

# Girard High School

## Student Handbook

2007-2008

415 North Summit  
Girard, Kansas 66743

Phone: 620-724-4326  
Fax: 620-724-6136  
Web Site: [www.girard248.org](http://www.girard248.org)

Gary Snawder, Superintendent  
Blaise Bauer, Principal  
Tom Stegman, Assistant Principal  
Marilyn Hey, Guidance Counselor

### This agenda belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### Girard High School Mission Statement

“Girard High School is dedicated to providing all students the opportunity to develop the maximum academic, social, personal, and community skills necessary for productive living and successful integration into society.”

## Table of Contents

<b>Academic Information</b>	
Table of Contents.....	1
Renaissance Card Guidelines .....	2
Finals Exemption Policy & Graduation Policy.....	3
Academic Information.....	3
Comparison of GHS Requirements & Qualified Admissions.....	4
Early Graduation Policy.....	5
Honor Roll Information.....	5
Report of Student Progress.....	5
Cheating Policy.....	5
Academic Letter Plan.....	6
Part Time Students.....	6
Student Classification.....	7
Transcripts.....	7
Withdrawal Procedure.....	7
Transferring or Dropping Classes.....	7
Interventions.....	7
<b>Student Attendance</b>	
Attendance Policy.....	7-8
Policy for Homebound Instruction.....	8
Attendance and Extracurricular Activities.....	8
Student Procedure after Absence.....	8-9
Guidelines for Receiving Credit.....	9
Student Appeal.....	9-10
Makeup Work following an Absence.....	10
Incomplete Grades.....	10
Illness and Accidents at School.....	10
Tardy Policy.....	10
<b>Student Dress Guidelines</b>	
Dress Code Policy.....	11
<b>Guidance</b>	
National Testing Dates.....	12
College Campus Visits.....	12
<b>General Information</b>	
Arrival at School.....	12
Visitors.....	12
Public Display of Affection.....	12
Cafeteria and Lunch Period.....	13
Media Center Services.....	13
Bus Rules, Safety Regulations.....	13
Driving and Parking.....	13
Telephone Calls.....	14
Theft.....	14
Hazing Policy.....	14
Soliciting.....	14
School Dance Policy.....	14
Search and Seizure Policies.....	15
Possession or Use of Weapons.....	15
Possession of Explosives.....	15
Hall Permits.....	15
Smoking on School Premises.....	15
Drugs, Narcotics and Controlled Substances.....	15-16
Alcohol.....	16
<b>Extra Curricular Activity Policies</b>	
Eligibility Requirements.....	16-17
Standard of Conduct.....	17
Activity Policy.....	17
Homecoming Queen Election.....	17
Transportation to Extra Curricular Activities.....	18
<b>Student Discipline</b>	
Detention.....	18
Suspension and Expulsion.....	18
Seven Habits of Highly Effective Teens.....	18
Discrimination.....	18
Zero Tolerance Policy.....	18-19
Sexual Harassment.....	19-22
National Honor Society Policy.....	22-23
Forms.....	23-24
Problem Solving Rubric.....	25
Six-Trait Rubric.....	26

## **Renaissance Card Guidelines**

**The following criteria will be used for selecting students who will receive a GHS Renaissance Card.**

1. The Renaissance Card will be issued for a nine-week period of time.
2. A new set of cards will be issued each quarter to deserving students based on the previous quarter records.
3. Two levels of Renaissance Cards will be issued.

**Trojan Gold Card**--the student must meet all three of the criteria listed below.

**Trojan Crimson Card**--the student must meet two of the three criteria listed below.

- i. The student must have no recorded tardies and no more than two recorded absences during the quarter.
- ii. The student must have no detentions, no suspensions, and no referrals during the quarter.
- iii. The student must meet the academic standards that would place him/her on a high school honor roll during the quarter.

•Trojan Gold Cardholders are eligible to participate in all Renaissance cardholders' activities. They will also receive additional special incentives.

**A student holding a GHS Renaissance Card will be eligible to participate in the following activities.**

The student will be admitted free of charge to all GHS qualified activities (including athletic events) during the term of the card.

*The student will be eligible to participate in selected activities sponsored by GHS Renaissance such as:*

- i. Cardholders' names might be entered in a drawing for a variety of privileges or prizes.
- ii. Renaissance might host a reception during the school day for cardholders.
- iii. Cardholders might be allowed special assignment privileges in class.
- iv. Cardholders might be released early for lunch on a particular day/week and receive other incentives selected during each quarter.

**The Cardholder will be responsible for meeting requirements indicated below.**

1. To participate in any privilege the cardholder will be responsible to present the card at the time of the event.
2. A cardholder who in any way abuses the use of the card will automatically lose the card and its privileges.
3. If a card is lost it will not be replaced during the quarter of issue.
4. A teacher may override privileges which would take the student from that teacher's class.
5. Any error must be brought to the attention of the Renaissance Committee within one (1) week of the date cards are issued.
6. Continual and/or serious inappropriate behavior may result in a card holder losing his/her card privileges. This decision will be left to the discretion of the building principal.

### **Finals Exemption Policy**

- To qualify for finals exemption, the student must meet the following criteria:
  1. Must have an A in the class for the semester.
  2. Must have been a Renaissance cardholder at least one quarter of the semester.
  3. Must have no office referrals during the semester.
  4. Must not have more than 4 absences per semester in the class in which they are requesting exemption. No exceptions.
  5. Must submit a parental permission form to the office by the designated deadline.
- Students who qualify for exemption must be at one of the following locations during the time the final is being given:
  1. off campus.
  2. in a designated study area
  3. in a designated recreation area
- Students will not be allowed in the halls.

### **ACADEMIC INFORMATION Graduation Requirements**

Girard High School USD 248 is a four-year high school meeting accreditation standards of both the North Central Association of Colleges and Schools and the Kansas State Department of Education. The Girard USD 248 Board of Education requires that all students must earn a minimum number of 24 credits for graduation from Girard High School.

- Language Arts: (English) Four (4) units of credit are the minimum requirements. English I, II, III plus a fourth elective from the English or speech departments.
- Social Studies: Three (3) units are required. The State of Kansas requires one unit of World History/Geography, one unit of American History (11th Grade) and one unit of American Government (12th Grade).
- Mathematics: Three (3) units of math are required.
- Science: Three (3) units of science are required.
- Physical Education: One (1) unit of credit is required.
- Info. Processing: One (1) unit of credit is required.
- Fine Arts: One (1) unit of credit is required.
- Elective Units: The remaining eight (8) of the required twenty-four (24) units may be selected from the different subjects offered.

Students enrolled in grades 9-12 are required to enroll in at least seven (7) subjects. The only exception to this is students who choose to work in the office or media center in place of one class. Alternative ways of earning credit include off-campus credit, summer school or night school credit, or extension and correspondence credit. To apply for this credit students must have approval of the principal and counselor.

Attendance Recommendation: Eight (8) semesters of attendance are encouraged to meet graduation requirements. Former students who attended Girard High School and wish to receive a diploma from Girard High School will satisfy all requirements for graduation at the time of the request.

