below the standards set by the National Council of the NHS. All chapters are required to write down the criteria and procedures used in their local selection processes. The NHS adviser maintains copies of the local procedures and has them available upon request.

### **Membership In National Honor Society**

Once selected by the local selection committee, known as the Faculty Council, a student is awarded membership in the local chapter at a special induction ceremony. With induction, a member assumes certain obligations. The chapter must conduct a service project for the school or community, and see to the development of an individual service project for each member.

Chapters may choose to sponsor fund raising projects or involve themselves with the school to reach the chapter's goals established to encourage scholarship, promote leadership and service, and build character. In addition, regular meetings of the chapter are to be held to conduct chapter business and communicate with members. All active NHS chapter members are expected to support these and other chapter activities.

### **Crest High School Honor Society Membership Selection**

Membership is an honor bestowed upon an individual and thus a privilege, not a position for which one applies, nor to which one is elected, nor a right of any individual. Individuals do not apply for membership, but rather submit information, via the student activity information form, for use by the Faculty Council in determining membership.

#### The National Honor Society requires:

Candidates must have attended the school the equivalent of one semester, unless recommended by the student's previous principal.

#### Membership may be open to qualified sophomores, juniors, and seniors

A cumulative GPA is to be used for determining scholastic eligibility (3.5 minimum).

GPA requirements must be the same for all candidates in all classes.

No quotas or percentages of members per class can be established.

The review of candidates for selection to the Crest Honor Society shall conform to the revised guidelines of the National Honor Society based upon the constitution of the National Honor Society.

1. Selection shall take place annually following the first semester of each school year. The National Constitution provides that the Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.
2. All sophomore, junior and senior academic records shall be reviewed to determine those persons who are eligible for membership (students which meet the GPA standard). For selection to the Crest Honor Society, the minimum GPA shall be 3.50. Students not selected in prior years may reapply in subsequent years.
3. Students who are eligible scholastically will be notified. Eligible students who wish to become members of NHS should complete the Student Activity Information Form. These forms will need to be returned by the date to be established, but that date shall be at least one week following the first notification of eligibility.

4. Selection of NHS members will be made by the selection council. The selection council will consist of: 1 teacher from a core subject, 1 teacher from a non-core subject, 1 site council member, 1 community representative, and the principal or counselor. Members of the council will serve on a rotating basis.
5. The Student Activity Forms and Letters of References will be reviewed by the faculty council with equal weight given to leadership, service, and character of all candidates. Leadership, service and character will each be assigned 10 points. Faculty review shall be totaled and to be selected for membership the student must receive 100 out of the possible 150 points.

#### **New Rules**

This handbook was written to cover many of the possible situations encountered at school, but additional rules may be formulated throughout the school year to address any unforeseen situations that may arise. The students will be told verbally about any rule changes.

#### **Out of District Students**

The administration reserves the right to refuse admission of students who do not live within the school district or students living within the district with someone other than their legal guardian.

#### **Passes or Transfers (Middle School and High School)**

Hall passes are required at any time a student must leave class during class time. Passes must be issued for each student when he/she leaves a classroom to go to another part of the building or between buildings. This pass is to be issued by the teacher in charge of the student at the time. The pass will be signed or initialed by the teacher whom the student visits, with time of arrival and departure. If Agenda books are being used, they may substitute as the hall pass.

#### **Pep Rallies**

Pep rallies are held for the purpose of creating the proper atmosphere for athletic games. The purpose of the yells, songs, skits, etc., should be to encourage and motivate the student body to support the team, attend the game, and inspire the team to do its best.

Students will be dismissed from class to go to the pep rallies. Cheerleaders will be dismissed five (5) minutes before the rally. Elementary and middle school students may take part in the pep rallies.

#### **Physicals**

Before a student is permitted to report for practice in a sport or cheerleading, he/she must have a physical examination or health review documented by a completed, current physical examination form furnished by the school. The form requires the signatures of both student and parent or guardian.

