

# STUDENT HANDBOOK 2017-2018



---

## GARDEN CITY HIGH SCHOOL

---

Principal: Steve Nordby  
2720 Buffalo Way Blvd.  
Garden City, Kansas 67846

# Table of Contents

## SECTION I-INTRODUCTION:

---

About GCHS.....	3
Academies at GCHS.....	3-4
High School Directory .....	5-7
Other Important Contacts.....	7-8
Roles and Responsibilities .....	8-9

## SECTION II-ACADEMIC POLICIES AND PROCEDURES:

---

Academic Honesty.....	10
Academic Letters.....	10
Book Fines .....	10
Career Center .....	10
Class Schedule Changes .....	10-11
Class Schedules.....	11
Class Standings.....	11
Counseling.....	11
Definition of a Student .....	11
Drivers Training .....	11
Dual Credit Courses.....	11-12
Early Graduation.....	12
Exit interviews.....	12
Final Exams.....	12
Grade Reports .....	12
Graduation Requirements.....	13
Indexed Courses.....	13
Homework.....	13
Legal Age .....	13
Library.....	13
Night School.....	13

## SECTION III-ACTIVITIES AND ATHLETICS

---

Activity Passes.....	14
Dances/Prom .....	14
Eligibility .....	14
Sponsored Activities .....	15
Sportsmanship/Rule 52 .....	15

## SECTION IV-ATTENDANCE

---

Attendance Guidelines .....	16
General Attendance Procedures.....	16
Checking Out .....	16
College Visitations.....	16

Family Vacation During School Year .....	17
Make-Up Policy .....	17
Prearranged Absences.....	17
Tardy Policy .....	18
Truancy Law .....	18

## SECTION V: CODE OF CONDUCT

---

Bullying .....	19
Discipline.....	19-20
Disruption of School.....	20-21
Dress Code .....	21-22
Drugs and Alcohol .....	22-25
Electronics .....	25-26
Gang Activity .....	26-27
Hazing .....	27
Language.....	27
Public Display of Affection.....	28
Skating .....	28
Student ID's .....	28
Tobacco Products .....	28
Vandalism.....	28
Verbal/Physical/Assault/Fighting.....	28-29
Weapons and Dangerous Instruments.....	29

## SECTION VI: GENERAL INFORMATION

---

After School Policy.....	30
Closed Lunch.....	30
Conveyance Forms.....	30
Computer Use .....	30
Distributions of materials .....	30
Fire/Tornado/Crisis Drills .....	30
Grievance Procedures.....	30-31
Head Lice .....	31
Immunizations .....	31
Insurance.....	31
Lockers .....	32
Lost and Found .....	32
Lunch Time.....	32
Messages and Deliveries.....	32
Nurse and Illness.....	32-34
Parking .....	34
Posters.....	35
Private Property.....	35
Release of Information .....	35
Skyward Family Access.....	35
Visitor Pass .....	35
Weather.....	35

# SECTION I-INTRODUCTION

## ABOUT GCHS

---

Garden City High School is a comprehensive 6A school that currently enrolls approximately 2100 students. Our staff consists of 119 certified staff and 50 support staff members.

GCHS offers a dynamic academic curriculum to challenge each student to the limit of his or her abilities, and a rigorous extracurricular program to enhance the social and physical development of each student.

## ACADEMIES AT GCHS

---

### **What is an Academy?**

Academies are small, personalized learning communities within a high school. An academy involves teachers from different subjects working together as a team to integrate academic and technical curriculum with career information.

### **What are the benefits of Academies?**

- A team of teachers provide a personalized and supportive learning environment for a group of students.
- Students practice and develop leadership and teamwork skills through project-based learning activities.
- This type of learning motivates students to apply the content and skills they learn to a real situation.
- Students' education is enriched by academy fieldtrips, projects, and exposure to business/industry/careers.
- Student achievement improves as content is integrated among academy courses.

### **What is the purpose of an Academy?**

The goal is to provide students with knowledge for lifelong learning and opportunities for successful careers in a global society. This includes but is not limited to problem solving, teamwork, goal setting and planning.

### **What is the GCHS model of Academies?**

For the 2017/18 school year, GCHS will have four academies, which will be called "schools" and one will contain two smaller academies within the one school.

- 9<sup>th</sup> Grade Academy
- School of Arts and Communications
- School of Public Services
- School of Trade and Health Sciences

Each student will select a school during pre-enrollment with their counselor. Students can't change schools during a school year, but can change from year to year if they wish to do so. Students can take elective classes from any of the schools.

**Please feel free to visit with a principal or your student's counselor about our academy model or your student's enrollment selections**

# High School Directory

## MAIN OFFICE CONTACTS:

---

Steve Nordby.....Head Principal  
(620) 805-5407

Kristy Powers.....Head Secretary  
(620)805-5404

Kate Dirks.....Secretary  
(620)805-5406

Lindsay Clark.....Secretary  
(620)805-5401

Darlene Gillan.....Special Ed Coordinator  
(620)805-5528

Kathy Mitchell.....Migrant  
(620)805-5526

.....Truancy Officer  
(620)805-5527

## PUBLIC SERVICE ACADEMY CONTACTS:

---

Charles Kipp.....Lead Associate Principal  
(620)805-5437

Adel Parr.....Secretary  
(620)805-5438

Sheri Smith.....Counselor  
(620)805-5439

Kim Steele.....ESL Coordinator  
(620)805-5536

FRESHMAN ACADEMY CONTACTS:

---

Kari Otero.....Associate Principal  
(620)805-5446  
Yudith Valerio.....Secretary  
(620)805-5445  
Jennifer Meng.....Counselor  
(620)805-5427

TRADE AND HEALTH ACADEMY CONTACTS:

---

Ryan Meng.....Associate Principal  
(620)805-5424  
Tami Maynard.....Secretary  
(620)805-5423  
KaeLee Armstrong.....Counselor of Trade Academy  
(620)805-5426  
Emily Hamlin.....Counselor of Health Academy  
(620)805-5461

ARTS AND COMMUNICATION ACADEMY CONTACTS:

---

Roger Syng.....Associate Principal  
(620)805-5418  
Dana Dodge.....Secretary  
(620)805-5417  
Kristina Younkman.....Counselor  
(620)805-5419

## ATHLETIC OFFICE CONTACTS:

---

Drew Thon .....Athletic & Activities Director  
(620)805-5433

Alice Urteaga.....Secretary  
(620)805-5431

## OTHER IMPORTANT CONTACTS:

---

- Garden City Public Schools, USD 457, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities. If you have any questions regarding the above, please contact:

**Renee Scott**  
**620-805-7170**

Title IX and Section 504 Coordinator

- USD #457 Safety Committee Mission Statement:

“Our schools should be a safe haven for teaching and learning free of crime and violence.”

Reporting school crime, violence, or suspicious activity is the job of every Garden City High School student. Below you will find the questions asked when you call the Kansas School Safety Hotline. Your information is kept 100% confidential! Take a minute, make a difference.

### **KANSAS SCHOOL SAFETY HOTLINE** **1-877-626-8203**

- |  |  |
|--|--|
| ➤ What is your USD #?                                    | ➤ Suspect's past actions?  |
| ➤ What is the Name of the School?                        | ➤ Suspect's friends or sympathizers?   |
| ➤ What is the City, County of School?                    | ➤ Method of travel to school?  |
| ➤ Is the concern a method of threat or action?           | ➤ Vehicle description where necessary  |
| ➤ Does it involve a weapon or device?                    | ➤ What is the allegation? (summary of entire call)                                       |
| ➤ Did you see it?  | ➤ Do you attend the school in question?  |
| ➤ If you did, where at?                                  | ➤ Have you called the hotline before?  |
| ➤ What did it look like?                                 | ➤ This incident or another?  |
| ➤ What is the timetable of concern?                      | ➤ Information is faxed to local law enforcement and appropriate school officials-call is |
| ➤ Who is being threatened or who is the intended victim? | ➤ made to verify someone is near a fax machine   |
| ➤ Do you know why?                                       |  |
| ➤ Suspected perpetrator(s)?                              |  |

- Services for individuals experiencing abuse or problems in the family or home environment.
  - The Domestic Violence program provides advocacy information, education referrals to member agencies, as well as, shelter for victims of abuse.
  - The Rape Crisis program offers individual support to rape victims as needed.