**Comparison of GHS Requirements & Qualified Admissions**

<b>Girard HS Graduation Requirements</b> 24 total units of credit	<b>Qualified Admissions Requirements to attend a Kansas Regents University</b> (A minimum of a 2.0 is required in the following pre college curriculum)	<b>Kansas Scholar Curriculum (KSC),</b> Ethnic Minority and/or Kansas Teachers Scholarship Program Requirements
<b>English - 4 units</b>	<b>English - 4 units</b> One unit must be taken each year. In additions students are encouraged to take courses in Drama and/or Debate.	<b>English - 4 units</b> One unit must be taken each year. In addition students are encouraged to take courses in Drama and/or Debate.
<b>Math - 3 Units</b>	<b>Math - 3 units</b> during high school at or above the Algebra I level (Algebra I taken in 8th Grade does not count).	<b>Math - 4 units</b> Algebra I, Geometry, Algebra II, and one unit beyond Algebra II (Algebra I taken in the 8th grade does count toward the scholars curriculum) .
<b>Natural Science - 3 units</b>	<b>Natural Science - 3 units</b> chosen from Biology, Advanced Biology, Chemistry, PT I, PT II, Anatomy & Physiology and/or Physics. At least one unit must include Chemistry or Physics.	<b>Natural Science - 3 units.</b> Biology, Chemistry, and Physics.
<b>Social Science - 3 units</b>	<b>Social Science - 3 units</b> 1 unit of World History/Geography 1 unit of American History 1 unit of American Government	<b>Social Science - 3 units</b> 1 unit of World History/Geography 1 unit of American History 1 unit of American Government
<b>Information Processing - 1 unit</b>	<b>Computer Technology - 1 unit</b> 1 unit of Computer Applications.	<b>Computer Technology - 1 unit</b> 1 unit of Computer Applications.
<b>Physical Ed. &amp; Health - 1 unit</b>	The Kansas Board of Regents strongly encourages students to take 2 units of one foreign language.  The Board also recommends that students take one unit of the fine or performing arts. OR The student must have not less than a 21 on the ACT. OR The student must rank in the top 1/3 of his/her high school class.	<b>Foreign Language - 2 units</b> of one language.
<b>Fine Arts - 1 unit</b>		

### Early Graduation

A student who for educational and vocational reasons wishes to graduate from high school in less time than the normal four-year grade 9-12 sequence may request permission for early graduation. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan.

The student shall request in writing to the USD 248 Board of Education permission for early graduation with reasons supporting his/her plan and request. Examples of reasons to be given consideration are hardship circumstances, vocational opportunities, enlistment in the military occupations, pursuit of a continuous specialized education objective, or college entrance.

A parent or the legal guardian of the student must submit a letter in support of the student's request for early graduation, and such letter is to accompany the student's written request. The request letters to the Board are to be submitted to the superintendent no later than six months prior to the anticipated completion of the required high school program.

The student must reasonably be expected to satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalents in order for consideration to be given to any request.

Each request is to be determined by the Board on the merits of the individual circumstances; one case shall not set a precedent for others.

### Honor Roll Information

1. Eligibility for placement on the honor roll will be determined by grade point average of grades earned in all classes in which the student is enrolled.
2. A student must be enrolled in at least six classes to be considered eligible for placement on the honor roll.

ALL "A" HONOR ROLL.....(4.00)

PRINCIPAL'S HONOR ROLL.....(3.50 to 3.99) (No grade below a "C")

### Report of Student Progress

Computerized grade cards are issued every nine weeks by the principal's office. Parents are asked to review the grade cards with the student and to consult with the teacher if they wish. After the 4th week of the first 9 weeks, teachers are asked to submit referrals to the counselor and principal for students with grade deficiencies. Progress reports will be sent to parents at the end of each 4 1/2 weeks.

**GRADE CODE: A - Excellent    B - Above Average    C - Average    D - Below Average    F - Failure**

### CHEATING

#### Cheating Policy

Any student(s) caught cheating will receive the following :

1. First infraction: a zero (0) on the assignment and a one hour detention assigned. Student will also lose his/her Renaissance Card Holder privileges.
2. Second infraction: a zero (0) on the assignment and a minimum of a three hour detention.
3. Third infraction: suspension.

### **Academic Letter Plan**

1. **PURPOSE:** The purpose of the Academic Letter is to recognize, reward, and encourage academic excellence.
2. **RATIONALE:** Academic Letters should encourage students to try harder and do better in their classes. They should be awarded to students who put in those extra hours striving for academic excellence and who deserve the obvious mark of recognition and award for contributing to the reputation of the school. Girard High School should be proud of these contributions. Exceptional effort and achievement in academics deserve to be recognized and rewarded. The Academic Letter should be a prestigious award through which a student can represent the school and be honored for achievements and contributions.
3. **PROPOSAL:** The methods and criteria for awarding Girard High Academic Letters are proposed by the Academic Letter Committee.
4. **ELIGIBILITY:** Seniors shall be eligible for an Academic Letter if they satisfy the selection requirements.
5. **SELECTION:** The high school principal shall supervise the selection process.
6. **CRITERIA:**
  - (a) Attained a 3.3 or above GPA on a 4.0 scale, accumulated over grades 9, 10, 11, and the first semester of grade 12.
  - (b) Received a score on either the ACT or SAT placing them at or above the 80th percentile on the national average.
  - (c) Accumulated 14 credits necessary for graduation from the Kansas Board of Regents' Qualified Admissions Requirements: English 4 units; Math 3 units during high school (Algebra I, Geometry, Algebra II, and Pre-calc. if Algebra I is taken in the 8th grade); Natural Science 3 units chosen from Biology, Advanced Biology, Chemistry, and or Physics; Social Science 3 units; Computer Applications 1 unit.
  - (d) **AWARD:** The Academic Letter shall be a six-inch Old English "G" in school colors with a metal or embroidered symbol affixed to indicate that the letter is an academic award. Seniors shall be awarded the Academic Letter at the Senior Awards program in May.

### **Part-Time Students**

Senior students whose schedules provide for meeting local school district graduation requirements by the end of a semester with a cumulative minimum 3.0 GPA may be excused from school attendance except for those courses which qualify them for graduation to attend college classes provided that:

- (a) Students must attend an accredited institution of higher learning, must be enrolled per semester in four classes at Girard High School and six credit hour classes per semester at the university. The high school principal may make exceptions if in his opinion the college subjects' difficulty warrant the exception, and,
- (b) The time excused is the end of the school day (5th-6th-7th) periods, and the students return or remain at GHS on days not in class at the university, and,
- (c) Documentation of college class enrollment is available to the principal at or near the beginning of any semester, and,
- (d) The students maintain passing grades in all subjects, and,
- (e) Parents and/or guardians give written approval of such part-time attendance according to the above provisions.

It remains the philosophy of USD 248 to encourage full-time attendance of eligible students on the basis of a belief that the public school experience is valuable and worthwhile.

**Student Classification**

<u>Class</u>	<u>Units Completed</u>
Sophomore.....	5
Junior.....	10
Senior.....	17 and above

**Transcripts**

Students requesting a transcript should do so through the counselor's office.

**Withdrawal Procedure**

Parents should notify the school prior to withdrawal of their child from school, either for transfer or other reasons. The student is then referred to the counselor for final conference, and withdrawal form. All books should be returned and any fees paid. The deposit will be refunded only when the student follows the proper checkout procedure and clears all records.