#### **Probation**

Any punishment, suspension or expulsion may be deferred by the school administration and the student involved may be placed on probation for a set period of time. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of the probation are met by the student. **A student on probation will be considered “not in good standing” and will lose all privileges outside the school day including practicing, participating or attending any extra-curricular activities during the period of probation. Administration has the authority to declare any student not in good standing.**

#### **PowerSchool**

USD 479 continues to use PowerSchool. The web site is: [crestlancers.powerschool.com](http://crestlancers.powerschool.com)  
Parents are encouraged to use PowerSchool to view student's attendance, grades, lunch/breakfast balances and daily bulletin for upcoming activities. If you have any questions, please do not hesitate to call the high school office at 620-852-3521 or the elementary/middle school office at 620-853-3529.

#### **Public Display of Affection PDA**

Students are requested to refrain from Public Display of Affection (PDA) during the time at school. This includes, but is not limited to, hand holding, kissing, sitting with arms around one another, etc. After-school detention or In-School Suspension could be assigned to those students that violate this policy.

### **Report Cards and Progress Reports**

Progress reports will be distributed every nine weeks. Mid-term grades will be mailed to parents of all students during the fifth week of the nine-week quarter. Parents are encouraged to contact the school any time they have a concern about their child's grade.

### **School Cancellation Announcements**

When it is necessary to dismiss school due to inclement weather or other conditions, an announcement will normally be made on the following stations: Channel 4 (WDAF) & Channel 5 (KCTV) in Kansas City, Channel 13 (WIBW) in Topeka, Channel 7 (KOAM) in Pittsburgh, KKOW 96.9 FM in Pittsburg, and 1370 AM (KALN) and 101.5 FM (KIKS) in Iola.

Announcements will also be sent to each student's home via School Messenger, posted on the school Facebook page, and will be posted on the school website—[www.usd479.org](http://www.usd479.org).

### **School Classification**

Kansas schools are classified in enrollment groups by the Kansas State High School Activities Association in 6A, 5A, 4A, 3A, 2A, and 1A divisions. Our school program is classified 1A because of our enrollment size. Our school is also evaluated in regard to curriculum, facilities, and staff. A graduate of our high school will be admitted to any Kansas state supported institution for higher learning.

### **School Day**

Elementary students begin their day at 7:55 a.m. and end at 3:35 p.m. Middle school and high school students begin at 8:00 a.m. and end at 3:40 p.m. Students experiencing academic difficulty or serving a detention may be required to remain in class or be required to attend before or after school or in the summer.

### **School Safety**

It is our intent to provide students with a safe school environment. Everyone is expected to conduct himself/herself in such a manner as not to place anyone in a dangerous or unsafe situation. Also, anyone who observes an unsafe or hazardous situation (example: exposed electrical wires, broken glass, etc.) should tell the office immediately.

### **SCHOOL SAFETY HOTLINE**

A statewide school safety hotline staffed by the Kansas Highway Patrol has been established. The hotline allows students to anonymously report possible impending violent acts in schools. The toll free number is: 877-626-8203. Students are encouraged to talk to local school officials, but are welcome to call the hotline if anonymity is desired.

### **School Sponsored Trips**

Pupils authorized by the school to go on sponsored trips must ride on buses both ways unless specifically exempted by the principal or teacher in charge. Only parents will be allowed to take exempted students (not friends or friends of the family). If a student is to be exempted from riding the bus, written permission or a parental phone call must be received.

School buses will leave for home immediately following the event unless the sponsor has made other arrangements and has them approved by the principal before leaving school. When deemed necessary by the administration, some parents may ride on a bus to act as sponsors in addition to the teacher or coach in charge.

### **Senior Class**

Invitations or announcements for the seniors who are graduating are ordered through a firm early in the senior year. A deposit will be made at the time of the order with the balance to be paid before they are issued.