**Family Crisis Services**  
**106 W. Fulton Street**  
**Garden City, KS 67846**  
**1-800-275-0535**

**24-HOUR HOTLINE**  
**620-275-5911**

The Hotline is a 24-Hour service in which volunteers listen, serve as a catalyst in problem solving or decision-making, and refer individuals to others for help. Your identity and the information discussed will be kept confidential at the highest level.

## **ROLES AND RESPONSIBILITIES:**

### **ROLE OF A STUDENT**

---

Garden City High School is a learning place. The primary mission of this school is to help students learn and prepare for a successful and productive future. Students, teachers, and administrators have different, but important, roles in this process. Students are the focus of all efforts in this school. A qualification needed by the student is a willingness and desire to prepare for a successful and productive adult life.

Responsibilities of the student are:

1. Attend class and report to class on time.
2. Bring appropriate learning materials to class (paper, pencil, books, and notebooks, iPad.)
3. Treat others with the respect and dignity they deserve.
4. Make challenging academic choices.
5. Establish and pursue personal career goals.
6. Prepare for and participate in the learning process.
7. Work with fellow students, faculty, administration, and parents to establish and achieve common guidelines and expectations.

Student achievement is reported every nine weeks. Semester grades become a part of the student's permanent record. The most accurate evaluation of the job performance of an individual student is success and productivity in adult life.



## **ROLE OF A PARENT**

---

A thorough education of any student cannot be complete without a sincere and cooperative interest by parents. The education of students is much more easily achieved if parents recognize the importance of the following:

Responsibilities of the parent are:

1. Show a sincere interest in academic and extracurricular performance of their student.
2. Ensure punctual attendance.
3. Establish and maintain openness in communication with the school.
4. Take responsibility for the student's health, personal cleanliness, grooming, and suitable clothing.
5. Assume responsibility in working with school personnel and community agencies in solving behavioral problems.
6. Develop and maintain their student's respect for law, other people, and the property of others.
7. Help the students develop a responsibility for their own actions. Students need encouragement. Encourage them with your positive expectations. Help them aim high.

## **ROLE OF A TEACHER**

---

Aligned with the five core principles of the National Board for Professional Teaching Standards:

1. Teachers are committed to students and their learning.
2. Teachers know the subjects and how to teach those subjects to students.
3. Teachers are responsible for managing and monitoring student learning.
4. Teachers think systematically about their practice and learn from experience.
5. Teachers are members of learning communities.

## SECTION II- ACADEMIC POLICIES AND PROCEDURES

### ACADEMIC HONESTY

---

Any student who is caught cheating and/or plagiarizing any school assignment will receive a failing grade for that assignment. The teacher will notify parent/guardian with a phone call or face-to-face meeting. The teacher will file a referral of academic dishonesty in student discipline records. Further incidents of cheating in any class at any time will result in a referral and may result in suspension or expulsion.

### ACADEMIC LETTERS

---

Students may earn academic letters during grades 10, 11 and 12. The purpose of academic letters is to reward and recognize students who have maintained high grades while taking courses of academic rigor. The requirements are as follows:

- Grade 10 – 4.0 cumulative GPA
  - 2 semester index courses during the first semester of grade 10
- Grade 11 – 3.9 cumulative GPA
  - 4 semester index courses during the last two semesters
- Grade 12 – 3.8 cumulative GPA
  - 4 semester index courses during the last two semesters

Academic awards will be given once a year.

### BOOK FINES

---

Students are given books in many classes and are required to return them in good condition. Students failing to return books will be charged the replacement cost.

Students damaging books will be charged either repair or replacement cost. Letters will be sent reminding parents and students of their obligations. Students with unpaid book fines or other debts will be turned over to the collection agency in May.

### CAREER CENTER

---

The Career Center provides college and career information to students as well as resources for scholarships. The Career Center is open from 7:40 a.m. to 3:40 p.m. and students sign up in the career center to visit with college representatives and to attend field trip opportunities. The career center is located in the main office area across from the auditorium.

### CLASS/SCHEDULE CHANGES

---

Students are expected to maintain a full schedule throughout each semester of attendance at GCHS (exception: seniors may have a reduced schedule second semester pending earned credits and eligibility). A student's schedule will not be changed unless there is an academic misplacement; parent/guardian has been contacted by the counseling office and approval by academy principal. Exception: Some students may be moved to balance classes. Students may find different procedures in place at GCCC in regards to the same college class.

**\*IT IS IMPERATIVE TO UNDERSTAND THAT DUAL-CREDIT CLASSES ARE SUBJECT TO THE POLICIES AND PROCEDURES AT EACH INDIVIDUAL INSTITUTION.**

Classes may only be dropped with the approval of and consultation with GCHS Counselors and administration.

---

### CLASS SCHEDULES

---

Garden City High School students are required to take a full schedule of a minimum of seven courses each semester. Zero hour and night school are additional classes in which students may enroll. Seniors may take a reduced schedule second semester as long as they meet eligibility requirements for activities in which they are participating and continue to enroll in courses needed for graduation.

---

### CLASS STANDINGS

---

Students' class standings will be determined in the following manner:

- ❖ **Freshman:** 0-5credits
- ❖ **Sophomore:** 5.5-10.5credits and in attendance at least one year
- ❖ **Junior:** 11-16.5 credits and in attendance at least two years
- ❖ **Senior:** 17 or more credits and in attendance at least three years

---

### COUNSELING

---

Students are encouraged to meet with their counselor often during the school year. The counselors' offices are open from 7:40 a.m. to 3:40 p.m. in each academy. GCHS counselors are available to help students in all areas, including academic concerns, future plans, and personal/social issues. Students and parents are welcome to contact their child's counselor at any time by email, phone, or individual meetings. If the counselor is unavailable, the student can fill out a request to see his/her counselor and a pass will be sent to the student as soon as the counselor is

available. Parents can leave a message via voice mail, email, or with the academy secretary.

---

### DEFINITION OF A STUDENT

---

All students enrolled at Garden City High School will have a complete schedule each semester. A complete schedule for GCHS students is defined as seven classes. Students who choose to take college classes may do so for dual credit. However, it is important to remember that a dual credit class counts toward meeting enrollment expectations.

**Exceptions** for Senior students to the above requirements are as follows:

- A senior who is taking GCCC courses (3 hour) which conflict with a GCHS time schedule for courses may create a need for that student to be enrolled in fewer classes than is required. The Principal must make such exemptions.
- Students who are classified as early graduates.
- Students with a Principal approved short schedule.

---

### DRIVERS TRAINING

---

Drivers Training is available to students who are of legal driving age and at least a freshman at GCHS. Drivers Training classes are held outside of the regularly scheduled school day. Sign-up will be announced at the beginning of each semester.

---

### DUAL CREDIT COLLEGE CLASSES

---

- If a student taking a GCCC dual credit course on the GCHS campus and drops the course for college credit by the drop deadline of GCCC, he/she must stay in the class but transfer to the GCHS course

equivalent (e.g. If a student drops GCCC English I, he she will remain in that classroom with that teacher the rest of the semester but be enrolled in GCHS English IV). If there is not availability in the general education course, the student may enroll in the Edgenuity equivalent.

- A student must receive the same grade on his/her college transcript as his/her high school transcript for college credit courses.
- Dual credit courses are not eligible for semester school credit recovery.
- These requirements apply to all dual credit classes, both semesters.
- Students may not take dual credit courses required for graduation without written parent / principal approval.

---

### EARLY GRADUATION

---

Senior students can opt to graduate after the 1st semester of their senior year. The following conditions must be met:

- ✓ Students must complete seven semesters and all graduation requirements.
- ✓ Parents/guardians will be informed of the student's intention. Parent permission will be required for students who are below the age of 18.
- ✓ Students are advised to declare their intent of early graduation prior to the start of their last semester of attendance, in order to make necessary academic plans.
- ✓ As it relates to activity, early graduates forfeit all privileges as members of the student body with the exception of prom and graduation activities. Early graduates must stop by the office to pick up a visitor's pass.

---

### EXIT INTERVIEWS

---

Students under the age of 18 who wish to not be enrolled in his school must bring his/her parent to meet with an administrator and a counselor for an exit conference.

---

### FINAL EXAMS

---

Finals will be conducted during the last week of each semester. All students are expected to be in attendance. Any student who is absent without parent consent will be marked unverified.