**Transferring or Dropping Classes**

Students will not transfer from one class to another after the first day of class. Exceptions -- course changes are limited to students needing to satisfy graduation requirements or conflicts of personality which must be resolved without loss of credit toward graduation, as recommended by the high school administration and counselor.

**Implementation of Interventions**

The USD 248 Board of Education shall implement regular education interventions and strategies to address areas of concern for a child before referring the child for an evaluation unless one of the following conditions is met:

1. School personnel can demonstrate that those interventions and strategies are inadequate to address the areas of concern for the child.
2. The parent of the child requests and gives written consent for an evaluation of the child, and the Board agrees that an evaluation of the child is appropriate.

**STUDENT ATTENDANCE**

**Girard High School Attendance Policy**

Students who have good attendance generally achieve higher grades, enjoy school more, and are much more attractive to prospective employers after leaving high school. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process for everyone. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction.

Consequently, under these circumstances only mediocre success can be achieved in our academic programs. Our school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits. Therefore, the USD 248 Board of Education supports the following attendance policy for Girard High School students:

This policy designates nine (9) days absence each semester as the maximum allowed before credit for each subject missed is lost for the semester. The (9) days of absence are to accommodate:

- Personal illness
- Appointments, including doctor, that could not be scheduled outside the school day
- Serious personal or family problems.

After a student has accumulated five (5) absences in all classes or any one class, a parent or guardian will be notified by letter. A letter notifying parents or guardians of loss of credit will be mailed after ten (10) absences. Extenuating circumstances such as hospitalization or home confinement will not be charged against the student's days provided the illness and subsequent hospitalization or home confinement (must be successive days) are verified by a physician. We request written confirmation from a physician upon a student's return to school. It is extremely important that students understand that the 9 days for necessary absences built into the attendance policy are not to be considered 'SKIP DAYS.'

### **USD 248 - Girard High School Policy for Homebound Instruction**

To be eligible to receive homebound instruction, a note or letter from the medical doctor explaining the reason for requesting homebound is required. It should include the date services are to begin and an approximate length of time they may be required.

When the letter is in the hands of the school (principal and/or counselor), they will contact a certified instructor to complete the tasks of the homebound instructor who will meet with the involved faculty at an assigned time on a weekly basis to exchange and discuss assignments, tests, projects, and the student's progress.

The homebound instructor will contact the student to set up meeting times (usually 2 to 3 times per week) depending on the classes, work load, and student needs. The homebound instructor will also deliver assignments and tests collected from the faculty to the student, give instructions, collect any completed work of the student to turn in, and administer any tests as the student becomes ready to take them.

Students not physically attending regular classes are not eligible to attend school sponsored extracurricular activities.

When the student is to return to school a note or letter of release from homebound services from the same medical doctor is required for the student to return to his/her regularly scheduled classes. The main goal of the homebound instructor is to help the student meet the objectives and complete class work. This should facilitate a smooth transition back into the classroom when services are no longer needed.

### **Attendance and Extracurricular Activities**

To participate in any extracurricular activity (game, dance, play, cheerleader, etc.) a student must be in school four class periods of the day (including seminar period) on which the activity is scheduled. Exceptions include funerals, emergencies, and any other absence which the office has excused prior to the absence.

### **Student Procedure after Absence**

Report to principal's office upon return to school after absence with written explanation for absence (medical appointments require written verification from physicians, dentist, etc.) Telephone calls from parent may be acceptable. The student failing to provide notification for reason of absence from parent and/or guardian will be listed as "unexcused" until proper note is provided to the principal's personnel. In cases where the school is not notified the student will also be placed on the attendance sheet as "unexcused." If students who have been absent do not possess an admit to class, they will be sent to the office by their teacher and will be counted as "tardy" to that class.

**Note: for a student to receive an excused absence from school, it must be excused by the parents and the high school administration.**

### Guidelines for Receiving Credit

Students must satisfy two criteria to be awarded credit for meeting graduation requirements:

1. Students must maintain a passing grade as established by the classroom teacher.
2. Students must meet the attendance policy requirements established by the USD 248 Board of Education.

Students will receive the grade earned for course work upon completion of the first criterion. When both criteria have been met, credit will be received and recorded with their grade on their official high school transcript to be applied toward meeting graduation requirements.

After losing credit a student will:

- be withheld from all extracurricular activities, practices, performances, etc. necessitating the loss of school time.
- not take part in field trips.

School-sponsored/sanctioned activities for which the student has been properly pre-excused are exempt from and will not pertain to this policy. However, seniors visiting college campus individually without GHS sponsor or chaperone will be considered absent for the time away from class, said absence to be counted as part of the nine [9] days permitted.

Students are not to leave school without permission from the principal's office. Students leaving school grounds 'MUST' first bring a note from home and then sign out in the office before leaving. Failure to sign out will result in an unexcused absence and will be treated as a 'skip' and punishment will be the same.

Truancy is defined as missing classes on a given day without parental knowledge or approval or school official approval. Known truancy will result in the following additional disciplinary action:

- 1) **First occurrence** -- student conference with principal and one-hour detention per each hour missed.
- 2) **Second occurrence** -- student conference with principal & parent/guardian and one hour detention for each hour missed with possible three [3] days suspension from school.
- 3) **Third occurrence** -- student conference with principal, parent/guardian, one hour detention for each hour missed, with possible five [5] days suspension from school.

**PARENTS OR GUARDIANS ARE RESPONSIBLE FOR NOTIFYING THE OFFICE WHEN A STUDENT IS ABSENT GIVING REASON FOR ABSENCE.** The reason for absence will be recorded on the student's daily attendance record and will be excused if the parent and the high school administration excuse the absence. **THERE ARE NO APPROVED SKIP DAYS.**

### Student Appeal

A review at the end of the semester by the Girard High School Attendance Review Committee (GHSARC) may be requested by the student or parent/guardian to examine the specific conditions relating to the individual case. (All requests must be in writing and presented to the principal. The parents and the student must attend the hearing.) This committee is to consist of seven teachers. The GHSARC may extend the absence limit or take such action as is required.

Parents or guardians will be informed in writing of the results of such hearing.

The student who is suspended from school for a disciplinary reason will have the number of days charged against the total of nine [9] days provided in the policy. However, if the student is suspended for any number of days which cause him or her to reach ten [10] days, he/she 'MAY' receive approval for and an extension.

**Note: If a student appeals his/her loss of credit to the GHS attendance committee, s/he must agree to make up all days absent over the attendance policy before credit can be considered for reinstatement.**

**Note:** State statute states that when a student is inexcusably absent for three consecutive school days or five or more school days in any semester, then the student shall be considered to be not attending school as required by law, and the principal shall report all such cases who are 13 to 17 to the County Attorney.

### **Makeup Work Following an Absence**

The school suggests that when it appears a student is going to be absent, the parents contact the school office and explain what the student is able to do as far as school work is concerned. If needed, the office will arrange for homework assignments which may be picked up by the parents or sent home by another student.

Students will be entitled to makeup work upon request to teacher. The request for makeup work must be made on the day the student returns to class not days or weeks later. **MAKEUP WORK WILL NOT BE PERMITTED WITH "UNEXCUSED" ABSENCES.** Time allowed for makeup work to be turned in will be **two days for each day absent but not to exceed a two week period.** Students who are absent on **TEST DAY ONLY** will take the test on the day they return to class **IF THE TEST HAS BEEN PREVIOUSLY ANNOUNCED.**

### **Incomplete Grades**

At the end of the semester, all work shall be completed by the time final exams are finished, with the following exceptions: cases of extended illness or extenuating circumstances will be considered individually. In the event a student receives an incomplete in a course at the end of the semester, (s)he must complete all work within a "two-week" period after the semester, otherwise an "F" will be recorded on the permanent record.

