

McPherson High School

Home of the Bullpups

801 E. First

McPherson, KS 67460

620-241-9500

Fax: 620-241-9506

www.mcpherson.com/418/

School Safety Hotline: 877-626-8203

Activities & Athletics: 620-241-9510

Career & Technical Education: 620-241-9530

Activities/CTE Fax: 620-241-1309

Guidance: 620-241-9520

McPherson Alternative School (MAC): 620-241-9507

Brad Plackemeier, Principal

Shane Backhus, Assistant Principal - Activities & Athletics

Bryce McFarland, Assistant Principal/CTE Director

THE DATES IN THIS PLANNER ARE BASED ON THE MOST ACCURATE INFORMATION AVAILABLE AT THE TIME IT WAS PUBLISHED. CHECK SCHOOL POSTINGS FOR CHANGES DURING THE YEAR.

THIS PLANNER MUST BE USED FOR ACTIVITY/SEMINAR & HALL PASSES.

IF LOST, THE STUDENT WILL BE EXPECTED TO REPLACE IT AT A COST OF \$5.00

The mission of McPherson High School is to challenge students to acquire the academic and decision-making skills necessary to become productive citizens and lifelong learners in a diverse society.

BOE Approved: July 9, 2015

The School Day

The school office is open during the school week 7:30 a.m., until 4:00 p.m.

TWO DAYS A WEEK (MONDAY AND TUESDAY)

Hour 1	8:15	9:00	
Hour 2	9:05	9:50	
Hour 3	9:55	10:40	
Hour 4 *	10:45	11:30	
	11:30	12:00	First Lunch
Hour 5	12:05	12:50	
Hour 5	11:35	12:20	
	12:20	12:50	Second Lunch
Hour 6	12:55	1:40	
Hour 7	1:45	2:30	
	2:35	3:26	

MONDAY IS ADVISORY PERIOD/TUESDAY ADDITIONAL SUPPORT, TEACHER COLLABORATION.

THREE DAYS A WEEK (WEDNESDAY THRU FRIDAY)

Hour 1	8:15	9:08	
Hour 2	9:13	10:06	
Hour 3	10:11	11:04	
	11:04	11:34	First Lunch
Hour 4 **	11:39	12:32	
	11:09	12:02	
	12:02	12:32	Second Lunch
Hour 5	12:37	1:30	
Hour 6	1:35	2:28	
Hour 7	2:33	3:26	

*No advisory

Students need to have a membership card to attend a club or group meeting. Those students not attending club meetings need to use the time as a study hall or for sustained silent reading. Students must also have their agenda to be able to go to another class during the activity or seminar period. Only students with passes signed by the library staff prior to seminar period will be allowed to use the library.

McPherson High School Song

*Hail McPherson High School ~ Hats off to you
Bullpups we're with you ~ Loyal and true
Cheerful and happy ~ Always we'll be
Here's to the school we love ~ Here's a cheer for thee*

USD 418 Administration and Board of Education

Berg, Brad	Board of Education
Burghart, Alan	Board of Education
Crawford, Mark	Superintendent
Hassler, Anne	Board of Education
Janzen, Kim	Board of Education
Johnson, Jeff	Board of Education
Mohn, Gordon	Director of Special Education
Ruder, Chris	Director of Business
Wiens, Chris	Board of Education

McPherson High School Personnel

Allenbach, Nikki	Attendance Secretary
Berg, Anna	Advocate Secretary
Book, Andrew	Orchestra
Book, Emily	Assistant Band
Brown, Dean	Agriculture
Carey, Fay	Social Science
Cheek, Jodi	CTE Secretary
Corcoran, Patrick	Social Science
Crist, Kevin	Vocational Transition Coordinator
Dibbens, Aaron	Special Education
Diepenbrock, Julie	Family and Consumer Science
Doile, Christy	Science
Edwards, Eric	Social Worker
Ehrlich, Sylvia	Guidance Counselor
Ellet, Tim	Mathematics
Ewy, Charles	Mathematics
Fisher, Jennifer	School Psychologist
Gerstner, Heath	Science
Goerzen, David	Science
Griggs, Nick	Vocal Music
Halinski, Herb	Special Education
Hall, Stacy	Art
HAMPL, Travis	Social Science

Hamilton, Stephanie	College & Career Advocate
Harlin, Chet	Special Education
Harlin, Emilea	Language Arts
Harvey, Winsome	Hearing Impaired Instructor
Herrel, Kurt	Special Education
Hipp, Alan	Mathematics
Krug, Neva	Spanish
Lies, Steve	Head Custodian
Little, Brian	Language Arts
Lujano, John	Social Science
Malm, Cheryl	Mathematics
Marshall, Diane	Library/Media Specialist
Mathis, Carolyn	Secretary/Registrar
McCormick, Tennille	Secretary/Activities & Athletics
McGlynn, Greg	Theatre
McWilliams, Brandi	Language Arts
Munsey, Jim	Special Education
Nakai, Sheri	Gifted Instructor
Newton, Susan	ESL
Nixon, Gentry	Language Arts
Pavlovich, Jace	Physical Education
Plackemeier, Amy	Business
Radatz, Jane	Nurse
Rawson, Jessica	Special Education
Regier, Jackie	Mathematics
Reith, Michael	Mathematics
Schoenwetter, Bethany	Art
Schopper, Aaron	Speech/Debate/Forensics
Sheedy, Caitlin	Science
Shook, Erica	Language Arts
Smith, Greg	MAC
Strathman, Chris	Accounting, & Business
Stucky, Deb	Nurse
Toews, Alice	Science
Unruh, Lori	Guidance Secretary
Willits, Don	Drafting
Zeitlow, Jeanne	College and Career Advocate

Purpose of the Handbook

This handbook is provided to give students and parents information about the organization and operation of MHS. You are welcome to visit with the administration about the rules and policies of the high school. Students are responsible for meeting the policies and expectations stated in this handbook. The administration reserves the right to make discretionary decisions on unique situations or events not covered in the student handbook.

Nondiscrimination Statement

McPherson USD 418, McPherson, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to or treatment of employment in its programs and activities. Questions regarding the above should be directed to the Associate Superintendent, 514 N. Main, McPherson, Kansas, (620) 241-9400.

Board of Education

The board of education has adopted this behavior policy and handbook. This was done to support the academic and behavior standards in school. The board of education takes the view that a student attends school for the primary purpose of gaining knowledge and skills, and further, that students are expected to work to the limit of their individual abilities.

The board of education believes that while education is a right of American youth, it is not an absolute right. Since you have to be eligible to attend school and you must act in certain ways and take certain courses of study, it is a limited right or a privilege. The privilege of attending school is dependent upon your continued performance of the duties and responsibilities required of you.

These duties and responsibilities are:

- Obey the rules and regulations of McPherson USD 418;
- Take the required course of study;
- Respect the authority of the administration and staff.

Every student who has a sincere desire to remain in school, to study, and to profit by the educational experiences provided, will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success. Therefore, this student behavior policy is not a threat to any student who carries out their responsibilities as defined above. To carry out these responsibilities is quite easy if you conduct yourself as a lady or gentleman, be courteous and respect the rights of others, respect and cooperate with your teacher, and prepare your lessons.

Kansas Board of Regents and Regents Universities Qualified Admissions

Each Kansas resident who has graduated from an accredited Kansas high school and who is seeking admission to a state educational institution shall be admitted if the applicant for admission has achieved at least one of the following:

- a) The applicant has completed the pre-college curriculum prescribed by the board of regents with a minimum grade point average of 2.0 on a 4.0 scale or has been recognized by the board of regents as having attained a functionally equivalent level of education; or
- b) The applicant has a composite American College Testing program (ACT) score of not less than 21 points; or
- c) The applicant ranks in the top 1/3 of the applicant's high school class upon the completion of seven or eight semesters.