---

### GRADE REPORTS

---

Garden City High School has adopted the philosophy of using grades-in-progress. Under this system, a student's academic progress is measured on a continuing basis throughout an entire semester. Grades-in-progress are reported at 9 week intervals and indicate the student's academic grade to that point in time. Final grades are issued at the end of each semester and are recorded in the student's permanent file.

Grade	Meaning	Grade
A 100-90	Excellent	4.0
B 89-80	Mastery	3.0
C 79-70	Acceptable	2.0
D 69-60	Below Average	1.0
F 59 & Below	Failure	0
P	Passing	0
I	Incomplete	0
WP	Withdraw Passing	0
WF	Withdraw Failing	0

## **GRADUATION REQUIREMENTS**

---

Students graduating from Garden City High School must complete 24 credits of required coursework. (See the enrollment guide) Students who do not meet graduation requirements will be required to attend regularly scheduled classes through the end of the year. They will not be able to participate in graduation ceremonies and activities.

## **HOMEWORK**

---

Homework is defined as written or non-written tasks assigned to students by teachers, which is meant to be completed during non-school hours. If homework is given, at least one of these purposes should be met:

- Practice newly taught skills
  - Review previously mastered skills
  - Develop independent study habits
  - Extend and enrich the curriculum
  - Explore community resources
  - Complete unfinished assignment when adequate time was given in class
- Timely feedback will be provided by teachers when homework is assigned. Homework shall not be assigned as a means to discipline students.

*Homework recommendations, based on current educational research, will be provided to teachers to support them when developing and assigning homework.*  
Adopted: 2/17/92 Revised: 12/2/96, 7/10/17

## **INDEXED COURSES**

---

The purpose of grade indexing at GCHS is to encourage students to make challenging academic choices by rewarding those students who elect to take courses, which demand more of their time and talents. Only

designated courses are indexed by adding .005 per semester to the GPA for the purpose of class rank only. The student's actual GPA will be unchanged by indexed grades. See the enrollment guide for more details.

## **LEGAL AGE**

---

When a student turns 18, he/she has legal rights to make his/her own educational decisions. If a student chooses to exercise this right, he/she must meet with an academy principal to review the responsibilities associated with these legal rights. Parents will be notified of the student's desire to make his/her own educational decisions.

## **LIBRARY**

---

The school library provides a variety of materials for student use. ID's are required for checkout and the student is responsible for all fines, damages and lost articles. Individual students who report to the library are required to sign in and sign out when they arrive and leave the library.

## **NIGHT SCHOOL**

---

Night school will be available to those students needing to complete classes required for graduation.

- Enrollment is limited to GCHS students.
- All school rules are in effect during the hours of night school.
- Night school offerings are limited. See counselors for details.
- Students who have 4 unexcused absences from night school will be dropped from the course.
- Students who have exceed 4 absences, excused or unexcused, must meet with the night school principal to discuss continued enrollment.

## SECTION III- ACTIVITIES & ATHLETICS

### ACTIVITY PASSES

---

Activity Passes (stamp on your ID) are available for \$30 and entitle the owner to attend all school activities with the exception of tournaments, school musicals, and KSHSAA playoff games without charge.

### DANCES /PROM

---

All GCHS dances are structured for the enjoyment of students and are scheduled with the following guidelines:

- Dances will last about three hours.
- All ID fees must be paid in order to purchase a prom ticket and attend prom.
- Students may bring a guest who is not a GCHS student to homecoming and the prom, but must pre-register them with the dance sponsor by noon on the Friday one week before the dance. The administration reserves the right to refuse admittance to any student or guest.
- Middle School students will not be allowed at our dances.
- Once students arrive at the dance, they should plan to stay. Those who choose to leave may not return.
- All school policies, including drugs, alcohol, and tobacco, are in effect for dances.
- Students who have been suspended or were absent on the day of the dance will not be allowed to attend.
- Student ID's are required for attendance at dances.
- Administrators will use metal detectors at school dances.
- Administration reserves the right to determine inappropriate dress and appropriate actions related to dance.

### ELIGIBILITY

---

A student must meet eligibility requirements to represent GCHS in any activity outside the school day, which involves inter-school, local competition, or school representation before a group.

- ✓ KSHSAA requires a student to pass 5 (five) or more academic courses in the preceding semester.
- ✓ The student must be enrolled full time.
- ✓ Weekly eligibility requires students to be passing all but one class that she/he is currently enrolled in. Eligibility sheets are to be turned in weekly to the athletic department.
- ✓ All participants in activities must adhere to the attendance policy. Unless excused by an administrator, a student must be in attendance all day on the date of an event, or on the day of departure for an event in order to participate. Administrators may allow a student to be absent and still participate if the student is absent for a court subpoena appearance, a doctor appointment, or a funeral. Participants must make prior arrangements with the coach/sponsor and the administration. If a student is more than 10 minutes late for class, the student is considered absent as it relates to this eligibility policy. If it is determined a student has been counted absent from any class after the event has started, or after the group has departed for the event, the student will be suspended from the next scheduled competition.
- ✓ A student must be in good standing to be eligible to participate in activities.

## SPONSORED ACTIVITIES

GCCHS offers a variety of clubs and organizations for students. Participation in these activities is a great way for students to meet people with similar interests and ideas. Participation is by no means limited to any one club or organization. Following is a list of school-sponsored groups and organizations:

<b>-Anime Club</b>	<b>-La Familia</b>
<b>-Art Club</b>	<b>-National Honor Society</b>
<b>-BBS</b>	<b>-National Technical Honor Society</b>
<b>-CABS</b>	<b>-Photography Club</b>
<b>-Career &amp; Tech ED</b>	<b>-Prom Committee</b>
<b>-Chess Club</b>	<b>-Quiz Bowl</b>
<b>-Computer Club</b>	<b>-Robotics</b>
<b>-Drama</b>	<b>-SADD</b>
<b>-FCCLA</b>	<b>-Skills USA</b>
<b>-FFA</b>	<b>-Spanish Club</b>
<b>-Fitness Club</b>	<b>-Spanish National Honors Society</b>
<b>-Folkloric Dance</b>	<b>-Student Council</b>
<b>-French Club</b>	<b>-Sugar Beet</b>
<b>-Green Club</b>	<b>-Teachers of Tomorrow</b>
<b>-GSA</b>	<b>-Thespians</b>
<b>-HALO</b>	<b>-Weightlifting</b>
<b>-History Club</b>	<b>-Writing Club</b>
<b>-HOSA</b>	<b>-Yearbook</b>
<b>-Interact</b>	<b>-JETS</b>
<b>-Key Club</b>	

## SPORTSMANSHIP/RULE 52

In keeping with the Kansas State High School Activities Association requirement to both encourage and enforce good sportsmanship, we ask that all students assist us in honoring Rule 52. Rule 52 requires the following:

- Be courteous to all - participants, coaches, officials, staff and fans.
- Know the rules, abide by and respect the official's decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- All actions are to be for, not against; positive, not negative or disrespectful!

***Students who violate Rule 52, or who display any type of poor sportsmanship, will be ejected from the activity, may be subject to loss of the privilege of attending school activities, as well as further disciplinary actions.***

## SECTION IV- ATTENDANCE POLICIES AND PROCEDURES

### ATTENDANCE GUIDELINES

---

The Board of Education requires the regular attendance of all students in their assigned classes and activities. Provisions have been made for those occasions when it is absolutely necessary for a student to be absent. All absences must be restricted to essential causes according to the school board policy section JBD. Students may be dropped from the roll after all reasonable attempts have been made to determine current status or location of the student.

When a student knows he/she will be absent from a class for whatever reason, including school activities, he/she should let the teacher know in advance of the absence. This is a simple courtesy that is much appreciated by the staff.

### GENERAL ATTENDANCE PROCEDURES

---

Attendance will be reported every period of the day. Parents/guardians are asked to call the appropriate academy office when their child will be absent from school. This can also be done by sending a note with the student the day he/she returns to school. When parents/guardians request that students leave the campus during the school day, a note from home or a phone call will be required and a permit to leave must be secured. During the school day, students must secure official permission before missing a class or leaving the campus. **DO NOT LEAVE CAMPUS WITHOUT FIRST OBTAINING A PASS FROM YOUR ACADEMY OFFICE.** Students enrolled in Work Based Learning or On the Job Training and elementary teacher aide's classes will receive passes from the GCHS instructors. Failure to comply with attendance procedures may result in disciplinary action. In order for the

Garden City High School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present.