### **Illness and Accidents at School**

A student who becomes ill at school is to report to the Principal's office so we may locate the school nurse. **NO STUDENT IS TO LEAVE THE BUILDING WITHOUT FIRST REPORTING TO THE OFFICE. IF A STUDENT IS TOO ILL TO REMAIN IN SCHOOL, THE SCHOOL NURSE WILL CONTACT HIS PARENT OR GUARDIAN.**

**Accidents**-Any accident/injury in the school building or on the grounds or buses is to be reported to the person in charge and to the school nurse as soon as possible.

**Medication**-Anyone required to take medication during school hours must have a doctor's note and medication should be taken in the health office or principal's office. Any student with a specific medical problem should inform the school nurse of the nature of the problem.

### **Tardy Policy**

Tardiness is defined as any appearance of a student after the scheduled time a class begins. (Tardiness of more than ten minutes to a class will be considered an absence). Each three tardies to one class per semester will count as one absence. Students who are more than ten minutes late to class will not be admitted unless they have a note from the office.

Beginning with the third tardy to one class, and all tardies thereafter, students are to be sent to the office as soon as possible.

#### **Violation of this policy by students shall be treated as follows:**

- 1) Third and fourth tardy to one class per semester - one hour after-school detention.
- 2) Fifth and all tardies thereafter to one class - two after-school detentions.
- 3) Students will receive detention for every tardy to SSR & Seminar.

## STUDENT DRESS GUIDELINES

### Dress Code Policy

*Dress code for USD 248 students in grades 6 through 12.*

The Board of Education and the Dress Code Committee believe that parents and students should be responsible for the dress and grooming of students. The Board and Committee also believe that such dress and grooming should be conducive to the safety of all students, good physical hygiene of all students, and best learning situation that can be offered in the schools. This statement is applicable to school attendance only and is not to be interpreted as affecting the authority of the school or sponsor to establish special requirements of dress or appearance for participation in voluntary activities such as extracurricular music, clubs, or athletics. **No style of dress will be tolerated which is disruptive of the educational process.**

Slacks, jeans, shorts, dresses, skirts and biker shorts (when worn under another garment) are acceptable if in good repair. "Cutoffs with neat frayed edges (all edges are the same length, not to exceed one-half inch) are permissible as long as they contain no holes and no slits up the side." Skirts and shorts are acceptable as long as they are appropriate length and style, and not distracting. **(As a general guide, skirts should be within 4 inches above the knee, and shorts should have a minimum inseam of 4 inches.)**

The following **ARE NOT ACCEPTABLE**: halter tops, short shirts exposing the midriff, see throughs, tank tops alone, biker shorts alone, and plunging necklines. All clothes shall be free of lettering and designs which might be obscene or promote alcohol, tobacco or drugs. Hats, hoods, and/or items worn on or about the head are not permitted in the school building before school and during the school day. Piercing of **ears ONLY**; no other visible piercing is acceptable.

*ATTIRE CONSIDERED EXTREME BY THE ADMINISTRATION OR FACULTY WILL BE SUBJECT TO THE JURISDICTION OF THE ADMINISTRATION.*

**Hair**--Colored hair is not acceptable unless it is dyed a natural solid hair color.

**BOYS' HAIR LENGTH** - Hair not to touch the collar of a crew neck t-shirt, cover the eyebrows, or extend below the earlobes. Pony tails, rat tails, or any other style that would circumvent the policy are not permitted. Boys must be clean shaven.

**Violation of the dress code will result in:**

- 1) First offense - a conference with the principal-the student must conform to the dress code.
- 2) Second offense - one hour detention and conformity to the dress code.
- 3) Subsequent violations will result in a minimum one-day suspension.

**SEEK TO APPEAL** - Students may appeal to the Student Council if they feel they have been unjustly criticized. Further appeal may be made to the Dress Code Committee and finally to the Board of Education. While the policy is under appeal, students must conform to the current dress code. Students who continue to violate the dress code policy will be suspended from school.

### GUIDANCE

The counselor is available to assist you in many areas which might concern you during your high school career. Such areas might include: (1) Improving study habits; (2) Helping you solve personal problems which might interfere with school success; (3) Providing information about your abilities, achievements and interests; (4) Assisting with career planning; (5) Solving problems with fellow students or teachers; (6) Planning your high school curriculum; and (7) Planning for additional training or job placement beyond high school. All students are urged to visit the counseling center and make use of the educational information and counseling services available there. The regular testing program for high school students is listed below. The counselor will be happy to show you your test scores and assist you in understanding/using them.

College Ability Tests Available: Juniors - PSAT/NMSQT October 17, 2007  
Seniors - ACT and SAT

#### **National Test Dates**

<b>ACT Test Dates</b>	<b>Regular Registration Postmark Deadline regular fee</b>	<b>Late Registration Postmark Deadline regular fee+late fee</b>
October 27, 2007	September 21, 2007	October 5, 2007
December 8, 2007	November 2, 2007	November 15, 2007
February 9, 2008	January 4, 2008	January 18, 2008
April 12, 2008	March 7, 2008	March 21, 2008
June 14, 2008	May 9, 2008	May 23, 2008

PSAT/NMSQT 2006 Test Date (recommended for college-bound juniors)...Test Date: October 17, 2007 (Wednesday) in the Girard High School cafeteria. Fee: \$10.50 per student.

PLAN: A program offered by ACT to help students prepare for ACT Assessment. It is designed for high school sophomores. PLAN gives a projection of the student's readiness for the ACT and recommends courses needed to prepare them for future academic and career decisions. Fee paid by school and given during the month of October.

#### **College Campus Visits**

Senior students desiring to visit the university or college campus of their choice, other than a group visit with a sponsor, will be counted absent from classes missed and should meet the following requirements:

1. Have the counselor make prior arrangements with the college admissions officers. The counselor can then verify to the principal the time and date of the college visit.
2. Be accompanied by no more than two other senior students.
3. More than one campus visit during school time is not recommended.

#### **GENERAL INFORMATION**

##### **Arrival at School**

A warning bell rings at 7:55 A.M. The tardy bell for first period is 8:00 A.M. and all students should be in class by that time.

##### **Visitors**

Parents are welcome to visit the school at any time. They are requested to check through the principal's office concerning the location of either student or teacher. Students from other schools or small children are not permitted to visit classes on regular school days. Social visits from out-of-town personnel are not permitted.

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

Students displaying improper affection will receive a detention.

### **Cafeteria and Lunch**

Lunch cards are issued at the beginning of the school year to new students and to students who have lost their card. Students losing more than three cards in a CURRENT school year will be assessed a \$2.00 replacement fee for each card. Moines may be deposited in any amount into the students account before school or at any time during the school day. Checks or cash can be sent and deposited into the students account but checks cannot be cashed and money returned.

Any money left in the account or any charges at the end of the school year will apply to the next school year. Money cannot be withdrawn from a student account without a note from a parent/guardian.