Student Information Policy

The McPherson USD 418 Board of Education, McPherson, Kansas, designates the following student information categories as directory information to become public records (i.e. honor rolls, team rosters, student directory, yearbooks):

1. Name, address and telephone number.
2. Parent(s) or guardian.
3. Date and place of birth.
4. Picture and yearbook information.
5. Dates of attendance or grade placement.
6. The most recent educational agency or institution attended by the student.

7. Major field of study.
8. Honors and awards received.
9. Weight, height, and participation in and eligibility for officially recognized activities and sports.

Transcripts issued by the registrar include nationally normed test scores such as ACT, PSAT, SAT and PLAN.

Under the Family Educational Rights and Privacy Act of 1974 and the Elementary and Secondary Education Act, which includes the No Child Left Behind provisions, parents or guardians of students enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records of their children. Practices followed in McPherson USD 418 allow for certain student record information to be released for publication. These practices include the publication of student names with their favorable accomplishments, such as honor rolls and awards. In addition, military recruiters have the right to request a listing of student directory information that includes name, address and phone number. Parents who do not want to have any of the above information released should give written notice to the principal, on or before August 26, 2011.

Grievance 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 must be specific and in reasonable detail as to the who, what, where and when of the complaint. Any complaint not filed within said 20 day period shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time and shall be filed with the clerk of the board. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal.

Emergency Information

The emergency information sheet indicating the persons to notify in case of an emergency and/or need for medical attention, and granting permission to seek care from the designated physician, are kept on file in the school office and the activities office. These are to be filled out at the beginning of each school year.

Emergency Safety Interventions (Board Policy GAAF)

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

- "Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- "Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, **except**:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI

incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

Approved: USD 418 BOE – 12/13

Care of School Property

The McPherson community has provided us with one of the finest facilities and some of the best equipment available to enhance the educational opportunities for all of you. We ask that you share in the community pride by taking care of your books, classroom equipment and furniture, and by keeping the school grounds free of litter. Students will be held financially responsible for any damages to school property caused by their reckless, careless or negligent acts. Ours is a school to be proud of, and with proper care, it is one that will serve for many more years. **Please help by doing your part!**

A School Pride Fund of \$1000 will be set aside by the board of education to promote pride in the facilities of McPherson High School. The fund will be made available to the MHS Student Government, to use at their discretion, less the amount of any vandalism costs that occur during the school year to the high school facility. If the guilty party is determined, no deductions from the fund will take place for that specific incident.

Attendance

Attendance Policy: STUDENTS ARE EXPECTED TO BE PRESENT AND PUNCTUAL FOR ALL CLASSES THROUGHOUT THE YEAR. Attendance is the RESPONSIBILITY of the student and/or parent.

Absences: A parent or guardian shall notify school officials any time a student is going to be absent. If the absence is an extended one (more than two days), the parent/guardian should notify school officials when the student is expected to return to school. **Students have twenty-four hours upon their return to verify that an absence is excused unless arrangements have been made with the attendance secretary/administrator. If a student is absent from class more than 15 minutes, it is an absence unless the student is excused by a staff member.**

What Absences are Excused and How:

Illness (ILL)	Parent verification
Appointment (APP) hair appointments, etc.	Documentation from appt. (medical/dental/legal, etc. NOT
College Visit (CLV)	Documentation from visit
Funeral (FUNER)	Parent Verification
Activity (ACT)	School
Guidance/CCR (GUI)	School
Personal/vacation (PER/VAC)	Approved in advance by Admin. to be excused

Make-up work is the student's responsibility. For extended, excused absences, about which a student's parent/guardian has made contact with the school prior to the absence, a student should make up the work to be missed before he/she is absent. For excused absences, such as illness, students are given one day for each day absent to make up work unless alternate arrangements are made with the teacher. For school-related absences, work is to be turned in before the student leaves for the day.

If a student needs to be excused during the school day, the parent/guardian should notify the school concerning the reason and time the student is to be dismissed. The student should pick up their Leave Building Permit slip from the office prior to the class period they need to be dismissed from. The student should present the slip to their instructor, to verify the time they are to be dismissed from class, and then bring the slip to the office prior to departure. **Students leaving and/or returning during the school day must check out and/or in through the office. The check out requirement at the time of departure applies even if a student has picked up a Leave Building Permit earlier in the day. If a student becomes ill during the day, he/she is to report to the office and an attempt will be made to contact the student's parent/guardian before he/she is released. Students are not to leave until given permission by the office. Failure to follow these attendance procedures will result in the student's absence being unexcused, even if a parent calls to excuse the absence.** If a student has left school for lunch and for some reason is not returning, the parent/guardian of student should notify the school at that time. If the student calls in, he/she must have a parent/guardian call to excuse the absence.

Only parents, guardians, or school officials may excuse student absences. Whether an absence is ultimately deemed excused, is a decision made by school officials. School officials will attempt daily to contact parents/ guardians when a student is absent for a significant part of the school day. For purposes of attendance, a significant part of the day is three or more class periods.

Notification/Allowable Absences per Semester per Class Period:

This refers to excused and unexcused absences per semester, excluding absences for school activities, guidance/CCR and documented college visits, per class period. When a student reaches the number of absences listed below, the listed action/notification will take place.

- 5 AB Attendance Clerk will notify parents by letter or phone and log contact in PowerSchool.
- 7 AB Attendance Clerk will notify parents by letter or phone and log contact in PowerSchool.

9 AB Attendance Clerk will notify the parent by letter and phone and log contact in PowerSchool.

10+AB Student must appear before attendance committee, and may lose credit for the class.

The committee will have the power to allow a student to continue due to certain circumstances, or establish probationary terms for the remainder of the semester. The committee will be comprised of two MHS teachers, one MHS administrator and one MHS counselor.

Students who are eighteen years of age may request that they be responsible for their attendance, with parental approval. In such instances, the school will notify the parent/guardian of this change in notification requirements. *An eighteen year-old student is not subject to the compulsory attendance statute and may be dropped from the active roll if not in regular school attendance.*

Attendance Violation: Any absence that is unexcused due to skipping, an unacceptable reason, or not following school policy/procedures for attendance will be considered an attendance violation. All absences must be excused or a student will earn disciplinary assignments according to the attendance violation stages stated below. When the school becomes aware of student led mass days of absence the policy regarding excused absences may change. Absences called in on those days would require verification for an attended appointment. All other absences, unless cleared by the school for school activities would be treated as unexcused absences.