### **Sexual Harassment**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or Department of Children and Families (DCF) authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

**Special Parties Etc.**

No parties, picnics, farewells, showers, treats, social hours, etc. affecting the student body shall be planned or held by any student organization or faculty member without prior approval from the administration. All dates put on the official calendar must be placed there by the superintendent or principal.

Entire school systems will not be invited to any Crest School party or dance. Plans may be made to include group games as well as small group games to provide entertainment for those who do not wish to dance. Lights will remain on during parties. Partial darkness is allowed at school sponsored dances. Total darkness will not be allowed at any party or dance. All parties must have at least two adult sponsors and the appointed faculty sponsor present the entire party.

No person will be allowed to leave and then reenter a party. Permission to leave and return may be given by the superintendent, principal, or sponsor in certain cases.

**Spirit Activities**

All spirit activities must be approved by the principal.

**Student Council (High School only)**

The Student Council consists of fourteen (15) elected members:

- three seniors (Senior class president and two at large)
- three juniors (Junior class president and two at large)
- two sophomores
- two freshmen
- One Representative from FFA
- One Representative from FCCLA
- One Representative from FBLA
- A President elected at-large from the student body
- A Vice President elected at-large from the student body

All elected members must have a 3.0 cumulative GPA to remain in good standing and serve on the student council. Any member of the student body has the right to attend Student Council meetings as long as he/she follows rules set up by the Student Council and makes arrangements to attend the meeting with the student council prior to the meeting.

**Student Insurance**

The district provides accident insurance for students involved in sports activities. However, the policy has a \$25,000.00 deductible for which the parent is responsible. If you do not have insurance, you may pick up a voluntary insurance brochure from the school during enrollment. This insurance is offered at a very reasonable cost to the parent. Health wave packets will also be available at enrollment. Health wave is an insurance plan offered by the State based on income guidelines.

**Student Use of Copy Machines**

No student, with the exception of teacher/library/office assistants, may operate school copy machines and other equipment. Student aides will not be allowed to use copy machines until they have been properly trained and shall not violate copyright law.

**Teacher Aides**

Senior students may qualify to become a teacher aide. Students wishing to become an aide must first get approval from the teacher for whom they plan on being an aide for. This will be graded on a pass/fail scale. The requirements are: the student must be a senior, have a GPA of 3.0 or higher, and be in good standing. Exceptions may be approved by the principal on an individual basis.

**TARDINESS**

Being tardy to school and classes will not be tolerated. Students should leave for school early enough to give themselves sufficient time to arrive in time for the start of school. Students are also given 4 minutes between classes and are expected to be in their seats when the final bell rings. 1. Two (2) tardies without penalty will be



permitted each student per semester in each class. 2. A 3rd and 4th tardy will result in teacher detention. 3. A 5th tardy will result in an office conference and detention. 4. A 6th tardy will result in ISS (in school suspension). 5. Seven (7) or more tardies could result in OSS (out of school suspension).

#### **Telephone Calls**

It is the purpose and desire of the office to serve patrons, students, and teachers courteously. **In case of emergency or with administrative approval students will be able to call home or parents from the office phone.** Students who need to use a phone, except for emergencies, should do so before school, during lunch periods or after school. Students will not be called from class for phone calls except in emergency situations. **Students are not allowed to use cell phones or pagers in the facility while school is in session. The first offense will be confiscation for the remainder of the day, the next violation will be confiscation and parent meeting. Students are not to use classroom phones for any reason, or use the office phone without permission from the office staff.**

#### **Truancy**

Any student who is absent from school three (3) consecutive days or five (5) days in a given semester, or seven (7) days during the school year is considered truant regardless of classification of absence. When such cases of suspected truancy violations occur, they must be reported to the proper authorities, including notification to the R.I.S.K. Truancy Program, a branch of the Juvenile Justice Authority.

#### **VALID REASONS FOR EXCUSED ABSENCES**

1. Personal Illness
2. Death in family or funeral of friend
3. Professional appointments
4. Out of town trips if arranged with the school in advance and if, in the judgment of the school administration, this absence is justified.
5. Students cleared by the Superintendent/Principal.