Breakfast is served from 7:40-8:00 a.m. each day. Full price is 85¢, reduced is 30¢, with free available to those qualifying.

Lunch prices are \$1.70 full, 40¢ reduced, with free for those qualifying. For families needing financial assistance; free and reduced pricing is available.

A family can apply for free or reduced meals at any time during the school year. Applications are available from the school nurse's office or the school lunch office. Financial information is kept confidential. Students will NOT be allowed to CHARGE more than the equivalent of \$2.00 in meal(s). Students who have charged will be notified at the time of the charge the amount of money owed and told that money will need to be deposited in their accounts to continue receiving meals.

### **Media Center Services**

The GHS/GMS Media Center will be open each day from 7:30 A.M. to 3:20 P.M. for high school and middle school students, Pupils may check out books and materials before school, at specified times designated by teachers, and after school until 3:20 P.M. Media Center policies will be distributed separately.

### **Bus Rules and Safety Regulations**

The Durham School Services provides bus service for our school district. Inquiries regarding bus operation may be made to 620-724-6410.

### **Driving and Parking Regulations**

Driving a car to school is a privilege. For this privilege, a student must show a willingness to comply with all school regulations.

1. Parking lots are school property.
2. The school is responsible for supervision of the parking areas and student safety.
3. The marked and numbered parking places on the north, east and south sides of the building are designated for faculty and buses. Students are not to use these areas.
4. Students are to park in designated parking areas only.
5. Failure to comply with basic rules of safety in the parking areas may lead to use of them being denied and the assignment of detention.
6. Any car parked in a yellow marked area or unauthorized area may be towed away at student's expense.
7. Failure to park in designated areas will result in a detention on the first offense. Subsequent violations will result in a minimum one-day suspension.

### **Telephone Calls**

All calls for students will be placed through the principal's office. A student will only be called to take a telephone call in case of emergency. Other types of messages will be taken by the school secretary and forwarded to the student. **Cellular phones and pagers are allowed on the school grounds. However, students will not be allowed to use these devices and should not be visible during school hours. The only exception will be during the lunch break.** School staff will confiscate these items and turn them into the principal's office.

#### **Violation of cellular phone use will result in:**

- 1) First offense - a conference with the principal-the student given a warning.
- 2) Second offense - one hour detention.
- 3) Subsequent violations will result multiple detentions or suspensions.

### **Theft**

Any student guilty of theft is liable for severe disciplinary action.

### **Hazing Policy**

No student shall engage in nor any staff member knowingly allow students to engage in the hazing of another student. Hazing is:

- (A) harassing another person by exacting unnecessary, disagreeable, or difficult tasks;
- (B) harassing another person by banter, ridicule, or criticism;
- (C) playing abusive or humiliating tricks on another person by way of initiation or acceptance;
- (D) any behavior which coerces, demands, or encourages another person to perform any act which could reasonably be expected to result in bodily harm, disfigurement, or death or who engages in any behavior which is done in a manner which could inflict bodily harm, disfigurement, or death; as a condition of membership in a school organization, team, group, or school activity.

Students who haze other students or participate in the hazing of students shall be subject to suspension from all extracurricular activities from one (1) to thirty (30) days. Each coach or sponsor of that particular activity in which the hazing incident occurred shall, in conjunction with the principal, decide the extent of the punishment. Each punishment is to be determined based upon the individual facts and circumstances of each incident. Punishment determined by one incident shall not set precedence for any other incident.

### **Soliciting**

1. No commercial firms shall be permitted to solicit/advertise to teachers/pupils during school hours except to demonstrate school equipment or materials, which shall have the principal's approval.
2. All special sale projects are subject to the approval of the principal.
3. Commercial schools, colleges, or other agencies shall not be permitted to meet with seniors or solicit prospective students except upon invitation of the local school administration. Counseling of students relative to continuation of their schooling or to job placement shall be handled through the guidance department.

### **School Dance Policy**

1. Students pay in advance and pick up tickets before 12:25 the day of the dance. Guests must be signed up and paid for at the same time.
2. A master list of all tickets sold will be generated and tickets presented at the door will be checked against the list.
3. The sponsoring club/organization will be responsible for providing sponsors.
4. Everyone must signup in advance --- no exceptions.
5. Students must be in the 9th grade or above; no younger students allowed.
6. No outside guest allowed who are 21 years of age or older.

### **Search and Seizure- School Facilities (Locker Search)**

Students have limited control over their lockers, desks, and other assigned areas for the storage of property. Lockers, desks, and other assigned areas including parking lots are the property of the USD 248. These areas and the contents thereof shall be subjected to inspection and searched by school officials at any time without prior notice if there is reasonable suspicion that a search will produce evidence of violations of law or of school rules, or that locker may contain property which school officials reasonably believe may be intended for use in a manner disruptive to the orderly operation of the school.

If feasible and if an investigation will not be jeopardized, a reasonable effort will be made by school officials to have affected students present when lockers, desks, and other assigned areas and contents are searched.

### **Search of Person or Property in Possession of Students**

School officials may search students or personal property in their possession or under their control, including motor vehicles on school grounds, if there are reasonable grounds to suspect that the search will produce evidence of violations of law or school rules. General exploratory searches without individualized reasonable suspicion will not be conducted.

### **Possession or Use of Weapons**

Possession or use of a dangerous weapon or use of a weapon on school property or at school functions is prohibited. A student who is found to have brought or to have been in possession of any dangerous weapon, including a firearm or replica firearm, shall be expelled from the district. A student who is found to have used a weapon to inflict bodily harm shall be subject to disciplinary action up to and including expulsion from the district.

### **Possession of Explosives, Firecrackers, or Stink Bombs**

Students in possession of or who set off any type of explosive endanger the lives and property of others. Therefore, anyone in possession of explosives or observed setting them off will be automatically suspended from school and referred to local law enforcement authorities.

### **Hall Permits**

Students are required to have their planner in hand, signed by a teacher, anytime they are in the hall while class is in session. Permits are issued on an emergency basis only. All students are expected to take care of restroom needs during passing periods between classes and before or after school.

### **Smoking, Alcohol, Drugs, Narcotics**

#### **Smoking on School Premises**

Possession or use of tobacco in any form, on school property or while traveling to or from any school sponsored activity shall be a violation. Violation of possession or use of tobacco in any form by students will result in:

- 1) First offense -- a four-hour detention
- 2) Second offense -- a one-day suspension on the second offense.
- 3) Third and Subsequent violations -- will result in a minimum three-day suspension.

#### **Drugs, Narcotics and Controlled Substances**

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, or alcoholic beverage of any kind:

1. On the school grounds during, before, or after school hours.
2. Off the school grounds at a school activity, function, or event.
3. Violation of behavior code will result in a minimum three-day suspension and/or expulsion.

Use of a drug authorized by a medical prescription from a licensed, registered physician shall not be considered a violation of this rule.

## **Alcohol**

The consumption and/or possession of any alcoholic beverage by students is prohibited in any attendance center, on school grounds, or at any school-sponsored activity. Any student who consumes alcoholic beverage before entering any school grounds or attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and result in a minimum three-day suspension and/or expulsion.

District personnel may refer students to any medical, treatment, or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Immunity from civil liability for any such referrals will be given to district personnel unless such referrals were made in bad faith or with malicious purpose. Violation of any provision of this behavior code may result in suspension and/or expulsion.