Consequences for Unexcused Absences (ABU)

- 1 ABU Wednesday or Friday Night School 3:30 - 5:30 pm
- 2 ABU Wednesday or Friday Night School 3:30 - 5:30 pm
- 3+ ABU Wednesday or Friday Night School 3:30 - 6:30 pm

Tardies: Students who arrive at a class after the bell begins to ring will be considered tardy. Students returning late during the lunch hour will receive unexcused tardies. All other tardies will be handled at the classroom teacher's discretion. If a student is tardy longer than 15 minutes, it is recorded as an absence. **Three unexcused tardies equals an unexcused absence. This is effective on the day of the third unexcused tardy. This absence will not be counted as part of the number computed for the semester total, but will carry the same consequences of other unexcused absences**

Truancy: Each principal is designated as a school attendance officer with the authority to report cases of truancy to the Office of the County Attorney. A student is truant if:

- 1. The child is subject to the compulsory attendance law (**ages 7-17**) but is not enrolled in a public or nonpublic school, or,
- 2. The child is subject to the compulsory attendance law and is enrolled in school, but is inexcusably absent for either three consecutive days or five days in a semester, or **seven total days during the academic year.** (K.S.A. 72-113)
- 3. **A 16 or 17 year-old student may be exempt from the compulsory attendance requirement if one of the following criteria is met:**
 - a) **The student is regularly enrolled in a program recognized by the local board of education as an approved alternative educational program.**
 - b) **The student and parent attend a final counseling session at the school and both sign a disclaimer, provided by the school acknowledging the ramifications of terminating the student's educational program. Alternative educational options available to the student will be reviewed during the final counseling session.**

Student Management and Discipline Explanations

Code of Conduct: All students are expected to conduct themselves as ladies and gentlemen at all times. Good discipline is essential to the operation of an effective educational system. Although discipline is not offered as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency in an individual. It is the key to good conduct and proper consideration of other people.

Self-discipline is the most efficient way of obtaining the proper atmosphere toward rules, regulations, and responsibilities. A fundamental belief at MHS is that teachers have the right to teach and students have the right to learn. Any student who infringes on these fundamental rights will be subject to appropriate corrective action.

Conferences: Student management problems and concerns may be addressed through conferences with teachers, parents, counselors, and/or administrators. The student may then be given the opportunity to correct his/her behavior and continue his/her education.

Detention: Detentions may be issued for misbehavior and/or unexcused tardies. Detentions will be served at the teacher's discretion. Any student who fails to report for a detention will receive an additional detention. **A second failure to report for a detention will result in an office referral.**

Inappropriate Behavior: In an effort to promote and ensure a safe, effective educational operation, the following will not be allowed at MHS. This list is not intended to be all inclusive:

- Harassment,
- Hazing/Initiations,
- Throwing snowballs,
- Possession or shooting of fireworks,
- Possession of knives/pocket knives,
- Disruption of the learning environment,
- Sitting on tables or desks,
- Running in halls,
- Eating or drinking in any areas other than the activity center without administrative approval,
- Offensive language,
- Sexual misconduct.

As a general guide, a display of affection between the students is limited to hand holding only. Kissing and intimate embracing are inappropriate.

In-School Suspension: For disciplinary purposes, students may be assigned to ISS. In addition to behaviors listed or implied to be eligible for out of school in suspension or expulsion, an administrator may assign a student to ISS for other violations of the code of conduct or repeated unexcused absences from school.

Failure to meet work or conduct expectations while assigned to ISS, will result in an immediate out-of-school suspension for open defiance.

Law Enforcement Reporting: McPherson USD 418 and MHS are required under the provisions of the Kansas School Safety and Security Act to report to local law enforcement an act committed at school, on school property, or at a school supervised activity which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons.

Suspension and Expulsion: In accordance with K.S.A. 72-8901-8906, the board of education authorizes the principals, assistant principals, and the assistant superintendent to suspend or expel any pupil or student guilty of any of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the board of education.

2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at any school supervised activity.
4. Conduct which, if the student is an adult, constitutes the commission of a misdemeanor or felony or, if the student is a juvenile, would constitute the commission of a misdemeanor or felony if the student were an adult.
5. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school, or substantial and material impingement upon or invasion of the rights of others.
6. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.
7. Possession of a weapon at school, on school property or at a school sponsored event.

Short Term Out-of-School Suspension (OSS): If a student earns a short term OSS the following regulations apply:

1. The student must not be in a school building, at any school-sponsored activity (home or away), or on the property of McPherson USD #418 while suspended from school.
2. When a student returns to school after a period of suspension or for a hearing, the student should first report to the principal's office.
3. An OSS will be classified as an unexcused absence.

The student's parent/guardian will be provided notice of the disciplinary assignment. The OSS period will be no longer than ten school days and a parental conference may be required prior to the student's readmission to school.

Suspension Limitations: If a student earns a second OSS during an academic year, the student will be placed on probation. The parent and student will be notified of the probationary status at the time of the second OSS. If the student is suspended (OSS) for a third time, he/she will be reviewed for an extended-term suspension or expulsion hearing. Flagrant violations may result in a student being recommended for an expulsion hearing at any time.

Things You Need to Know

Academic Integrity: Students are responsible for doing their own academic work. Any student caught cheating may be referred for disciplinary action. This may include classroom penalties and/or suspension dependent upon the severity and/or frequency. The disciplinary progression for academic dishonesty applies throughout the student's academic career. The teacher and/or administration will initiate parent contact for any incident of academic dishonesty.

Before & After School Test Retakes: Students needing to retake tests in accordance with classroom performance accountability policies should make every attempt to complete the test with their primary instructor.

Book Rental: Students rent textbooks through the school district. Additional fees may be charged for specific courses. Students renting textbooks will be responsible for paying the replacement cost of any lost, stolen, or damaged books. Free books are available for qualifying students. For more information, please check with the school principal. Students may purchase their textbooks if they so choose. Each student will receive the High Life newspaper.

If a student leaves for the year, book fees will be refunded on a prorated basis, up until the last four weeks of the school year.

Current Policy: Bullying by Students, Staff & Parents

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law. The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement. (Approved 3/10/14)

What is Bullying?

According to Kansas statute 72-8256 bullying is defined as:

- (1) Intentional, negative actions intended to harm another person (i.e., aggression)
- (2) Severe, persistent or pervasive acts

Experts also suggest that bullying involves an existing power differential between those who bully and those who are victimized.

Administration and/or staff will consider an act of bullying in violation of district policy if it has any affect on the school day. Administration will act upon any acts of bullying that occur on school grounds, at any school-sponsored activity or event (on or off campus), on school-associated transportation, or through school-owned technology.

Forms of bullying behavior:

- (1) Physical bullying – Hitting, pushing, tackling, tripping, poking, tugging, or tearing at clothes.
- (2) Verbal bullying – Calling of names, making verbal threats of physical acts (whether or not they are carried out)
- (3) Attacks on property – Writing on lockers, taking objects to keep or display publicly, destruction of property
- (4) Social or relational bullying – Ostracism, social exclusion, gossip/"trash talking"/rumor spreading, nonverbal gestures such as eye rolling, directed laughter, mimicking
- (5) Cyberbullying – Bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites (i.e., circulating electronic images or videos, insulting text messages, harassment through online games, harassment through social media).

Reporting & Investigating Bullying

Students, families, and staff should report incidents of bullying to the Guidance office or Principal's office. Students may first report a bullying incident to a teacher who will then either report the incident to one of these offices or help the student report the incident.

Staff will use the attached reporting form to aid in tracking incidences of bullying. These forms will be kept in the principal's office.

A staff member from the Principal's office or Guidance office has responsibility to investigate reported incidences of bullying. Upon completion of the investigation, administration will take action regarding the reported bullying incident. However, they are not at liberty to share the outcome or disciplinary action with the affected party.

The Kansas State Department of Education, in partnership with Kansas Children's Service League has provided a 24-hour hotline as an additional resource. You can reach the hotline by calling 1-800-332-6378 or emailing 1800children@kscl.org.

Disciplinary Procedures

Each building will follow its current disciplinary progression (i.e. MTSS Behavior structure, increase in severity of discipline, recording in PowerSchool, use of positive behavior supports)

Church Night: Wednesday evenings are customarily reserved for church activities in the McPherson community, therefore school activities, under MHS jurisdiction, will not be scheduled on Wednesday evenings after 6:30 P.M.