Work assigned during an unexcused absence and/or during an ISS or an OSS suspension can be made up with full credit if the student turns in the work the day the student returns to school/class from the suspension.

If your child is absent and you wish to get their assignments, please call in the morning and we will have their assignments ready by the end of the day.

#### **Textbook Rental**

The fee for textbook rental is \$30 for all students and is to be paid at enrollment. The classroom teachers will issue textbooks for the pupils. They are to be numbered and assigned to the pupil. Pupils damaging books beyond ordinary wear will be expected to pay for a new book. A notation of the condition will be made in the teacher's record when it is issued.

#### **Treatment of Injury**

Students under the age of 18 who attend field trips will need to have a signed form permitting treatment in the case of an injury.

#### **Vending Machines**

The drink vending machines may be used before or after school. One machine will be stocked with water and sugarless drinks and will remain on during school hours. Students may take water to class as long as all drinks are kept in a clear container and the instructor does not object. Remember, this is a privilege. If students abuse this privilege, then the machines will be shut off. **No outside drinks will be allowed to be brought to school.**

**The Lunch room, the library, the gym, the stage, and classrooms are out of bounds for pop.** Teachers may get permission from the principal to allow the entire class to have an occasional reward for a task well done. Use of the machines is not an excuse for being tardy. The administration may shut off the machines for a period of time if students do not dispose of trash properly. **KEEP OUR SCHOOL CLEAN!!!!**

#### **Visitors**

Parents are always welcome as long as they are not a disruption. Students will not be allowed to bring guests to school with them during regular school hours. Former students are welcome to visit the school. All visitors are to report to the office upon entering the building.

#### **Weapons Policy**

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 ground at a school activity, function or event.

This policy shall include any weapon, at any time being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the school administrator may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of probation.

As used in this policy, the term “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other device similar to any of these devices.

**Daily Schedule**  
**Breakfast Schedule-----7:40-7:55**

<b><u>MONDAY – FRIDAY</u></b>		<b><u>EARLY RELEASE (Wednesdays)</u></b>	
7:55	Warning Bell	7:55	Warning Bell
8:00 - 8:51	1st Period	8:00 – 8:47	1st Period
8:55 - 9:46	2nd Period	8:50 - 9:37	2nd Period
9:50-- 10:41	3rd Period	9:40 - 10:27	3rd Period
10:45- 11:36	4th Period	10:30 – 11:17	4th Period
11:40 - 12:55	5th Period	11:20 – 12:42	5th Period
12:30 - 12:55	LUNCH	12:45 – 1:32	6th Period
12:59 - 1:50	6th Period	1:35– 2:22	7th Period
1:54- 2:45	7th Period	2:25 – 3:10	8th Period
2:49 - 3:40	8th Period		

Milk Prices- fifty cents per carton, (\$41.00 per semester or \$20.50 per 9-weeks).

**Discipline Plan (Middle School and High School)**

The most effective schools are those schools with a well ordered environment and high academic expectations. Discipline is defined as training that develops self-control, character, orderliness and efficiency.

Consequences will be based on the level of offense and administrative recommendation. If it is a classroom violation, teachers may set an appropriate consequence such as but not limited to, after school detention no less than 15 minutes and no longer than 30 minutes.

**Level I: Personal Behavior Problem**—These are behaviors that occur in the classroom and only affect the students who are misbehaving.

**Corrective step:** This behavior problem should not be sent to the principal; it is a problem that should be resolved by serving a detention with the teacher.

**Level II: Classroom Problem**—These are behaviors that occur in the classroom and interfere with learning opportunities for all students.

Examples: These examples may not include all classroom behavior problems.

- Horseplay
- Talking Out
- Not doing what the teacher asks
- Disturbing others
- Not in seat, out of seat without permission
- Misuse of computer or other equipment

**Corrective step:** Steps I, II, or III

**Level III: Disruptive Behavior, Not Harmful**—These are behaviors that harm is not intended.

Examples: These examples may not include all the different types of disruptive school behavior.