### **EXTRACURRICULAR ACTIVITY POLICIES**

#### *Kansas State High School Activities Association & Girard High School Eligibility Requirements*

1. Students must be bona fide and in good standing at Girard High School.
2. Students' conduct and standards must be satisfactory and not discreditable to themselves or their school.
3. Students cannot be nineteen years of age on or before September 1 of the school year in which they are competing.
4. An adequate physical examination of the student must be on file.
5. Students must be passing at least five new subjects (those not previously passed) of unit weight or its equivalency the previous semester. Classes that are being repeated because of failure are not counted as one of the five subjects.
6. A student shall not be permitted to makeup work after the close of the semester for the purpose of eligibility (ex. summer school).
7. **IMPORTANT:** Students must be passing every class each nine-week period. If not, they will be placed on activities suspension for a minimum period of one week and will be ineligible for one week. Students who are on probation will have their grades figured on a weekly basis during the next nine week period and when passing, the subject instructor will decide if eligible for that week's activities. Any student on activities probation and not passing all subjects at the end of any week will be ineligible for all extracurricular activities the next week (Sunday through Saturday). Practice will be at the discretion of the coach or sponsor.
8. In order to participate in any school activity, a student must be in school seven class periods of the day on which the activity is scheduled. Exceptions include funerals, emergencies, or any other absence the office has excused prior to the student being absent.
9. Students should take note that if they violate the attendance policy at any time during the semester, their status for eligibility may be reviewed for the purpose of continued participation in any school- or state-sponsored activity.
10. All students must adhere to the Girard High School Athletic Handbook.

#### **Procedures to be Followed If In Violation of the Above:**

1. Students must pick up an eligibility card at the office on Friday by 8:00 a.m. and have the card signed by each of their teachers before turning it into the office no later than 3:30 p.m.--the same day--in order to participate in school activities the next week.
2. Students on activities probation absent Friday with an excused absence must pick up a card before school on Monday, have it signed by faculty, and turn in to the office before 8:15 a.m.--the same day.

The above is a brief summary of important eligibility requirements. If there are any questionable items that you do not understand, contact your coach, activities director, or principal.

### **Standard of Conduct**

Girard USD 248 recognizes the use of mood-altering chemicals as a significant health problem for many students, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of mood-altering chemicals for some students affects extracurricular participation and development of related skills.

The USD 248 Board of Education, therefore, emphasizes the school's concern for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health. The Board of Education wants to emphasize the following:

1. To encourage proper student behavior at all times during the school year (this would cover vacation periods and periods "between seasons.")
2. To promote equity, a sense of order, and discipline among students.
3. To confirm and support existing state laws which restrict the use of such mood-altering chemicals.
4. To establish standards of conduct for most students who are leaders and standard bearers among their peers.
5. To discourage any student behavior which brings discredit to the student or to the school.

### **Statement of Activity Policy**

The following items are unacceptable *for any USD 248 student*:

1. Exposing one's body in an indecent manner.
2. Conviction of driving under the influence of alcohol or drugs.
3. Possession or conviction of an open container, alcohol, or drugs.
4. Drinking legally restricted beverages.
5. Conviction of a felony.
6. Any other action that brings discredit to the student or to the school. Any student found in violation of any item will on the first offense of the school year be dismissed from participation in or attendance at activities for a period of six school weeks (thirty school days, with participation in practice at the discretion of the coach or sponsor if applicable). A second offense during the same school year will result in suspension from activities for eighteen school weeks (ninety school days) with no option of attending practice sessions. A third violation during the same school year will result in suspension from activities for the remainder of the school year. Determination of student violation of these items will be based upon witness by and subsequent testimony of a law enforcement official or by student admission. The signing of a diversionary agreement with any law enforcement agency will be considered a conviction for the administration of this policy.

### **Homecoming Queen Election**

Homecoming queen election: the Senior Class will nominate four senior candidates for football and basketball homecoming queen. The student body will vote for queen in both cases. All senior girls will be eligible for candidacy unless they have been elected queen or are in violation of the school activity policy. In case of a two-way tie, there will not be a runoff election. However, if there is a tie between three or more students, a runoff election will be required.

### **Transportation to Extracurricular Activities**

Students will be required to use transportation provided by the school district to and from the designated activity. Students may be released to the parent (only) following the activity if prior coordination through the sponsor or principal is made. This regulation is a safety precaution and should be considered a benefit to our students. All activity buses will be sponsored by an adult, and regular bus rules will be followed.

## **STUDENT DISCIPLINE**

### **Student Detention**

If a student is assigned a detention for policy violation he/she shall serve the detention time as soon as possible. Students will have the option of serving the next two dates unless the student is already assigned a detention, in which case the student will serve the next available date. Disregard for serving detentions will be treated as insubordination and violation of USD 248 school policy. Students who fail to make up a detention will receive two detentions on the first violation and suspension on the second violation.

### **Suspension and Expulsion**

The USD 248 Board extends its authority to suspend and expel any student as authorized by law to the following certified personnel: superintendent, a principal of an attendance center and/or personnel acting in the capacity of assistant principal, and the director of activities. The Board includes as policy the student handbooks of the various schools, and such published handbooks are a part of this policy by reference.

Students under suspension are not to be in or near school property during term of suspension. However, "in-school" suspensions may be used when faculty and supervisory personnel are available. Examples of reasons for suspension and/or expulsion are: excessive absences/tardiness, truancy, conduct which tends to impair the morale or good conduct of pupils, fighting, smoking or use of tobacco on campus, possession or use of drugs, or alcohol, excessive cafeteria, or media center rule violations, excessive parking violations, and abusive or insubordinate attitude toward faculty or other USD 248 employees.

## **SEVEN HABITS OF HIGHLY EFFECTIVE TEENS**

Stephen R. Covey has done extensive research on the habits of effective people. The following is his list of habits for effective teens.

Habit 1: "BE PROACTIVE"--Take responsibility for our attitudes and actions.

Habit 2: "BEGIN WITH THE END IN MIND"--Begin each day with a clear understanding of your desired direction and destination.

Habit 3: "PUT FIRST THINGS FIRST"--Organize and manage time and events around the personal priorities identified in

Habit 4: "THINK WIN-WIN"--Seek mutual benefit in all interdependent relationships.

Habit 5: "SEEK FIRST TO UNDERSTAND AND THEN TO BE UNDERSTOOD"--Communicate, listen, and seek to improve relationships among family, peers, and teachers.

Habit 6: "SYNERGIZE"--Practice creative cooperation and teamwork.

Habit 7: "SHARPEN THE SAW"--Develop a systematic program for self-renewal.

## **DISCRIMINATION**

Girard High School does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in its programs or activities.

### **Zero Tolerance Policy for USD 248**

If any student is heard threatening harm or admits threatening to harm another student by use of a weapon, the student will be:

1. Reported to the police.
2. Suspended for a minimum of 5 days.
3. Required to bring parent/s to the principal's office after the 5 days.

Reminder: A student bringing a weapon to school will/may be suspended for the entire school year.

## **SEXUAL HARASSMENT**

Policy No. JGEC, Part E:

STUDENT RIGHTS AND RESPONSIBILITIES: SEXUAL HARASSMENT/SEXUAL ABUSE

### **NOTICE OF PARENT AND STUDENT RIGHTS**

#### **What is the District policy concerning sexual misconduct?**

The district forbids employee conduct constituting sexual harassment or sexual abuse of students. The District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee.