Class Rank

Class rank will be determined by a formula that is designed to reward a student for performance in the local curriculum, standardized test score (ACT) and for taking the Kansas Board of Regents (KBOR) scholars curriculum. The formula is as follows:

Weighted GPA + [ACT score x .1] + KBOR scholars (1 or 0) = Total Class Ranking Score

Example: Weighted GPA (4.0) + ACT [28 x .1 = 2.8] + 1(completion of KBOR scholars curriculum) = 7.8 (Total Class Rank Score)

The Weighted GPA & ACT scores will be calculated based on the best score on record at the end of the seventh semester to determine the graduation class Valedictorian and Salutatorian. The rank will be recalculated after eight semesters to determine the final class rank. The KBOR value will be one point for completing the recommended curriculum or zero if the student does not complete the curriculum and will also be determined at the end of the seventh semester. If the student were enrolled in coursework during the eighth semester to complete the KBOR requirements, then they would get the point for meeting this criterion.

Communication Devices & Electronic Equipment: Students are not to use cell phones, text message or access the internet from non-school personal communication device at any location in the building when class is in session.

MHS discourages students from bringing personal communication, gaming, or music devices to school. However, given that some people can study better while listening to music, such devices can be used, with headphones. A teacher has the right to determine when and whether or not such devices are permitted in their classroom.

If at any time the music disturbs others or is found to be inappropriate in content, the privilege of listening to music will be revoked for that student. Students and parents should note that personal communication, gaming, or music devices are occasionally lost or stolen and MHS is not responsible for such loss. **The student brings such items to school at their own risk and the administration will not invest time in investigating the loss or theft of this type of equipment.**

One additional point that is a non-negotiable item – Students may **never** use any devices of this type during instruction or testing, unless specifically approved by the instructor.

Computer and Other Technology Use:

McPherson High School Computer Use Policy

Technology has become an integral part of our everyday lives. The board and administration strive to provide a balanced technology program to ensure that employees and students have the following opportunities:

- To participate in a technology literacy program;
- To gain an understanding of the applications of technology in today's society;
- To gain an understanding of the social implications of technology applications to society;
- To develop basic skills in general technology use in home and work-related settings;

- To develop skills in the use of technology as instructional tools;
- To develop programs and materials to assist the district in providing excellence in education; and
- To develop vocational skills that can lead to further training or employment opportunities in various fields.

The purpose of providing internet and electronic mail access to students and staff is to promote resource sharing, innovation, and communication. McPherson USD 418 recognizes that with the use of technology comes the possibility that users may access material that is not considered to be of educational value in the school setting. However, McPherson USD 418 firmly believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district.

The internet provides a connection to millions of computers worldwide. The internet can be used to access information that promotes learning and supports the educational objectives of McPherson USD 418. The district requires legal, ethical, and appropriate use of the network/internet. Transmission of any material in violation of any United States or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or material protected by trade secret. Use of the network for commercial activities, product advertisement, religious proselytizing, or political lobbying is prohibited.

The district reserves the right to access stored records in cases where there is a reasonable suspicion that there has been a violation or misuse of the system.

If a user violates provisions, their account will be terminated and future access and usage may be denied. In addition, disciplinary measures may be taken by supervisory personnel.

Computer Policy Statements

This policy statements list is not all inclusive and the administration reserves the right to make discretionary judgment(s), based on the intent of the district computer use policy, for unique situations not addressed in this listing.

Use and Care of Computers and Network Services:

- The student agrees to follow all USD 418 regulations and policies governing the use of the computer and district network services.
- The computer is the property of USD 418 and as such is subject to screening or review for appropriate use at the discretion of school personnel.
- The student shall not remove or alter any USD 418 identification affixed to the computer or alter the identification within the image of the computer, such as the computer name or identification number.
- The student/user should not share their password or account access information with anyone, other than a parent/guardian. The student has ultimate responsibility for the use of their account on the network. The student will be liable for any violations that are traced to their account.
- The student must immediately report theft (or suspected theft) of a school computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel.
- Students should report flagrant misuse or abuse of a school computer or network services to school personnel.
- Students are prohibited from playing non-academic games, including internet-based games, during the instructional day. Any game a student is playing during the school day must be directly related to a school assignment or activity and have prior approval by the instructor.
- Pornographic, obscene, vulgar images, videos, sounds, music, language or materials, including screen savers, backgrounds, pictures or other sexually suggestive content are prohibited.

- Altering and/or attempting to modify the original system configuration of a school computer is strictly prohibited.
- Downloading music or videos is allowed only for academic purposes. Any download must be appropriate for school use.
- Students should back up their academic files to their network data folder on a regular basis. When a computer has to be rebuilt (i.e. system software reconfigured), the computer will be returned to the school with only the operating system and software of the originally established district image. All files stored on the computer will be lost.
- Carry a computer with the top/lid closed.
- Students should not deface or decorate a school computer in any way. The computer is the property of the district and should be given the same care and treatment as all other school property and equipment.
- Only school computers and other devices that access the network provided by USD 418 are allowed in the building for use with the district provided network during the instructional day, unless given prior approval by school officials.
- Classroom teachers may establish additional standards/procedures for computer usage in their respective classrooms.
- No online chatting at school, unless required by a specific assignment and under a teacher's supervision.
- Students should never share personal information about themselves or others while using the computer and/or district network services.

Examples of unacceptable computer/network use:

- Using impolite, abusive, sexually suggestive, or otherwise objectionable language in either public or private messages. This would include internet communication acronyms that could reasonably be interpreted to be inappropriate in their intent.
- Using the technology or network/internet access to disrupt the activity of others, disrupt the educational environment of the school, to harass or discriminate against others, to waste material or human resources, or to interfere with the operation of the network or technology systems provided by the district.
- Using the computer /network services for personal or private business, for product advertisement/solicitation or political activities.
- Using the network for or engaging in illegal activities such as tampering with computer hardware or software, unauthorized entry into the computer, vandalism or destruction of computer files, or downloading of a malicious code.
- Use of the computer to access sites and/or files over the network/internet that are not related to academic purposes or are not aligned with the educational purpose of the district during the academic day.

Conduct for School Assemblies: School assemblies are provided to enhance the total school program. Proper conduct is expected of all students and courteous attention should be given to the person(s) conducting the assembly. Disruptive behavior will be grounds for disciplinary action.

Credit by Examination: A student who intends to attempt establishing credit by examination must notify the counselor or building principal of the intent by written application no later than the fall (October 1) or spring (March 1) deadline for the immediately following semester. Any high school student who believes (s)he can demonstrate advanced mastery of the competencies of a required or a prerequisite course without formal participation in and completion of the course may file a request, in the guidance office, to attempt credit by examination. If the request is approved and the student successfully demonstrates the required competencies, (s)he shall be granted credit for the course and may advance to a more appropriate level of study. A student shall be limited to one

attempt to test out of any one course. Complete information and application forms may be obtained from the guidance office.

Daily Points: Teachers are encouraged to incorporate daily points into the overall assessment of a student's performance and academic grade. Daily points are earned by meeting the daily expectations for a student in class. If daily points are being utilized, the teacher will outline this on the classroom expectations plan.