### CHECKING OUT

---

Students leaving school during the day must check out with the academy office. Failure to obtain permission to leave school will be considered unexcused. GCHS is a closed campus. Students leaving school without a valid excuse will be subject to ISS on the following school day.

### COLLEGE VISITATIONS

---

Students are expected to utilize their summer vacation time, holiday and quarter breaks, and weekends to contact and visit colleges. When a student feels it necessary to miss a school day for such a visit and would like the absence recorded as school related and not count against attendance, the following guidelines are to be followed:

- Only juniors and seniors may be considered.
- College visitation requests made less than one week prior to the actual visit may not be granted.
- As with all absences, parent verification is needed.
- These absences must be pre-arranged.
- Students must meet eligibility standards.



## FAMILY VACATION DURING THE SCHOOL YEAR

---

Family vacations taken during the school year are discouraged. At those times when families must take their vacations during the school year, such absence may be excused, provided that each of the following conditions are met:

- Absence of the student must be arranged a minimum of two (2) school days before the scheduled vacation.
- The student must be in good standing in classes. His/her grade point average must be within the guidelines of the building policy for athletic/activity participation.
- No student who has displayed previous attendance problems will be excused for family vacations. His/her attendance rate must be at least 85%.
- Class work/homework will be assigned by the teacher(s) prior to the absence on an Application for Pre-Arranged Absence form, included within this policy.
- Class work/homework assignments are due the day the student returns to school following the vacation. For class work/homework that must be performed in the school building, such as lab assignments or experiments, the student will be allowed one school day per day of absence to make up such assignments.
- If student does not attend school after the pre-arranged absence, further action will be taken, such as being dropped from the roll or truancy filed.
- Pre-arranges absences may not exceed ten (10) consecutive school days unless extenuating circumstances exist.

## MAKE-UP POLICY

---

A student shall have the opportunity to make up all work and time missed for excused absences. Time allocation for completion shall be one-day make up for one day missed. Any time a student is suspended from school, that student shall be responsible for keeping up with his/her classes in the lessons covered or assigned. Teachers will accept all work when absences are excused and grade according to work and time limits set forth in the individual classroom guidelines. Students need to make arrangements with their teacher, ahead of time, when they will be gone for an activity.

## PRE-ARRANGED ABSENCES

---

Students must get a pre-arranged absence form and have it signed by all teachers before they leave school for a reason that can be pre-arranged. There is a minimum time period of 24 hours before leaving to get the pre-arranged form filled out. Failure to do so can result in an unexcused absence. Forms for pre-arranged absences are to be picked up and returned to the academy office secretary ***before*** the student leaves. Students are to use the pre-arranged absence form for extended medical appointments or hospital stays. Students must meet the same eligibility requirements as students who are involved in extra-curricular activities. ***A student must be passing 6 out of 7 classes to be excused.*** Failure to meet these requirements will result in the absences being recorded as unexcused. The Administration will check on the student's attendance and assign the appropriate consequences.

## **TARDY POLICY**

---

- ❖ Must be in class when second bell has rung.
- ❖ No tardy is to be excused unless the student has a signed pass from a teacher, an administrator, or the office.
- ❖ Any student without a pass is truant.
- ❖ Any time a student is more than ten (10) minutes late to class, the student will be marked W (tardy after ten minutes) for that hour unless they have a signed pass.
- ❖ Students who are tardy to class more than 10 times in a semester will be disciplined.

## **TRUANCY LAW**

---

### ***K.S.A. 72-1113 School Attendance Law***

Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent from all or any part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school

without a valid excuse will result in a report being made to the Secretary of Social and Rehabilitation Services or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.

Whenever a law enforcement officer assumes temporary custody of a child who is found away from home or school without a valid excuse during the hours school is actually in session, and the law enforcement officer delivers the child to the school in which the child is enrolled or to a location designated by the school in which the child is enrolled to address truancy issues. The designated employee of the board of education shall serve notice thereof upon a parent or person acting as parent of the child. The notice may be oral or written and shall inform the parent or person acting as parent of the child that the child was absent from school without a valid excuse and was delivered to school by a law enforcement officer

# SECTION V- CODE OF CONDUCT

## **BULLYING (POLICY # JDDC, GAAB, JGEC, JGEA, JDD AND EBC)**

---

- ***Bullying Behavior Definition:***  
Bullying includes any gesture, written, verbal or physical act where the perpetrator engages in repeated conduct that physically or mentally harms a student or damages a student's property; places a student in reasonable fear of physical harm or insults or demeans any student or group of students in such a way as to disrupt or interfere with the school mission or the education of any student.
- The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. District policy will be implemented when bullying behaviors are reported.
- The staff at Garden City Public Schools is committed to providing a safe and orderly environment for all students to attend school. Bullying behaviors are not acceptable in our schools. Students should report any bullying behaviors. Staff members who see bullying behavior are encouraged to intervene and should report to the appropriate adult at the school. Cases of bullying/harassment will be documented in Skyward discipline.

## **DISCIPLINE**

---

Disciplinary measures are given to students in accordance to his/her total and type of office referrals. Examples of disciplinary measures include but are not limited to: student conference, parent contact, detention, out of school suspension, referral to social agencies, police contact, restitution, long term suspension/expulsion, loss of activity or athletic participation, and loss of privilege to attend school activities.

### **LEVEL 1: Productive Personal**

**Environment** – Behaviors that occur in the classroom and affect only the misbehaving student. (Consequences are not progressive, the student and the consequences start each new day.)

- ❖ Minimum–Look in vicinity of the misbehavior.
- ❖ Maximum–Detention with the teacher.

### **LEVEL 2: Productive Classroom**

**Environment** – Behaviors that occur in the classroom and interfere with the learning of others.

- ❖ Minimum – Verbal correction
- ❖ Maximum – In school suspension for that period.

- 2-1 Failure to follow reasonable request of teacher
- 2-2 Talking out
- 2-3 Horseplay
- 2-4 Disturbing another in any way
- 2-5 Being out of seat without permission
- 2-6 Showing disrespect/defiance
- 2-7 Improper use of equipment
- 2-8 Computer misuse

*Note: This list is not exclusive and other actions may fall in this category at discretion of administration.*

**LEVEL 3: Orderly Environment** – Behaviors that occur that are not intended to cause physical or mental harm to another individual, but do negatively affect an orderly environment.

- ❖ Minimum – Looking in direction
- ❖ Maximum – Out of school suspension

- 3-1 Disruptive behaviors in school environment
- 3-2 Disruptive behaviors at a school activity
- 3-3 Disruptive behaviors before and after school on school property
- 3-4 Gang related activity
- 3-5 Being in the hallway without a pass
- 3-6 Gambling
- 3-7 Solicitation (selling unauthorized items at school)
- 3-8 Inappropriate literature
- 3-9 Filing false emergency report
- 3-10 Unauthorized use, destruction or defacement of property
- 3-11 Tobacco (possession or use of)
- 3-12 Inappropriate display of affection (PDA)
- 3-13 Dress Code, ID or Cell phone violation
- 3-14 Computer misuse

*Note: This list is not exclusive and other actions may fall in this category at discretion of administration.*

**LEVEL 4: Safe Environment** – Behaviors that are intended to cause another individual physical or mental harm and/or are illegal.

- ❖ Minimum – Out of school suspension
- ❖ Maximum – Expulsion for 186 days

- 4-1 Gang related activity and affiliation
- 4-2 Weapons (possession or use of)
- 4-3 Theft
- 4-4 Fighting physical, aggression with anger, or intent to harm (2 referrals will result in a long-term hearing)
- 4-5 Intimidation and threats

- 4-6 Extortion
- 4-7 Gross disrespect toward adult (cursing, name calling, gestures, etc.)
- 4-8 Defiance
- 4-9 Alcohol/drugs, drug paraphernalia (possession, sale or use of)
- 4-10 Sexual Harassment of any kind
- 4-11 Arson
- 4-12 Explosive devices (threat, possession or use of)
- 4-13 Use of a camera to invade privacy of others

*Note: This list is not exclusive and other actions may fall in this category at discretion of administration.*

---

#### STUDENT SUSPENSION

---

The principals may suspend a student for violation of school policies. When a student is suspended he/she is not allowed to participate in school-sponsored competition or performances. See attendance guidelines for make-up policies. **In the case of out-of-school suspension, the student is not allowed on any school district property for the time of the suspension unless approval has been obtained from a principal.**

---

#### DISRUPTION OF SCHOOL

---

A student shall not use any conduct intentionally to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall he/she urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school. The unacceptable conduct shall include but not be limited to:

1. Occupying any school building, school grounds or part thereof with intent to deprive others of its use;
2. Blocking the entrance or exit of any school building or corridor or room

- therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
3. Setting fire to or damaging any school building or property;
  4. Firing, displaying or threatening use of firearms (including blank guns, starter pistols or gun look-a-likes), explosives or other weapons on the school premises for any unlawful purpose;
  5. Preventing of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus;
  6. Preventing students from attending a class or school activity;
  7. Continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class.