- Dress Code violation
- Computer misuse
- PDA-Public Display of Affection

- Possession or use of tobacco
- Gambling
- Defacement of property (vandalism, fire alarms)
- Solicitation
- In halls without a pass
- Disruptive behavior on school grounds, in school environment, or at a school activity.

**Corrective step:** Steps I - IV

**Level IV: Disruptive Behavior, Harmful**—These are behaviors that are intended to cause harm to other individuals or school property.

Examples: These examples may not include all the different types of disruptive, harmful behavior.

- Gang Activity
- Bullying
- Arson
- Possession or threat of explosive devices
- Sexual harassment
- Defiance
- Alcohol/Drugs
- Extortion
- Theft
- Fighting
- Disrespect to an adult
- Intimidation or threats
- Weapons
- Defacement of property (vandalism, fire alarms)

**Corrective step:** Steps III - VI

### **Class Discipline Procedures**

Before step one is used, the teacher should have a conference with the student and discuss any necessary improvement to avoid going to step one. Also, the teacher should contact the parents about the situation.

**Step I**—Visit with the Principal

**Step II**—Assignment of after school detention

**Step III**— In School Suspension for 1-3 days

**Step IV**— Out of School Suspension for 1-3 days

**Step V**— Out of School Suspension for 3-5 days

**Step VI**— Long term suspension of 6 days or more

**Students will not be allowed to participate in extracurricular activities while in ISS or serving an OSS. The material missed while attending class is extremely important; therefore, all students serving an OSS or ISS are required to complete all classroom assignments. Work assigned during ISS or OSS can be made up with for credit if the student turns in the work upon returning to school/class after the suspension. Students who refuse to accept disciplinary action will be sent home immediately and may not return until a parental conference is held.**

### **Bus Discipline**

**Rules:**

1. Follow the Driver's directions.
2. Stay Seated
3. Keep all parts of your body inside the bus.
4. No Radios - Headphones are OK.
5. Use good language and don't tease.
6. Keep hands, feet, and objects to yourself.

**Consequences:**

Improper conduct on the bus will result in disciplinary action and could result in denial of bus service. Disciplinary action will be at the discretion of the principal. Inappropriate behavior deemed severe by the administration could result in suspension and/or removal from the bus.

## **Suspension Or Expulsion Of Students**

### **AUTHORITY TO SUSPEND, EXPEL OR EXCLUDE**

A. KSA 72-6114 authorizes the Board of Education to suspend or expel a student for any of the following reasons:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
2. Conduct that substantially disrupts, impedes, or interferes with the operation of any public school.
3. Conduct that endangers the safety of others or which substantially impinges upon or invades the rights of others at school or at a school supervised activity.
4. Conduct which, if the pupil is an adult, constitute the commission of a felony, or if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.
5. Conduct which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.
6. Disobedience of any order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial or material impingement upon or invasion of the rights of others.
7. The Board of Education adopts the following published rules and regulations that may be considered as causes for suspension or expulsion.
  - a.) defacing or abuse of school property
  - b.) distributing of pornographic or obscene material
  - c.) possession, use or promotion of use of drugs or alcoholic beverages
  - d.) unauthorized or unexcused absence
  - e.) use of profanity, obscene and abusive language while under school supervision and any extra-curricular activity sponsored by the school
  - f.) improper or immoral conduct on school property or during any school sponsored activity
  - g.) failure to have proper health records on file
  - h.) possession of a weapon at school, on school property or at a school sponsored event
  - i.) repeated violation of student conduct rules

B. The Board of Education authorizes the principal, counselor, and a staff member from the attendance center involved to exercise the imposition of suspension. A building principal shall have the authority to exercise a short-term suspension for a student whom he deems committed of an act numerated in KSA.72-6114. Upon such suspension the principal shall immediately report the suspension to the superintendent by phone followed by a written report stating the circumstances upon which the suspension is based. The principal shall immediately notify the parent of the child of the suspension and follow the procedure set forth in K.S.A. 72-6115, 6116,6117.