Dance Guidelines:

1. All students may be checked on entry and exit for the presence of alcohol on their breath. Any student who is found to be under the influence of alcohol will be subject to a five-day out-of-school suspension and a hearing to consider their future status as a student at MHS. This penalty may be reduced to a three-day suspension of the student and parent agree to have the student complete a drug and alcohol assessment and awareness program. The assessment would be the financial responsibility of the parent and the awareness program is provided by the school district. The student's parent(s) would be notified and the violation would be reported to the McPherson Police Department, as required by the School Safety and Security Act.
2. In addition to administrative personnel, four staff members and/or parent chaperones must be present for the purposes of supervision. The sponsoring school club or organization will be financially responsible for two police reserves hired to work all student dances.
3. Representatives of the sponsoring club or organization and the disc jockey will develop a play list of songs for the dance. This list will not include songs containing profanity or content inappropriate for the school setting. In addition, the play list should include a broad mix of song styles to cover the range of interests present within the student body.
4. Students dancing together must dance facing one another and there must be space between them. (Face to face and there must be space!) The exception would be a slow dance. However on a slow dance the hands must stay above the waist level. Any student(s) who violate these guidelines would first receive a warning. This warning would be noted and carries forward throughout the year. A second violation would result in dismissal from the dance and the student not being eligible to attend any remaining dances that school year, including prom.
5. Students are not to congregate in a tight pack on the dance floor area. If a pack develops supervisory personnel will ask the D.J. to give a verbal reminder to spread out on the dance floor. If the pack persists the music will be stopped and supervisory personnel at the dance will issue a final warning. If this does not resolve the issue, the dance will be immediately terminated and no refunds will be granted.
6. Students are hereby given notice that there may be photographic or video equipment utilized by supervisory personnel at any or all dances.
7. Any MHS, or MAC student wishing to bring a guest from outside of either MHS or MAC is required to notify the main office and fill out a guest registration form. Failure to do so will result in the student's guest being denied entry to the dance. All dates must be at least high school age. The administration reserves the right to deny out of school dates.

Dress:

1. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student will not:
 - a) Lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes would disrupt or interfere with the school environment or activity and/or educational objectives;
 - b) Present a physical safety hazard to self, students, staff, and other employees;
 - c) Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence or;

d) Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property, or on one's person.

The principal, or his designee, shall take appropriate corrective and disciplinary action as necessary.

2. Clothing and apparel that bears offensive or sexually suggestive designs or language, advertisement of alcoholic beverages, drugs and/or tobacco products are prohibited at school and school activities.
3. Halter tops and spaghetti straps may not be worn unless they are worn over or under another shirt (not another tank top) and may not expose underclothing.
4. No shirt or blouse may be worn which allow exposed underclothing, midriffs, torso, breasts or cleavage.
5. No off the shoulder shirts or blouses.
6. Shorts, skirts, and dresses should adequately cover the buttocks and upper thighs.
7. Students are required to wear footwear for health reasons.
8. Pants and shorts must be worn fastened at the natural waistline, not exposing underclothing.
9. Clothing and apparel that is of such cut or design as to be considered immodest, shall be deemed inappropriate for wear at school and school activities. Given that styles change over time, the intent of these guidelines is to promote the purpose of the school and reduce potential distractions to the teaching and learning environment. The administration reserves the right to add more guidelines, if deemed necessary.

Coaches, sponsors, administrators, and the student government will assume the responsibility of regulating dress and grooming of students participating in school activities or public performances.

- **Students will not be permitted to wear hats, bandanas, or any form of headgear in the building during the school day (8:15 a.m. – 3:26 p.m.). Head gear of an appropriate nature will be allowed during inside athletic events. Any exception to this policy requires prior administrative approval.**

Students participating in physical education are to wear red shorts and white T-shirts. The clothing shall be of proper fit to afford modesty and permit the student free action to carry out P.E. activities. The class instructor may determine whether or not the clothing meets the requirements and may request that students wear clothing that does.

Drugs/Alcohol: A student shall not possess, use, consume, transport or be under the influence of an intoxicating beverage, mood altering or controlled substance, drug paraphernalia in any attendance center, on school property, or at any school sponsored activity. Violation of this policy will result in a suspension or an expulsion hearing.

The behavior, appearance and/or demeanor of the student or the detection of the odor of alcohol or any controlled substance resulting from consumption or use, may be used to determine if the student is under the influence of any intoxicating beverage or controlled substance. A breathalyzer test may be used by the administrators, or their designee(s), at their discretion for suspected consumption of alcohol.

Violation of this policy will result in suspension and may result in expulsion. A Request to Administer Medication form must be completed and on file in the school office, if school personnel are to administer any medication to a student at school or school activities. Self-Administered emergency and over-the-counter medications also require a completed "Request to Administer Medication" form and school nurse approval. Authorized and proper usage of prescription medicine shall not be considered a violation of the drug and alcohol policy. Improper usage, abuse, or distribution of any medication, prescription or over-the-counter, may result in disciplinary action.

Emergency Closings: If there is an emergency closing of MHS, an announcement will be made as soon as possible on KNGI-1540 AM, KBBE-96.7 FM, KSAL-1150 AM, KFDI-1070 AM, KFDI-101.3 FM, KYEZ-93.7 FM, and KWCH Channel 12 TV, and the AlertNow phone system..

Enrollment Requirements: All students, except for second year seniors or married students, shall enroll in a minimum of seven periods **and be in regular attendance**; exempted students may enroll in courses needed to complete graduation requirements. Course changes may only be made within the first two days of each semester.

Students should select their classes very carefully as class changes will not be permitted unless they meet one of the following requirements:

1. The teacher/administration believes it is academically in the best interest of the student to change a class.
2. The student's schedule must be changed to meet graduation requirements.
3. The student's schedule must be changed to balance class loads.
4. The student's schedule must be changed for medical reasons (supported by a doctor's statement).

A student's schedule will not be changed because of a teacher preference. Students currently under suspension or expulsion from another school shall not be permitted to enroll in MHS.

Resident Students: To attend school at MHS, students must be a resident of McPherson USD 418 or live with a resident of USD 418. The resident of the district with whom the student is living must be the student's parent or person acting as a parent who has the USD 418 Durable Power of Attorney form on file designating them as the responsible party for the student. The residence must be the residence or place where the student regularly sleeps each night. Any student moving outside the district after school has started may finish the year. Non-resident students will be considered for enrollment according to the process below.

Non-Resident Students: Non-resident students may be admitted after submission and approval of an application according to the McPherson USD 418 policies. A new application has to be submitted for each year and an application can be denied based upon administrative review of a student's academic, attendance and citizenship records.

Transfer Students: Any student not currently serving a suspension or expulsion transferring from an accredited school shall be eligible for admission. Students who transfer from non-accredited schools shall provide the following information:

1. Name of Course.
2. Accreditation agency of the previous school.
3. Name of the instructor.
4. Instructor's state certification.
5. Number of clock hours of course duration.
6. Grade entered.
7. Units of credit given by previous school.
8. When credits were earned.

Credit will be considered for acceptance by the principal as validated work after considering items 1 through 8.

First Time Enrollments: The proof of identity for students enrolling for the first time in the district may include, but may not be limited to, such items as the student's birth certificate, a copy of the court order placing the student in the custody of the Kansas Department of Children and Families, a certified transcript of the student, a baptismal certificate, or other documentary evidence that the board of education considers satisfactory.

If the identity of the student is not proven by documentary evidence within 30 days, the enrolling office shall notify the local law enforcement agency as required by law.

Transfer Students - Secondary Credit (9-12): Students entering MHS may receive credits from an accredited high school. Granting of credits from a non-accredited high school will be subject to program review by the principal and Assistant Superintendent for Instruction. Any credit granted from a non-accredited program will be recorded as pass or fail with no points toward grade point average. Thus, only credits and points earned from a high school which is accredited by the state department of education of the home state of the granting school will be used to compute the grade point average. Students must attend and receive credits from high schools accredited by the state department of education the final three years of high school to be eligible for selection as valedictorian or salutatorian.