*A student shall not intentionally cause or attempt to cause damage to private property or attempt to steal private property either on the school grounds or during a school activity.*

## **DRESS CODE**

---

This plan is designed to provide a more safe and orderly environment, which will exclude any style of dress, actions and or materials that are harmful to students. Anything that promotes gangs or the gang mentality, promotes drugs, alcohol, &/or sexual innuendo, displays nudity or partial nudity will be considered inappropriate. USD 457 secondary schools have developed this plan to be consistent, informative, and reasonable for all students and their apparel, as well as their actions and possessions.

The following list has been compiled to give students and parents an idea of what attire is considered to be inappropriate. By no means is this list complete and may be added to as

the need arises. An individual's dress and grooming has a bearing on how others react toward and therefore will affect behavior.

Please dress appropriately:

- ❖ ID's are expected to be worn and visible at all times throughout the day.
- ❖ All shorts, dresses & skirts must be appropriate length
- ❖ No bike shorts unless covered by proper clothing.
- ❖ No see-through clothing.
- ❖ Appropriate logos or wording on clothing (no profanity, reference to alcoholic beverages, tobacco products, sexually suggestive sayings, illegal activities, drugs, gang activity or affiliation, etc.).
- ❖ No hats, caps, hairnets, scarves, or other head coverings are to be worn or carried on school grounds between the hours of 7:00 am to 4:00 pm. (Administration may exercise discretion during inclement weather.)
- ❖ No jewelry that resembles drugs or illegal substances or that is affiliated with gang activity is to be worn to school.
- ❖ No sagging or bagging will be allowed. Trousers/slacks are to be worn at hip level. Pants that will not stay up at hip level without a belt (and are not being worn with a belt at the hip level) are considered sagging/bagging.
- ❖ No belts hanging from pants. All belts must be worn through belt loops.
- ❖ No chains hanging from pants or chains used as jewelry. No jewelry that could be used as a weapon, such as jewelry with spikes, including piercings.
- ❖ No spaghetti strap shirts, halter tops, tube tops, or sleeveless undershirts. Sleeveless shirts must cover to the edge of the shoulder AND armholes must fit tightly around the arms. Necklines must not reveal cleavage. All shirts must be long enough to tuck in or if worn out-

cover waistband of pants. Shirts will be considered too short if they expose flesh while the student is sitting or walking. Shirts must have complete backs-no holes, cutouts, or strings.

- ❖ Overall straps must be fastened correctly over the shoulder.
- ❖ No bandanas or kerchiefs worn or carried
- ❖ No sunglasses should be worn in the buildings.

## **DRUGS AND ALCOHOL**

---

The use of alcohol, tobacco and other illegal drugs, or the improper use of legal drugs is recognized to be extremely harmful to the individual who uses and to those around that individual. A student cannot learn to his full potential while under the influence of these substances. It is further recognized that all students have a right to be educated in a drug-free environment.

### ▪ **Inappropriate use and consequences:**

The use, possession, or distribution of alcohol, other illegal drugs or the improper use of legal drugs are forbidden in school, on school property at any time, at school sponsored events (whether the event is on school property or elsewhere), or on school transportation. Any student who smells of alcohol or illegal drugs may be sent home under the substance abuse policy unless the student provides at their own expense proof that they are substance free. Any student who is suspected of use will be given a field sobriety test. Alcohol tests must be administered within 2 hours of leaving school premises. All other controlled substance tests must be administered within 12 hours. Any test for alcohol or controlled substance must be presented to GCHS administration within 24 hours.

### ▪ **District policy dictates the following:**

1. ALL USD #457 employees and other personnel working with USD #457 students, as well as any other students under their direct or indirect supervision, who observe the use, sale, transfer, or possession of any drug, alcohol, tobacco, medication, or other chemical substance, or the paraphernalia associated with the administering of drugs, shall report immediately to the principal/designee.
2. The principal will notify the city police department when there is physical evidence of an alcohol/drug violation. All search-and-seizure action will be taken in accordance with the guidelines set forth in Board of Education policy.
3. In the case of a medical emergency related to substance abuse, the appropriate health professional, as well as parents or legal guardians, will be contacted. In case the parents or legal guardians cannot be contacted, the person designated on school records as a contact person in the case of emergency will be informed. All information available will be made known to the parent or guardian, physician, and all others responsible for care and treatment.
4. Students who are concerned about their own substance abuse who notify faculty or staff will not be subject to suspension. Confidentiality will be observed while seeking and finding support for such students. However, self-disclosure can only be used once to avoid suspension.

---

## I. DRUGS & ALCOHOL ACTIVITY POLICY

---

USD #457 and Garden City High School has a vital interest in maintaining a safe and healthful environment for all students, including those participating in school sponsored activities. Being under the influence of controlled substances/alcohol, or using a tobacco product, poses serious safety and health risks to the user and other students. USD 457 recognizes its obligations to its students for the provision of services and activities that are free of the influence of controlled substances, alcohol, and tobacco. USD 457 will endeavor through this policy to provide controlled substances, alcohol, and tobacco free participation by students in school sponsored activities. USD 457 further expresses its intent through this policy to comply with federal and state rules, regulations, or laws that relate to the maintenance of an educational environment free from controlled substances, alcohol, and tobacco, and to prevent accidents and injuries resulting from the use of controlled substances or alcohol. USD 457 believes that all students who participate in school-sponsored activities should refrain from the use of controlled substances, alcohol, and tobacco.

---

## II. PROHIBITIONS

---

- ❖ Controlled Substances/ Alcohol/Tobacco Use:
  - No student, at any time, shall consume, use, or possess controlled substances, alcohol, or tobacco. This prohibition applies at all times, regardless of whether a student is on school premises, or directly participating in, or at, a school-sponsored activity.

- ❖ Refusal to submit to a required controlled substances or alcohol test.
  - No student shall refuse to submit to a reasonable suspicion controlled substances or alcohol test requested under this policy.

---

## III. REASONABLE SUSPICION TESTING

---

1. USD 457 may require a student to submit to a controlled substances test when USD 457 has reasonable suspicion to believe that the student has violated the prohibitions of this policy concerning controlled substances. USD 457's determination that reasonable suspicion exists to require the student to undergo a controlled substances test must be based on specific, contemporaneous, particularly observations concerning the appearance, attitude, behavior, speech, performance, or body odors of the student. The observations may include indications of the chronic and withdrawal effects of a controlled substance.
2. USD 457 may require a student to submit to an alcohol test when USD 457 has reasonable suspicion to believe that the student has violated the prohibitions of this policy concerning alcohol. USD 457's determination that reasonable suspicion exists to require the student to undergo an alcohol test must be based on specific, contemporaneous, particularly observations concerning the appearance, attitude, behavior, speech, performance, or body odors of the student.
3. A USD 457 employee who is trained to determine whether reasonable suspicion exists to require a student to undergo testing shall make the required observations for controlled substances, and/or alcohol reasonable suspicion testing. Also, a field sobriety test may be administered.

4. Any reasonable suspicion test required by this policy shall be performed in compliance with the procedure followed by USD 457 for reasonable suspicion testing by USD 457 employees. USD 457 shall pay the cost of any reasonable suspicion testing. All reasonable suspicion test results shall be confidential, subject to disclosure only for purposes of enforcing this policy or the below noted policies of the USD 457 Board of Education (Board).
5. Before a student returns to participation in a school sponsored activity after engaging in conduct prohibited by this policy and after a test confirming the use of controlled substances or alcohol, or after a student refuses to submit to a requested reasonable suspicion controlled substances or alcohol test, the student shall undergo a return-to-participation controlled substances or alcohol test with a verified negative result. The student shall pay the cost of any return-to-participation testing.