### **Suspension and Expulsion Procedures**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

#### **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 shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

### 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 superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- \* 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 either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.
- \* Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- \* Findings required by law shall be prepared by the person or committee conducting the hearing.
  
- \* A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- \* Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

### Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- \* Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
  
- \* A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
  
- \* A student who has been suspended or expelled shall be notified of the day the student can return to school.
  
- \* If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
  
- \* If the expulsion is related to a weapons violation, the superintendent may establish appropriate requirements relating to the student's future behavior at return.
  
- \* The days a student is suspended or expelled are not subject to the compulsory attendance law.
  
- \* During the time a student is suspended or expelled from school, the student may not do the following: 1) Be on school property or in any school building without the permission of the principal 2) Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

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.

### Students Rights during a Long Term Suspension/Expulsion Hearing

The student shall have the right:

- \* to counsel of his / her choice;
- \* to have a parent or guardian present;
- \* to hear or read a full report of testimony of witnesses;

- \* to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- \* to testify in his or her own behalf and to give reasons for his or her conduct;
- \* to an orderly hearing; and
- \* to a fair and impartial decision based on substantial evidence.

**Appeal to the Board**

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- \* Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- \* The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- \* The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- \* The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- \* The board shall record the hearing.
- \* The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

**Parents/Students Rights in Identification, Evaluation and Placement**  
**(Section 504 of the Rehabilitation Act of 1973)**

The following is a description of student and parent rights granted by federal law. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

**YOU HAVE THE RIGHT TO:**

- Have your child take part in and receive benefits from public education programs without discrimination based on a disability.
- Have the school advise you as to your rights under federal law.
- Receive written notice with respect to identification, evaluation, or placement of your child.
- Have your child receive a free appropriate public education. This includes the right to be educated with other students without disabilities to the maximum extent appropriate. It also includes the right to have the school make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive comparable services to those provided students without disabilities.
- Have your child receive accommodations or services under Section 504 of the Rehabilitation Act of 1973 if he/she qualifies.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by individuals who know your child, the evaluation data, and placement options.
- Have transportation provided to a school placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school.
- Give your child an equal opportunity to participate in non-academic and extracurricular activities offered by the school.
- Examine all records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- Receive a response from the school to reasonable requests for explanations and interpretations of your child's records.

- File a complaint with the Section 504 Compliance Coordinator, under the district complaint/grievance procedures.
- Request mediation to settle disputes arising out of any decision about your child's identification, evaluation, educational program or placement.
- File a complaint with the Office for Civil Rights of the United States Department of Education.
- Request an impartial due process hearing to settle disputes arising out of any decision about your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and have an attorney represent you. You may appeal this decision to the board of education and to a court of competent jurisdiction.
- Suffer no retaliation as a result of exercising your rights under these provisions.

The person at the school who is responsible for Section 504/ADA compliance is the superintendent, who may be contacted at Crest USD 479, Colony, Kansas 66015, 620-852-3540.

## CREST SCHOOLS ACCEPTABLE USE POLICY

Crest School offers Internet access. The sole purpose of the Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of the Internet access must be in support of and consistent with these educational objectives. All students who use Crest's Internet access are expected to read these guidelines and or take part in discussion of the guidelines with a teacher. Adherence to the guidelines is a condition for a student's privilege of Internet access.

### **Purpose**

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

### **Acceptable Use Guidelines**

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- Users shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
  - Students shall not disable or attempt to disable Internet filtering software.

### **Prohibitions**

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

### **Monitoring**

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

### **Internet Safety**

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

### **Penalties for Improper Use**



Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

**Signatures**

I have read the Crest School guidelines for Internet use. I will agree to follow these guidelines when I use the Internet or District Network. I have also read the Student Handbook and am aware of the secondary rules.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Student Name