Exclusion from Instruction: McPherson Board of Education policies provide a provision that allows parents to request that their child be excused from instructional topics which

- a) involve human sexuality and AIDs, or
- b) topics that are objectionable on religious grounds.

Parents who believe either situation applies for their child should contact the school principal for information about opt-out procedures.

Final Exams: Teachers will administer a summative final assessment, final course project and/or performance retakes during the final exam schedule or final days of the semester. In order to protect the integrity of the exam, final examinations will not be administered early. Arrangements should be made by students with the individual teachers to take the exams when they return.

There will be no exemptions for final exams and a student's academic grade will be based on their performance in the course. A student receiving an incomplete for a course must complete course requirements within the timeline established by the instructor and approved by the administration.

Final exam will be administered on the last 2 days of the semester.

Fire and Tornado Drills: State regulations require that three tornado drills and monthly fire drills be held during the school year. Occupants of the building are required to respond immediately. In the event of a tornado, students should not leave school until it is deemed safe to leave. When a tornado warning is in effect, students will not be dismissed unless a parent picks them up or administrative approval is given.

Any student found guilty of purposely activating a false fire alarm shall be suspended immediately and legal action will be taken against the student.

Grade Reports: Grade reports will be issued following the completion of each academic semester. Teachers will have progress reports available for parents during parent-teacher conferences.

Students who are 18 years old may request responsibility for communication concerning their grades and academic progress.

A notice to parents of students who do not have e-mail/PowerSchool access and whose student(s) are not completing satisfactory work will be sent at least once each semester.

If a student is removed from a class and cannot transfer to another class, a grade of F will be recorded.

Grading Scale/Grade Point Average: The grading scale for all courses at MHS is listed below. Grade point average (GPA) will be calculated utilizing a system whereby a grade of A = 4, B = 3, C = 2, D = 1, and F = 0.

McPHERSON HIGH SCHOOL GRADING SCALE

A+	100-98	A	97-93	A-	92-90
B+	89-87	B	86-83	B-	82-80
C+	79-77	C	76-73	C-	72-70
D+	69-67	D	66-63	D-	62-60
F	59 and below				

Any course that is designated as Pre-Advanced Placement (Pre-AP) or Advanced Placement (AP) will receive an additional grade point. The grade stands as dictated by the percentage earned in the course, only the grade point is adjusted.

Graduation Requirements: Students must earn twenty-six credits and meet the designated requirements of the academic program to be eligible for graduation from MHS. These credits must include:

- 4 units of English
- 3 units of Social Science
- 3 units of Science
- 3 units of Math
- 1 unit of Physical Education
- 1 unit of Fine Arts
- 11 units of electives

Beginning with the Class of 2016, all students graduating from McPherson High School will be required to reach the Silver Level on the ACT WorkKeys assessment prior to graduation. Exceptions will be made on a case-by-case basis due to a student's academic placement.

Hall Passes: Teachers will record a hall pass in the Student Handbook/Planner when it is necessary for students to leave the classroom. When students receive permission to leave class, they should promptly take care of the designated business, return to the classroom and have the teacher sign the time returned in their planner. Any school employee may ask to see the student's planner and check the hall pass when they are in the hallway while class is in session.

Hazing: Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For purposes of this policy, hazing is defined as any activity that recklessly, intentionally, or unintentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization or activity recognized by the Board of Education. Any student who believes they have been subjected to hazing should promptly report the incident to a staff member or principal.

Homebound Instruction: Educational services will be provided in the home to students who are unable to attend school because of a mental and/or physical illness. Arrangements may be made through the school administration.

Homework: Homework is an important part of the educational program and it is the students' responsibility to complete assignments to fulfill the requirements of their courses. Homework assignments may be requested for up to three school days in advance. The instructor will provide additional homework, after the initial homework has been satisfactorily completed.

Honor Roll: The honor roll is published following each academic semester. Students with a grade point average of 3.3 to 4.0 are eligible for the honor roll. Students with a grade point average of 3.0 to 3.2 are eligible for honorable mention. **To be eligible for consideration for the honor roll, a student must be a full time student and be taking no more than two pass/fail or audit classes.**

Immunizations: Kansas law requires that students entering a Kansas school must present current evidence of immunization. Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations. Students may also enroll if the pupil is transferring into this district and are awaiting transfer of records or have a written medical or religious exemption.

Library/Media Center: Students may check out a wide variety of books, magazines, and reference books. The library is a resource center and a place for quiet study; it is not to be used for socializing or lounging. Hours are from 8:00 a.m. to 3:45 p.m.

Check out time periods are two weeks for books; and school day for magazines and reference materials. All materials may be renewed, unless they have been requested by someone else.

Students must place all materials they are returning into the book drop; if they do not, they will be held responsible if the materials disappear. All overdue materials will cost ten cents per day. Materials must be brought back to the library for renewal.

Students are responsible for replacement cost of any material damaged, lost, or stolen.

Lockers: A MHS locker with combination lock will be assigned to each student upon enrollment. Lockers are the property of McPherson USD 418 and therefore are subject to periodic inspection. Students are to keep their lockers secure at all times and are not to share a locker or give the combination to other students. In the event a lock is lost, the student to whom it was assigned will be responsible for paying the replacement cost.

Loitering: Students have the responsibility of meeting their daily schedule. This should be accomplished with minimum time in the hallways. Passing periods should be used efficiently minimizing time out of class. **Students are not to be in the parking lots during passing periods.**

Students enrolled in Psychology Lab, Teacher Aide, or Internships are expected to be at their assigned locations during those hours and not loitering around the building. The gym is a classroom area for the physical education classes. Students are not to loiter in the gym area. Students who have completed their scheduled school day are to be under the supervision of a teacher if they remain in the building or on school grounds.

Lunch and Breakfast: Well-balanced meals are available to students each day. Breakfast is served in the cafeteria beginning at 7:30 a.m., and is open until 8:10 a.m. Breakfast and lunch are available as a meal, or as a la carte items, purchased at the posted individual prices.

Deposits into the student's personal meal account can be made prior to 8:10 a.m., each school day in the cafeteria. Checks should be made payable to USD 418. Students are not allowed to charge, or go negative, on their meal accounts. Students may bring sack lunches, which should be kept in their lockers until their lunch period.

The schedule at MHS allows senior level students a 30 minute open lunch period. Freshmen, sophomores and juniors have closed lunch and are restricted to the areas discussed below during their lunch period. Violation of the closed lunch or designated area requirements during lunch results in a two day out-of-school suspension. Seniors providing transportation for underclassmen to violate the closed lunch policy will be assigned a two day suspension. First lunch period is from 11:04 a.m. until 11:34 p.m.; second lunch period is 12:02 until 12:32 p.m. Parents wishing to pick up their freshmen, sophomore or junior students for lunch should make arrangements through the high school office. It is recommended that lunches purchased at school, or brought from home be eaten in the AC. Food or drink will not be permitted in the roundhouse or classroom areas and students are not permitted to loiter in the classroom areas. During their lunch period, students are to be in the AC, library (if studying/reading) or in the areas just outside the main east and west entrances. **Students are not to be in the parking lots without permission.** Students are not to be in any other areas of the building or campus until the end of their lunch session unless they have a pass from a teacher, coach or sponsor.

Students are expected to assist in keeping the AC clean by clearing their trash and trays from the tables.