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

#### **What is Sexual harassment?**

Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment of a student by another student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

#### **What is sexual abuse?**

Sexual abuse is defined as "illegal sex acts performed against a minor..." It may include, but is not limited to fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

#### **What laws address sexual harassment of students?**

Sexual harassment or abuse of students by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

#### **Will I be informed if my child has been sexually harassed or sexually abused at school?**

The District will notify parents of students involved in sexual harassment by students when the allegations are not minor or of any incident regarding sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

#### **What will the District do when it learns of sexual harassment or sexual abuse of a student?**

When a principal or other school administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

#### **What do I do if I am concerned that my child has been sexually harassed or sexually abused as school?**

A student or parent who has a complaint alleging sexual harassment by another student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal or the principal's designee. The conference will be scheduled and held as soon as possible but within seven calendar days. The principal or designee will coordinate an investigation. Oral complaints should be reduced to writing to assist in the District's investigation.

**A complaint may also be filed separately with the Office of Civil Rights:**

Regional Director  
Office of Civil Rights, Midwestern Division  
10220 North Executive Hills Boulevard, 8th Floor  
Kansas City, Missouri 64153-1367  
Phone: (816) 880-4200 / Fax: (816) 891-0644 / TDD: (816) 891-0582

**Will my complaint be confidential?**

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

**What if I am not satisfied by the District's resolution of my complaint?**

If the parent is not satisfied with the District's initial response to the complaint, he or she has seven calendar days to request a conference with the Superintendent or designee, who will schedule and hold a conference. Prior to or at the conference, the parent must submit a written complaint that contains: a statement of the complaint; any evidence to support the complaint; the resolution sought; the students' and/or parent's signature; and the date of the conference with the principal or designee.

If the parent considers the resolution unsatisfactory, he or she may request that the complaint be heard by the board of Education at its next regular meeting, in accordance with policy KN-R. The Board will hear the complaint in closed meeting, unless otherwise required by the Kansas Open Meetings Act. At the conclusion of the hearing, the Board of Education will decide what action it deems appropriate.

Policy No. JGEC, Part C:

**STANDARD OF CONDUCT INVOLVING STUDENTS:  
SEXUAL HARASSMENT/SEXUAL ABUSE**

The District shall develop and implement a sexual harassment policy to be included in the District improvement plan.

Title IX prohibits gender discrimination in education programs that receive federal financial assistance. 20 U.S.C. 1681; 34 CFR 106.11

**Employee-Student Sexual Harassment or Abuse**

Sexual harassment of students in closed such activities as engaging in sexual oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that reasonably would be construed as sexual in nature, and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. Sexual harassment of students by employees can be discrimination on the basis of sex under Title IX. 20 U.S.C. 1681-1686.

A District official who has authority to take corrective action on the District's behalf and who has actual notice of teacher-student sexual harassment or abuse shall take corrective measures to address the harassment or abuse.

**Sexual Abuse by Employees**

When an administrator learns of facts or a pattern of inappropriate sexual behavior by an employee under his or her supervision that plainly point toward the conclusion that the employee is sexually abusing a student, the administrator shall take appropriate action.

**Student-Student Sexual Harassment or Abuse**

When gender-based peer harassment takes place in a context subject to the District's control, and that District exercise substantial control over the harassed, it shall take appropriate action in light of the known harassment.

The District shall not directly discriminate on the basis of sex when addressing peer sexual harassment.

**Sexual Harassment by Students**

Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action.

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

**Sexual Harassment/Abuse by Employees**

District employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited.

**Reporting Requirements**

Any District employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law.

An employee who suspects or knows that a student is being sexually harassed or sexually abused by a school employee or by another student shall inform his or her principal, immediate supervisor, or designee.

**Investigations**

Any allegations of sexual harassment or sexual abuse of students shall be investigated and addressed. Any reports of sexual harassment that are not minor shall be referred to the principal or designee.

Oral complaints shall be reduced to writing to assist in the District's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

**Notice to Parents**

The District shall notify the parents of all students involved in sexual harassment by student (s) when the allegation are not minor. The district shall notify parents of any incident of sexual harassment or sexual abuse by an employee. Notice shall include providing the parents with a copy of the Notice of Parent and Student Rights.

**Protection from Retaliation**

The District shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

**Complaint Process**

For the purpose of the following complaint process, "days" mean calendar days.

**Level One**

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, or designee. The student may be accompanied by the parent or other advisor at the initial conference and throughout the complaint process. The initial conference with the student ordinarily shall be held with a person who is the same gender as the student. The conference shall be scheduled and held as soon as possible, but in any event within seven days of receipt of the complaint. At the conference, the persons bringing the complaint shall be informed of the right to file a complaint with the Office for Civil Rights.

The principal or designee shall coordinate an appropriate investigation, which ordinarily shall be completed within seven days of the initial conference. The student or parent shall be informed if extenuating circumstances delay the investigation.

Nothing in the complaint process shall have the effect of requiring a student alleging sexual harassment or sexual abuse to report the matter to a person who is the subject of the complaint.

**Level Two**

If the Resolution of the complaint at Level One is not to the student's or parent's satisfaction, the student or parent has seven days to request a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the

conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student's and/or parent's signature, and the date of the conference with the principal or designee.

### **Level Three**

If the resolution of the complaint at Level Two is not to the student's or parent's satisfaction, the student may present the complaint to the Board of Education at its next regular meeting. The complaint shall be included as an item on the agenda posted with the notice of the meeting. Announcing a decision in the student's or parent's presence constitutes communication of the decision.

### **Closed Meeting**

The Board of Education shall hear complaints alleging sexual harassment by students or sexual harassment or sexual abuse by employees in closed meeting, unless otherwise required by the Open Meetings Act.

## **STANDARDS OF NATIONAL HONOR SOCIETY**

### **Girard High School Eligibility Requirements**

Candidates for the National Honor Society are selected by being evaluated in four areas: Scholarship, Service, Character, and Leadership. Each area is assigned a maximum of 24 points and each area is considered to have the same weight in the evaluation process. Candidates who receive a score of 76 or higher will automatically be eligible for admission.

The selection process follows the format below:

1. All juniors & sophomores who have a GPA of 3.0 or higher are considered for admission. GPA is divided into four categories, and each is assigned a value of six points.
2. Students who are academically eligible are given a Service evaluation form which they must complete and return to NHS sponsor.
3. A six member faculty committee has the responsibility for evaluating the areas of character & leadership. Committee members have records available to them for the evaluation.
4. Totals are computed and candidates are selected. The committee does a final review to be certain all members are in agreement.

Standards Set Up by the Girard Chapter of the National Honor Society:

1. I will not cheat a member of my class, my school, or my community.
2. I will abide by the laws set up by my school.
3. I will not condone a wrongdoing by my peers and that wrongdoing will be brought to the attention of the proper administration.
4. I will not abuse the use of alcohol, drugs, and other articles. A DUI conviction will be grounds for dismissal.
5. I will not violate any civil or community codes that are established for my well-being and for citizens of the community.
6. I will not do anything that the community or school may have to change its morals to agree with my wrongdoing.
7. I will be honest, law abiding, and keep allegiance to my school.
8. All of these I faithfully promise and swear that I will forever keep with good intentions.
9. I understand that if I violate any of these rules, I will be subject to dismissal.
10. Dismissal Procedures:
  - a. Members who fall below standards shall be eligible for dismissal. They will be given a reasonable amount of time to correct the deficiency.
  - b. A faculty council will determine when an individual has exceeded the number of warnings.
  - c. In all cases of dismissal, a member shall have the right to a hearing before the faculty council. A member dismissed has the right to appeal.