---

#### IV. NOTIFICATIONS

---

USD 457 shall notify a student of the results of a reasonable suspicion test for controlled substances or alcohol conducted under this policy.

---

#### V. CONSEQUENCES RELATING TO ACTIVITIES

---

Any student who violates any provision of this policy pertaining to controlled substances, alcohol, or tobacco shall be subject to Board policies JCDA, JCDAB, JDD, and JDAA, together with all supporting rules and regulations. Should a conflict exist between discipline and sanctions required by Board policies JCDA, JCDAB, JDD, and JDAA and this policy, Board policies shall control.

In addition to discipline provided in the Board policies set forth above, a student shall be subject to sanctions for violations of this policy, to be imposed by a coach or other USD 457 employee sponsor of a school sponsored activity, as follows:

- First Violation – student may be suspended from participation in a school-sponsored activity, for minimum one week up to 186 days at the discretion of the USD 457 employee imposing the sanction, based upon the severity and extent of the violation.
- Second and subsequent violations – student shall be suspended from participation in a school sponsored activity for not less than two (2) weeks, or more than 186 days.
- All students subject to the school sponsored activity sanctions imposed under this policy shall be entitled to due process rights as follows:
  - If student is suspended from participation for a term not to exceed two (2) weeks, student shall be entitled to the due process rights for a short term suspension set forth in Board policy JDD, if requested in writing by student or parent.
  - If student is suspended from participation for a term of more than two (2) weeks, student shall be entitled to the due process rights for a long-term suspension or expulsion set forth in Board policy JDD, if requested in writing by student or parent.



- Refusal to submit to a requested reasonable suspicion controlled substances or alcohol test shall be grounds for suspension as if a violation had occurred.
- For purpose of the cumulative violation/sanction provisions of this policy, violations shall be per student, accumulated during the entire period of time a student is enrolled in USD 457.
- **Commission of a Felony:** If a student commits an act, which would be considered a felony under the laws of the State of Kansas, or any other state, if the student were an adult, regardless of whether the act was committed in or out of season, or school, and regardless of whether there has been an adjudication or conviction, then the student shall be ineligible to participate in any school sponsored activity or sport, for the current school year or the next school year, if the act occurs prior to an upcoming fall semester.

---

## VI. INFORMATION AND TREATMENT

---

Each student who has engaged in controlled substances or alcohol use conduct prohibited by this policy shall be advised by USD 457 of the resources available to the student in evaluating and resolving problems associated with the use of controlled substances or alcohol, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

---

### ELECTRONICS

---

Personal listening devices such as MP3 players, cellphones, and IPODS with

earphones may be used at teacher discretion. The administration strongly suggests that these items be left at home as GCHS cannot assume responsibility for lost or stolen items. Students may not bring universal remote control devices to school. Students may not possess laser lights.

---

### CELL PHONES

---

Cell phones are valuable communication tools; however, phones can be disruptive to the learning environment and pose potential legal issues for students (i.e. inappropriate pictures, cheating, etc.).

To protect students' academic learning time and to maintain an appropriate learning environment, cell phones' policies at each grade level are as follows:

Elementary, Intermediate, and Middle Schools students are not allowed to use cell phones at any time during the school day. They must remain out of sight and be turned off. At the elementary and intermediate schools, students may check their cell phones in at the office or with a teacher when they arrive. They may pick those up at the end of the day.

High School students may use cell phones before school, during lunch, during passing periods, and after school. Cell phones are not to be turned on during class time. However, cell phones may be allowed during class time for instructional purposes at the discretion of the classroom teacher.

If a student is seen using a cell phone in any part of the building during class time without the express permission of the teacher as part of the instruction or if the phone disrupts class in any way, a teacher or staff member will confiscate the phone and take it to the office.

**All Grade Levels Consequences:**

1st offense.....The cell phone use will be recorded as an electronic device referral. The student may pick up the phone at the end of the school day.

2nd offense.....The cell phone use will be recorded as an electronic device referral and the student’s parent or guardian must come to the school to pick up the phone. Additional violations or refusal to give the phone to a staff member when requested will result in consequences up to and including suspension for open defiance.

In addition to the consequences noted above, **IF A STUDENT IS OBSERVED USING A CELLPHONE DURING TESTING**, the Academic Dishonesty Policy will be followed. If a student is observed using a cell phone during any state assessments, additional consequences, including suspension from school, may be imposed.

***Please note:** Garden City Public Schools is not responsible for loss, theft or damage to any electronic device a student chooses to bring to school.*

**GANG ACTIVITY (POLICY #JHCAA)**

A “gang” shall be defined for this policy as any group of three or more persons who have a common name or common identifying signs, colors, or symbols, and have members or associates who, individually or collectively, engage in or have engaged in activities whose purposes include threats of violence or intimidation, acts of violence, and/or the commission of illegal acts. A “gang member” shall be defined for this policy as a person whose style of dress, apparel, accessories, activities, acts, behavior, or manner of grooming causes school officials to have a reasonable belief that the person is a member of a gang. For purposes of identification of a

student as a gang member, two or more of the following indicators must be determined by district staff to exist:

- ✓ Student admits to gang membership;
- ✓ Student is identified as a gang member by a credible, non-law enforcement source;
- ✓ Student is identified as a gang member by a law enforcement agency;
- ✓ Student is identified as a gang member by the student’s parent or legal guardian;
- ✓ Student resides in or frequents a particular gang’s geographic area, and adopts its style of dress, apparel, grooming, tattoos, or its use of hand signs;
- ✓ Student associates with known gang members, either at school or off school premises; or
- ✓ Student has been arrested for the commission of illegal acts arising out of gang activity.

The following acts, conduct, or behavior by a student shall be prohibited:

- Intimidation, advocacy, or promoting activities which threatens the safety or well-being of students, staff, or property, on or off school grounds, and which disrupt or interferes with a school environment, activity, or educational objectives;
- The use of any speech, hand signs, gestures, handshakes, graffiti, or the presence or any apparel, jewelry, accessories, tattoos - visibly displayed, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, indicates or implies gang membership;
- Speech or the commission of any act involving initiations, hazing, bullying,

intimidations, threats, and/or related activities of gang membership which are likely to cause violence, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or staff; or

- Implying gang membership by written communications, marks, drawings, paintings, designs, or emblems upon any school property or building, or any item of personal property.

Gang activity is deemed by the district to be a risk to a safe educational environment. The district shall consider engaging in prohibited gang activity as behavior which is included in the highest and most serious level of misconduct by a student. Any student violating this policy shall be subject to disciplinary action as allowed by board policy and statutory law. All gang activity by a student which results in disciplinary action shall be documented in writing and such records shall be made available to all district staff members with a legitimate educational interest in the student throughout the student's educational career in the district. Discipline for gang activity shall be deemed to be cumulative, and carry over from year to year for the purposes of any disciplinary systems maintained within the district. District staff shall regularly meet with law enforcement agencies to stay informed of gang membership and activity, in the community. District staff, in conjunction with information regularly obtained from law enforcement agencies, shall maintain a list of indicators of gang membership. The information on the list shall be consistent throughout the district, and shall be available to parents, legal guardians, and students. District staff shall exchange with law enforcement agencies, information about gangs and gang membership arising out of conduct or activities in the district, as may be consistent with federal and state student

educational records confidentiality laws. District staff shall be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activity.

---

## HAZING

The hazing of any student by any other student is strictly prohibited. For the purpose of this policy, hazing shall be defined as intentionally coercing, demanding, or encouraging a student, through intimidation, threats, or compulsion, to perform any act as a condition of graduation from, or attendance at, any district school, or membership in any district-sponsored activity. This policy is intended to prohibit conduct that is humiliating, degrading, or demeaning to a student as part of an initiation. Since hazing may cause feelings of humiliation, fear of retaliation, and being ostracized, acts of hazing directly impact a positive school environment. Hazing of a student by another student will not be tolerated. The district will promptly act to investigate all complaints of hazing, whether formal or informal, verbal or written, and to discipline any student who hazes another student. Hazing should be reported to any adult staff member. Any individual who reports hazing will not be retaliated against for making such a report.

---

## LANGUAGE

At school and at school-sponsored activities, students are expected to use language that is not offensive to others. **Profanity directed at a teacher or other adults will result in OSS.**

## **PUBLIC DISPLAY OF AFFECTION (P.D.A.)**

---

The display of affection between and among human beings is normal and healthy. Public display of affection, however, must be tempered with some modesty. Garden City High School is a public place so please limit your display of affection for each other to holding hands while in the building or on the grounds. No hugging, kissing or other passionate displays of affection are allowed. Violation is subject to disciplinary action.