Parking: Student parking is available in the south and west parking lots. Students are not to park in other areas without permission. For safety reasons, students are to register any vehicle to be parked on campus during the school day with the office. School administration may restrict campus parking privileges because of space limitations. **McPherson City Police patrol the parking lots regularly for student and staff safety. McPherson city ordinances are in effect on school property. Parking tickets will be written when appropriate.**

Reserved parking is designated for staff in the west parking lot and other designated areas. Students are not permitted to park in reserved parking stalls, stalls designated as visitor parking, or in the bus loading zone in the northwest lot between 6:45 a.m., and 3:45 p.m., on school days. Parking and/or driving violations on campus will result in disciplinary action.

Pass/Fail Courses: Students may take one elective course, as well as teacher's aide, library aide, or office aide, each semester on a pass/fail basis, with written permission from a parent/guardian. A class must be designated pass/fail prior to the end of the ninth week of the semester. These dates would be October 16th for the fall semester and March 5th for the spring semester. However, if the student fails the class, the grade will be included in figuring the grade point average.

Personal Conflict: All students are expected to conduct themselves as ladies and gentlemen at all times. Fighting, harassment, bullying and intimidation are not acceptable behaviors at MHS. This would include digital or online activities at school, or brought into the school setting. Violators will be referred to the administration for appropriate intervention activities. Suspension or expulsion may result due to a violation, as well as disorderly conduct charges filed with the police department

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

Sexual Harassment: McPherson USD 418 policy states district employees shall not sexually harass, or permit sexual harassment of a student by a district employee, student, non-employee, or non-student.

Any student who believes he/she has been subjected to sexual harassment should discuss the problem with his/her principal or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student.

Student Handbook/Planner: All students are required to have their Student Handbook/Planner with them daily in classes. If lost, the replacement cost will be \$5. Students are encouraged to regularly record assignments in their planner and teachers may incorporate usage of this organizational tool into daily points for the class. Students will also use the Student Handbook/Planner as a hall pass. Students without their planner will not be permitted to leave class.

Supplies: Students are expected to purchase the necessary supplies for their classes.

Telephones: Telephones in the building are for conducting school business; they may be used upon return from away school activities and in emergencies. Generally, only messages from parents will be taken for students. Students will not be called out of classes for telephone calls, except in an emergency.

Testing: The USD 418 Board of Education has placed a priority for all students to be college and career ready by the time of graduation. In order to make these determinations all seniors are required to take the ACT and WorkKeys tests, at school district expense. Failure to take the ACT, or WorkKeys tests will result in non-participation in the graduation ceremony. Students signed up to take the the ACT, and who fail to attend their scheduled session, will be required to pay the late-fee/change fee levied by ACT.

Tobacco: MHS is a tobacco free campus for students, staff and visitors. Possession, smoking, or the use of any tobacco and/or electronic cigarette is prohibited at any time on school property or immediately adjacent property, or at any school activity, home or away. In view of the health concerns, the use of tobacco is discouraged at any time.

According to the Cigarette and Tobacco Products Act, effective July 1, 1996, purchasing or possessing, or attempting to purchase or possess tobacco or tobacco products by minors are misdemeanor offenses. Law enforcement officials will be notified as per the Kansas School Safety and Security Act.

Transportation: Bus transportation is available to McPherson USD 418 resident students living outside the city limits. Information about bus routing and times may be obtained by contacting the bus barn, 241-6830, or the USD 418 business office, 241-9400.

Visitors: All visitors to MHS must check in at the office. In the case of student visitors, parents must contact a school administrator to obtain permission and a Visitor's Pass prior to the visitor coming to school. Multiple day visitations and visits during the first or last five days of each semester are not permitted.

Weapons: A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on school grounds or off school grounds at a school activity, function or event. (This includes on all school provided transportation.)

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

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

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

As used in this policy, the term destructive device means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other device similar to any of these devices. (See Board of Education Policy JCDAC)

Working Students: Students should not accept employment that interferes with the school day. This is to make it possible to carry out activities and/or detentions, when necessary, without interference.

Seniors who are enrolled in school sponsored work programs are permitted to be employed during the school day. However, employers should be informed that if the students need to stay at school until 4 p.m., they will be expected to do so.

Activities Information

Bowling, tennis, soccer, football, volleyball, cross country, wrestling, basketball, swimming, golf, track, baseball, softball, hi-steppers, cheerleading, debate, forensics and Scholars Bowl are offered at MHS.

Students are eligible for these sports and activities and regional/state competition in band, orchestra and vocal music if they meet the following criteria:

1. Bona fide student of MHS in good standing;
2. Have passed at least five subjects the previous semester;
3. Enrolled and attendance in at least five new subjects (not previously passed) during the current semester;
4. Have not been in high school more than eight semesters; and
5. Are not 19 years of age on or before August 1.

MHS Subject Mastery and KSHSAA Eligibility Requirements:

1. Students who have not mastered all units of study when the semester is over will receive an In Progress (IP). Students having more than one unit of study not mastered in a subject will be declared as not having passed that course for the purposes of eligibility for extracurricular activities.
2. Any student having one unit to complete in a course will have one opportunity consisting of a maximum of six hours during the course of one day to complete the course work at mastery level. The one day, six-hour session will occur within ten calendar days after classes commence for the spring semester or ten calendar days after Memorial Day.
3. Any student meeting the criterion in item two who has not passed and/or completed five subjects of unit weight, including marks of IP, will be held out of competition during the subsequent semester until MHS can verify mastery of subject matter and eligibility.
4. Any student completing mastery during the allotted time frame noted in item two and meeting KSHSAA requirements would be declared eligible by MHS and immediately allowed to participate in interscholastic competition.

Any questions concerning eligibility should be directed to the activities director.

Absences for School Activities: Students are responsible for securing and completing assignments in those classes which might be missed due to participation in any school-related activity. The student is to personally make contact with the teacher(s) of the class(es) to be missed prior to the activity's date and time of departure to establish a timeline for the completion of any work missed due to the student's absence.

Activity Participation: **Students may not practice or participate in a contest on a day they miss any part of the school day unless they are given prior approval by the assistant principal/activities director. Students who miss school for any part of a given day, due to illness, will not be able to participate in a game or practice that day.** When calling the school to make arrangements, the parent/guardian should **call the Activities Office directly at 241-9510. This information will be given to the attendance office and the activity coach or sponsor.** If for any reason the student's absence is not detected and the student takes part in the day's activities, they will be held out of the next corresponding contests or practice immediately after the absence is detected.

Students with recurring tardies will be conferenced by their respective activity sponsors. Continued tardies will result in a conference with the activities director and may result in the student being withheld from the extracurricular activity.

Activity Tickets: Students may purchase an activity ticket, which allows admission to home football, soccer, basketball, softball and baseball games, home wrestling and volleyball matches. The activity ticket does NOT include admission to any invitational tournaments hosted by McPherson or KSHSAA events held at MHS or all school plays and musicals. Tickets must be presented at the gate for admission to the activity. A \$3 charge will be assessed if a duplicate ticket is issued.

Students will not be given a pass out after they enter an activity unless prior arrangements have been made with the Activities Office.

Participation Fee: Any student who participates in a KSHSAA sponsored activity will be required to pay a participation fee of \$50.00 prior to the first competition or activity. The cost is \$35.00 for reduced lunch students and \$0 for students receiving free lunches.

Admission Prices: Adults \$6.00 and students \$4.00

Conduct and Sportsmanship at High School Activities and Athletics: Activities and athletics are included in the total school program because of their educational value and the added dimension they provide to the educational opportunities for students.

Fans, both students and adults, are expected to exhibit good sportsmanship at all times. Individuals who fail to comply with management requests for compliance of acceptable standards may be removed from the contest.