I acknowledge and understand the above standards and will abide by these rules.

**Out of District Field Trips**

I give my permission for \_\_\_\_\_ to participate in school-sponsored field trips during the 2004-05 school year. Students are subject to the behavior rules included in the handbook while participating in group trips. Students attending will be transported by school vehicles and supervised by school personnel.

Student Name: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Proper Use Agreement for USD 248**

I agree that my child will abide by the district guidelines and conditions for technology/computer/network use. I understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should my child commit any violation, his/her access privileges will be revoked. School disciplinary action and/or appropriate legal action may take place. I agree that I will not hold USD 248 or any of its employees responsible for the performance of the system or the content or costs of any material accessed through it.

Student Name: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Publication of Student Information**

I give permission for USD 248 to publish my child's name and picture and/or classroom work on the district's internet web site. I also give permission to provide my child's name and picture and/or classroom work for publication in local newspapers, multimedia videos, and/or television programs.

Student Name: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

**EMERGENCY MEDICAL RELEASE**

I hereby give my permission for any and all medical attention to be administered to my child in the event of any accident, injury, sickness, etc., while under the direct supervision of Girard High School staff until such time as I may be contacted. I also assume the responsibility for payment of any such treatment.

Name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Co: \_\_\_\_\_

Policy No: \_\_\_\_\_

Known allergies: \_\_\_\_\_

Medications/other information: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Parent's address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

In the event that I cannot be reached, the following person(s) are to be contacted.

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **PROBLEM SOLVING/DECISION MAKING**

### **Step 1: State the Problem**

- What information is known and what information is missing?
- Do I understand the problem?
- Could I use a diagram to help clarify the problem?
- Could I summarize what is being asked in my own words?
- Are there any additional conditions or restrictions that would apply which are not stated in the original problem?
- Can I determine what a reasonable answer might look like?
- Have I ever solved a similar problem?

### **Step 2: Develop a Possible Solution**

- What are the steps needed to solve the problem?
- Are there sub-problems to solve?
- How can I organize data to assist in solving the problem?
- Is there more than one strategy to solve this problem?
- Does choosing one strategy over another strategy make the implementation easier?
- Does the strategy I've chosen use tables, charts, formulas, or properties I need to review?
- What technology, etc., could I use to help me solve the problem?

### **Step 3: Implement the Solution**

- What is the sequence of steps that I need to take?
- Have I accurately applied properties and formulas?
- Have I performed the required computations accurately?
- Have I shown an adequate amount of work to demonstrate which strategy(ies) I've used?
- Would choosing an alternative strategy make the implementation easier?

### **Step 4: Evaluate and Report the Solution**

- Is my solution reasonable and does it solve the problem according to my understanding?
- Can I check or verify my solution by substituting the results into the original problem?
- Have I correctly labeled my result(s)?
- Does my solution make sense? Is it reasonable? Is my conclusion similar to what I predicted earlier? Is it clear to the reader?

## SIX-TRAIT RUBRIC FOR QUALITY WRITING

	QUALITY WORK	PROMISING, BUT NOT PERFECT	NEEDS WORK
<b>IDEAS &amp; CONTENT</b>	<ul style="list-style-type: none"> <li>•focussed topic with clear message</li> <li>•good detail</li> <li>•knowledge of topic is evident</li> <li>•purpose accomplished</li> </ul>	<ul style="list-style-type: none"> <li>•topic is still a little general</li> <li>•amount of detail could be stronger</li> <li>•message was a little unclear</li> <li>•some key information was not included</li> </ul>	<ul style="list-style-type: none"> <li>•topic was too broad</li> <li>•message was confusing</li> <li>•little necessary information included</li> </ul>
<b>ORGANIZATION &amp; DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>•writing has direction and purpose</li> <li>•ideas flow from beginning to end</li> <li>•introduction, body, and conclusion are fully developed</li> </ul>	<ul style="list-style-type: none"> <li>•writer has trouble connecting details and information</li> <li>•some weaknesses in the three main parts</li> </ul>	<ul style="list-style-type: none"> <li>•writing is jumbled and confused, unclear sequence</li> <li>•reader could not determine a real beginning or ending</li> </ul>
<b>VOICE</b>	<ul style="list-style-type: none"> <li>•writing reflects author's personality and personal style</li> <li>•writer is expressive and shows feeling</li> </ul>	<ul style="list-style-type: none"> <li>•writer doesn't show enough personal style</li> <li>•writing lacks enough flair to be interesting</li> </ul>	<ul style="list-style-type: none"> <li>•writer uses general statements rather than detail</li> <li>•writing did not hold reader's attention</li> <li>•doesn't sound like the writer</li> </ul>
<b>WORD CHOICE</b>	<ul style="list-style-type: none"> <li>•uses appropriate vocabulary and terminology</li> <li>•words make a clear picture</li> <li>•uses descriptive writing with vivid words and phrases</li> </ul>	<ul style="list-style-type: none"> <li>•basic information is there but lacks necessary descriptive detail</li> <li>•meaning and clarity are lacking in some places</li> </ul>	<ul style="list-style-type: none"> <li>•very limited amount of detail</li> <li>•key information omitted</li> <li>•misuse of words and phrases</li> <li>•meaning is lost</li> </ul>
<b>SENTENCE FLUENCY</b>	<ul style="list-style-type: none"> <li>•sentences and paragraphs make sense</li> <li>•writing is interesting and is easy to read and follow</li> <li>•sentences are clear and vary in length and structure</li> <li>•writing sounds natural</li> </ul>	<ul style="list-style-type: none"> <li>•some sentences are awkward, short, or long</li> <li>•writer makes jumps rather than smooth transitions</li> <li>•writing is somewhat difficult to read and follow</li> </ul>	<ul style="list-style-type: none"> <li>•writing is too difficult to read and understand</li> <li>•sentences run together making it too hard to follow the meaning</li> </ul>
<b>WRITING CONVENTIONS</b>	<ul style="list-style-type: none"> <li>•writing is edited, proofread, and mechanically correct</li> <li>•writing is free from mistakes in spelling and grammar</li> <li>•paragraphs are indented and capitalization is correct</li> <li>•enough text is used to accomplish the task completely</li> <li>•writing demonstrates quality work in overall appearance and content</li> </ul>	<ul style="list-style-type: none"> <li>•writing still has some spelling or grammar mistakes</li> <li>•capitalization and paragraph indentions still need some work</li> <li>•not enough text included to meet writing requirements or to get message across</li> <li>•overall quality of paper could be improved with a little more effort</li> </ul>	<ul style="list-style-type: none"> <li>•spelling and grammar errors are common</li> <li>•writing has several capitalization errors</li> <li>•paragraphs and sentences run together</li> <li>•writing does not follow a clear sequence</li> <li>•text and information are very limited</li> <li>•writing has no clear message or purpose</li> <li>•work is considered poor quality</li> </ul>