## **SKATING**

---

The use of roller blades, in-line skates, or skateboards on school property is prohibited at any time.

## **STUDENT ID'S**

---

Students will be issued ID's and they must wear them at all times. ID's must be for the current school year and must not have any defacement, mutilation, or excessive wear. Defacement shall include writing, stickers, carving, cutting, erasing, or any other alterations. Replacement of such ID's will be at the administrator's discretion and at the student's expense. ID's must be worn and visible. A student that is found with another person's ID is subject to ISS. ID's will be required to check out library materials and to buy meals at the school cafeteria. The first ID will be issued to the student at no cost. Thereafter, students must pay to replace ID's. Replacement cost is \$5.00.

## **TOBACCO PRODUCTS**

---

The use and/or possession of tobacco products, including e-cigarettes, by students is prohibited at all times on school property

or while participating in school-sponsored events. Disciplinary action will be taken. Any student caught using or in the possession of tobacco or other nicotine delivery devices not approved by the FDA as a cessation aid will be subject to disciplinary measures in accordance with applicable school and district policies outlined. Students who violate this policy will be given the option to register in the ACE Kansas Youth Tobacco Cessation Program. This option exists through a free, web-based cessation service from the Kansas Tobacco Quitline.

## **VANDALISM**

---

Vandalism while on school property or while participating in school sponsored events, is prohibited. A student who violates this policy will be required to make restitution for damages and may face disciplinary action. Students shall not have in their possession any graffiti implement, such as aerosol paint, broad-tipped marker, or paint stick, unless required for class use. Possession of graffiti instruments can result in disciplinary action and possible fines according to city ordinance.

## **VERBAL/PHYSICAL ASSAULT/FIGHTING**

---

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee or another student. This includes threats of physical harm, encouraging others to cause physical harm, fighting, hazing, harassment or behaving in a way that would provoke others to cause physical harm. Police will be notified and student is subject to arrest. This rule will be in force at the following times:

- On the school grounds before, during, or after school hours;

- On the school grounds at any other time when the school is being used by any school personnel or school group;
- Off the school grounds at a school activity, function or event at any other school.

A second offense may result in a long-term hearing. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect other person is to be considered an intentional act under this rule.

***\* Assault upon staff member will result in immediate 10-day suspension and a long-term hearing.***

## **WEAPONS AND DANGEROUS INSTRUMENTS**

---

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at the following time:

- ❖ On the school grounds before, during or after school hours.
- ❖ On school grounds at any other time when the school is being used by any school personnel or school group.
- ❖ Off the school grounds at a school activity, function or event.
- ❖ At any other school.

Weapons shall include knives, guns, air soft guns, blank guns, starter pistols, or any object used to inflict harm or threaten a student. Administrators reserve the right to search students and their personal possessions, lockers, cars, and other areas if there is a suspicion of dangerous weapons. This also includes ammunition or explosive materials.

***\*Report weapons and/or dangerous instruments immediately to any GCHS Teacher, SRO, or a Principal.***

---

### **CONSEQUENCES:**

---

Students found in possession of weapons or replicas thereof, will receive a 10-day out-of-school suspension and an administrative recommendation for long-term suspension or expulsion, as per Kansas law.

## SECTION VI- GENERAL INFORMATION

### AFTER SCHOOL POLICY

---

Students will be expected to leave the building by 3:45 pm each day unless they are involved in/ attending a school activity, under adult supervision, or needing to work in the library. The library will be supervised each Monday-Thursday until 4:55pm.

### CLOSED LUNCH FOR ALL STUDENTS

---

All students will be required to stay in cafeteria/during lunch. Students may not be excused from class to leave campus for lunch.

### CONVEYANCE FORMS

---

Any student taking a course in which he/she must leave campus must have a conveyance form on file with the academy office as well as a copy in his/her possession to show administration or campus security if questioned. (e.g. a student takes a zoology course that meets off campus at the zoo)

### COMPUTER USE

---

In order to use school computer equipment, students must have a signed user agreement on file with the network administrator.

### DISTRIBUTION OF MATERIAL BY STUDENTS

---

Students may distribute papers, pamphlets, flyers, etc., but only before or after school at the student entrance. All material must be from a non-profit organization and receive prior approval from a principal. Items that may cause interference to school purposes will not be allowed to be distributed. The

selling or distributing of any fundraising products must be done before or after school.

### FIRE/TORNADO/CRISIS DRILLS

---

Since the safety of GCHS students is paramount, fire, tornado and crisis drills will give students practice in case of a real emergency. Tornado and fire drill routes are posted in each room. School safety procedure drills will be announced by administration.

### GRIEVANCE PROCEDURES

---

In order to provide an opportunity for the expression of legitimate concerns of students with respect to the application of any school rule or regulation, the board may consider complaints and grievances through the procedures established in this policy.

Any student may file a complaint with the principal against any school employee or any school rule and regulation. Said complaint must be in writing, and it must be filed within 20 days following the act or event about which the complaint arose. Said complaint shall be specific and in reasonable detail as to who, what, where and when of the complaint. Any complaint not filed within said 20-day period shall be deemed to have been waived.

Any student may file a complaint with the deputy superintendent against any building principal. Said complaint must be in writing, and it must be filed within 20 days following the act or event about which the complaint arose. The complaint shall be specific and in reasonable detail as to the what, where, who and when of the complaint. Any complaint not filed within the said 20-day period shall be deemed to have been waived.

Any complaint fulfilling the requirements of this rule shall be acted upon by the

appropriate administrator, whose decision shall be final.

The time period for filing a written complaint set forth in this policy shall not apply to complaints for which there is a specific procedure for complaint, investigation and disposition elsewhere in board policy, or those complaints related to acts or conduct regulated by state or federal laws.

---

### HEAD LICE

Kansas Administrative Regulation 28-1-6 states each student infested with lice shall be excluded from school until treatment with an anti-parasitic drug.

Many parents have the impression that only persons who are unclean become infested with lice. In the case of head lice, this is NOT true. Frequent bathing and shampooing will neither prevent nor eliminate head lice.

The head louse is an insect which lives on the human head. The female lays eggs called nits which are stuck to the hair very tightly. The eggs hatch in approximately one week, therefore it is necessary to remove all nits to prevent continuous infestation or re-infestation when the nit hatches. The most common symptom of pediculosis (head lice) is itching. (Head lice shampoos are affective only on live lice and do not destroy the nits.)

Head Lice CANNOT fly or jump. Studies have shown that transmission at school is rare and no more likely to occur than in any other social setting such as community group settings, Movie Theater, shopping centers, etc. Animals are not involved in head louse transmissions. Head lice are usually transmitted through household contact by sharing beds and living space; through sharing combs, brushes, hair extensions, and

other grooming aids; through sharing hats, caps, or coats.

It shall be the responsibility of the parent to purchase head lice shampoo and follow directions for treatment, remove nits, and make arrangements to have student checked by the school nurse for authorization for re-admittance to school. If student is not readmitted within three calendar days, the absence then shall be unexcused and the district shall be guided by the provisions of Policy JB (student attendance).

If you suspect your child has head lice please see your school nurse for examination and additional information.

---

### IMMUNIZATIONS

Students attending school in USD 457 are required to be immunized according to current state immunization requirements. Students not complying with the immunization requirements shall be refused admittance to classes and this policy shall be enforced through the provisions of the compulsory attendance law. KCI Form B Medical Exemption must be completed by a physician.

***NOTE:** The parents and guardians of exempt students should be informed their students will be excluded from school in the event an outbreak of vaccine preventable disease occurs.*

---

### INSURANCE

Insurance is available. Interested parents or students should contact the Business Office at the Educational Service Center at 805-7005. Students involved in athletics can obtain insurance information from coaches or GCHS athletic director.

## LOCKERS

---

GCHS provides lockers for students to store books and other personal items during the school year. The lockers in the school are the property of USD #457 and are subject to random locker searches throughout the school year. Students are encouraged to use only the locker assigned to them. Students should not give their locker combination to other students nor should they place their possessions in another student's locker. (Refer to board policy JCAB and JCAB-R for further information.) There will be random locker searches at various times during the school year. Administrators may search lockers if there is reason to believe a school rule has been broken and the contents need to be seen.

## LOST AND FOUND

---

The "lost and found" is located in the main office. Students are asked to clearly mark jackets, books, etc., so that lost items may be retrieved as quickly as possible. Students are asked not to bring valuables to school unless they are needed for a class project. GCHS cannot assume responsibility for lost or stolen items.

## LUNCH TIME

---

Students may eat hot lunches, salads, or sack lunches in the cafeteria. **Fast food may not be delivered to the school at any time.** Students are required to keep all food and drinks in the cafeteria. Students must eat lunch in the cafeteria and remain in the cafeteria through the duration of the lunch period. Outside drinks are not permitted inside the building.

Meal money for cafeteria lunches may be added before school or during lunch in the cafeteria. **Students use their school ID's as**

**lunch cards.** These cards must be shown to cashier as students go through the cashier line. The school meal price for breakfast is \$1.75 and \$2.75 for lunch at the high school, (price subject to change). If you are interested in free or reduced meals, please see the cashier for more information. The cashier for Food Service reminds students a week before seniors leave to redeem their unused lunch money. It is the student's responsibility to request a refund. After the last full day of school, no lunch refunds are granted to graduating seniors.

## MESSAGES/DELIVERIES

---

Personal calls and messages to students will not be accepted through school phones, except in the case of a family emergency. Please try to make appointments, bus plans, alternate transportation arrangements, etc. before your child leaves for school. We request that flowers, balloons and other gifts or deliveries be made to the individual student's home to ensure that the gift is delivered in a timely fashion. ***DELIVERIES WILL NOT BE ACCEPTED THE WEEK OF VALENTINE'S DAY.***

## NURSE/ILLNESS AT SCHOOL

---

If it becomes necessary for a student to take any form of medication at school (over the counter or prescription), a medication consent form must be signed by both the parent and the prescribing doctor and be on file in the nurse's office. All medication will be kept in and dispensed through the nurse's office. Medication must be in its original container and labeled according to requirements listed on the "Permission for Medication Administration at School" form. The medication form is valid for the current school year only.



Any student going home ill must check out/be excused through the nurse's office.

---

### ADMINISTERING MEDICINE AT SCHOOL

---

All schools in USD 457 follow strict policy guidelines, developed by the school board that regulates the taking of medicine in school by students.

---

### SUPERVISION OF MEDICATIONS

---

Under normal circumstances medication may not be brought to school by students for their own usage or that of others. Such medicines will be removed from the student and retained for return to the student or the parents as deemed appropriate. Any disciplinary action will be left to the discretion of the principal.

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse, the principal, or the school nurse designee will administer the medication in compliance with the following regulations:

- Written permission from a licensed health care provider must be provided with regard to all medications and all special health care procedures to be administered. Medications may include necessary "over-the-counter" drugs such as aspirin, Tylenol, cold preparations, allergy relief preparations. The health care provider's permission form (USD 457 form #116-Permission for Medication and special Health Care Services) should include the following information:
  - ❖ Date
  - ❖ Medication and/or treatment to be given
  - ❖ Dosage to be administered

- ❖ Time of day to be given. (For example, if medication is to be given three (3) times a day, medication should be given at home before school, after school and at bedtime, unless the health care provider's medication order states at noon, before lunch or after lunch.)

- Written permission from the parent/guardian must accompany ALL medication (USD 457 – Form #116 – Permission for Medication and Special Health Care Services Form). Form must be updated at the beginning of each school year.
- The medication must be brought to school in the original container appropriately labeled by the pharmacy or health care provider. The parent may wish to request two containers from the pharmacist.
- Any changes in type of drugs, dosage, and/or time of administration must be accompanied by a new Permission Form.
- All medication maintained in the school setting will be kept in a secured area.
- Medications will be inventoried every semester by the school nurse. Out of date stock will be destroyed.
- "Over-the-counter" medications should not be maintained on any school premises, including athletic areas, unless a prescription along with written parent permission to administer medication is furnished to the school.
- The medical need for the self-managed administration of all medications must be evaluated individually by the health care provider and the school nurse (i.e., asthma inhalers, epinephrine, insulin,

over the counter medication). Permission for Medication Form must be on file in the nurse's office with directions for such exceptions from the licensed health care provider, as well as written permission from the parent.

- Disposing of unused medications: If a student's medication changes during the school year, the remaining medication will be given to the parent or guardian at the time of the delivery of new medication. Medication remaining at the end of the school year shall be taken home by the parent or guardian. Medication may be sent home with the student, with parent permission. Any medication not claimed will be discarded on the school nurse's last working day of the school year.

## **PARKING AND DRIVING ON CAMPUS**

---

Parking on campus is a privilege, not a right. At the beginning of each year students must obtain a parking permit from their Academy Office. Students must show a valid Drivers' license. Students who do not have a valid drivers' license are not allowed to park on campus.

Students are to park in the parking lots and spaces designated for student use. Students are not to drive or park in the faculty parking lot during 6:00 AM to 4:00 PM. Students parking in a faculty lot will be subject to disciplinary action including loss of parking privileges for repeat offenders. The school administrators reserve the right to search student vehicles at any time. Students must drive courteously. Students may not block drive areas or park in such a manner that other cars are blocked or restricted. All drivers are subject to state and local traffic regulations.

There is to be no loitering in the parking lots. Students may not sit in cars before, during and after school. Students are not allowed to go to their cars during the school day without prior permission from the administration.

Students who violate posted parking regulations will be subject to possible disciplinary action. Violations will be documented in skyward discipline. Students will be ticketed by police if they are parked in the red fire lane zones. Other disciplinary action may include detention, in-school suspension, and out-of-school suspension.

Maximum speed limit on school grounds is 15 mph at all times. Reckless driving on campus may result in mandatory loss of driving privileges, as well as allowable citations from law enforcement. Obey signals or instructions given by school personnel while directing vehicle traffic before, during and after school hours. All pedestrians have the right of way. The west crosswalk will be supervised for 15 minutes after school is dismissed.

Students may not leave school grounds in their vehicles without checking out from their academy office or nurses' office. Violation of this will result in disciplinary action and possible loss of driving privileges.

Unauthorized transport of other students off school grounds will result in disciplinary action and loss of parking privileges on campus.

Display of parking permit is required to park on school grounds. It must be placed in lower left hand corner of the front window. The production and use of illegal or fake passes will result in disciplinary consequences.

Students are to respond to parking lot monitors in a respectful and cooperative manner.

---

## POSTERS

---

Prior approval of posters, pamphlets, etc., must be obtained from one of the principals. Posters must be placed on the bulletin boards throughout the building. All posters, pamphlets, etc. are to be removed or taken down no later than the day following the conclusion of the advertised event. This will be the responsibility of the group/organization that put up the posters.

---

## PRIVATE PROPERTY

---

We expect personal belonging to be safe at Garden City High School. No one likes to have money, clothing or personal items stolen. ***GCHS assumes no responsibility for lost or stolen items.*** Students can help us make the school a safe place by doing the following:

- ✓ Lock both your P.E. and hall lockers. Do not share lockers/combinations with others.
- ✓ Leave large amounts of money at home.
- ✓ Report thefts and/or thieves immediately to a Campus Supervisor, Teachers, SROs, or a Principal.

---

## RELEASE OF INFORMATION

---

Student information will be released only to custodial legal guardians (as listed on the demographics), parents, or with parent permission or by the student if student is 18 years or older. Parents/guardians who do not want release of information such as lists of addresses to the military, honors, awards, and honor roll, etc., must give written notification to the registrar.

---

## SKYWARD FAMILY ACCESS

---

Parent involvement in their child's education is the single most important factor in school success. Skyward Family Access Online enhances the parent role in their child's day-to-day school experience by providing secured access to information such as daily and weekly assignments, grades, and attendance over the Internet. Please contact Kristy Powers, Registrar, to sign up for Skyward.

---

## VISITOR PASS

---

All visitors must report to the main office to secure a visitor ID. Students may not bring visitors to school unless receiving prior approval by administration.

---

## WEATHER

---

Weather conditions may necessitate cancellations and early dismissal days. School cancellations will be announced on local radio and TV stations in addition to school /district websites beginning at 6:00 am. Announcements will also be made on BBS-Channel 21 on Cable TV.

In emergency situations, it is very important for the school to know the whereabouts of all students.