Continued wide-spread use of inappropriate conduct may result in the contest being suspended and the stands emptied before continuing or cancelling the contest.

Fund Raising: School organizations or groups will need to acquire written administrative approval before conducting fund raising by sales promotion. No food products are to be sold during the school day as part of a fund raising activity. Funds raised by the promotion must be used for the approved purpose.

Insurance: The school district does not have insurance to cover initial medical expenses of students injured in accidents while participating in school activities. The district does purchase an insurance policy for students participating in interscholastic activity programs to cover excess medical costs. This policy has a \$25,000 deductible and pays if not covered by a primary insurance policy.

Letter Awards: Students who participate in varsity athletics and meet the letter requirements established by the head coach and are in good standing in school will receive a seven-inch chenille M. All freshmen athletes will receive a freshmen numeral. Any student athlete participating after the freshmen year may purchase a numeral from the Activities Office.

At the beginning of each season, coaches will review and provide a written copy of the criteria for lettering with the participants in each sport.

National Honor Society: The National Honor Society is based on four pillars: Academics, Leadership, Character, and Service. Membership in the National Honor Society is a privilege earned through outstanding achievement. Juniors and seniors with cumulative weighted GPAs of 3.5 and above are invited to apply for membership in the spring semester. There is no minimum or maximum number of students who are invited to join NHS.

Once an invitation has been offered, potential members, called interns, should complete the application packet and return the necessary documents by the date required. Completed packets will include a listing of the student's activities during high school that highlight his or her leadership, character, and desire to serve the community. Additionally, each student is required to write an essay according to the prompt in the application packet. Incomplete packets will not be considered.

After the application packets have been submitted and compiled by the sponsor(s), all faculty members will be asked to give feedback about each of the interns who submitted applications.

The NHS faculty council will then consider each student's application, teacher feedback, and review the essays as necessary. Students who epitomize the pillars of the National Honor Society will be inducted as members. There is no limit to the number of students who may become members each year. It is the desire of the McPherson High School Chapter to uphold the values and integrity of the National Honor Society.

Complete bylaws of the McPherson chapter of NHS may be obtained from the NHS sponsor.

Pep Rallies: Pep rallies will be determined by the director of activities. The purpose of pep rallies is to generate enthusiasm for interscholastic games and to promote a wholesome and sportsmanlike school spirit. Students are urged to participate in the rallies.

Physical/Parental Consent Forms: Prior to participation in any interscholastic athletic activity, practice or competition, including cheerleading or Hi-Steppers, a student must have on file with the Activities Office the completed, signed KSHSAA physical and MHS parental consent forms. The KSHSAA physical form must be completed after May 1 of the previous school year and must be signed by the physician, parent/guardian and student. The MHS parental consent form contains information regarding assumption of risk of injury, student information and a medical release form, as well as standards of behavior and discipline for all MHS activities participants. This form also requires multiple signatures on the part of the student and parent/guardian. Blank forms may be picked up in the Activities Office and must be turned in prior to the beginning of the respective activity season. A student cannot practice without both the KSHSAA physical and the MHS parental consent form being on file in the Activities Office.

Special Recognition: Students participating in extracurricular activities may receive special awards such as certificates, letters, ribbons and medals. At the beginning of the school year, teachers, sponsors and coaches that wish to give such awards will present in writing to the administration the following information: purpose of award, type of award, basis by which students will be selected to receive awards, and the cost of awards. All awards must be in accordance with the rules and regulations of KSHSAA. Teachers, sponsors and coaches will review and provide a written copy of the criteria with the participants in each activity.

Transportation to Activities: McPherson USD 418 provides transportation for students participating in school activities outside the school district. Students are to ride to and from the activity in school transportation. Parents must provide written request 24 hours prior to departure to the activities director to make arrangements for alternative transportation.

Tryouts: Most of the sports and activities at McPherson High School have tryouts for students interested in making the team. Tryout procedures are determined by the coach/sponsor.

Sportsmanship Code of the Ark Valley CHISHOLM TRAIL League

Preamble: Let it hereby be resolved that we, the schools comprising the Ark Valley Chisholm Trail League, will be united in common effort to promote better sportsmanship. The following points are set forth to provide a better relationship among all students and adult fans, to discard the elements of dissension among all schools, to promote friendly rivalry, and to further a closer relationship among the schools and communities included in this league. So we recommend that the following conception of sportsmanship be accepted and practiced by the schools in the league.

Cooperation: We will cooperate with each other in making pre-game arrangements; exchanging cheerleader courtesies and exhibiting a willingness to cooperate with opposing teams and all of their representatives.

Courtesy: We will strive to maintain courteous association before, during, and after all inter-school activities. By thinking open-mindedly, we will keep our emotions and sentiments from overcoming our better judgment and common sense.

Fair play: We dedicate ourselves to practice fair play in reality and spirit. We will seek to win by fair and sportsmanlike means, according to the rules of the game and as interpreted by the officials. We can best understand and appreciate the other person's point of view, his feelings and situations by practice of the Golden Rule: Do unto others as you would have them do unto you.

Friendliness: We will respect the other schools and be courteous and gracious to the fullest extent. We will reserve a student section at all games, and treat our opponents as guests. We will congratulate our opponents, win or lose, to further the friendship throughout the league.

Respect: We will respect the rights of others and the officials' decisions. We will respect all schools songs, the property of others, the school spirit of our opponents, and all people attending the games, by staying in the stands during the game and not blocking the view. We will refrain from uttering abusive or irritating remarks from the sideline.

Organizations

Students are encouraged to participate in the numerous clubs and sports available at MHS. These extracurricular activities offer opportunities for character and leadership development, as well as provide fun and personal enjoyment.

Art Guild

Membership: Enrollment in Art Classes

Sponsors: Stacy Hall

Drama Club

Membership: Open to students participating in drama activities

Sponsors: Greg McGlynn

Future Farmers of America (FFA)

Membership: Enrollment in vocational agriculture; may then be continued indefinitely whether or not enrolled in the course

Sponsor: Dean Brown

Family Career & Consumer Leaders of America (FCCLA)

Membership: Current enrollment in Family and Consumer Science, or at least one semester of FACS in high school

Sponsor: Julie Diepenbrock

International Language Club

Membership: Open to students interested in international languages and culture

Sponsor: Neva Krug

K.A.Y.

Membership: Open to all high school students

Sponsors: Emilea Harlin

National Forensics League

Membership: Speech activity

Sponsor: Aaron Schopper

National Honor Society

Sponsor: Sylvia Ehrlich

Scholars Bowl

Membership: Selection by faculty recommendation

Sponsors: Fay Carey

Science Club

Membership: Open to students interested in science

Sponsors: Alice Toews

Skills USA (VICA)

Membership: Open to students in vocational classes

Sponsors: Don Willits/Mike Swinehart

Student Government

Membership: Petition and election

Sponsors: Gentry Nixon

Class Sponsors

Seniors:	Erica Shook
Juniors:	Julia Ivers and Marla Tolbert
Sophomores:	Tennile McCormick
Freshman:	Neva Krug

Guidance Services

*Focusing on the future through... *challenging academics **

** focused course selection ** career-related learning **

Guidance Services: The guidance counselors strive to give each student an opportunity to explore, develop, and progress toward individual goals. Students may schedule appointments to visit with a counselor as needed for educational, personal-social, or career purposes.

As an integral part of the school operation, the guidance department provides planned activities to help achieve the overall educational goals of the school, which include:

- College and career planning night for students and parents,
- Planned conferences with students,
- Freshmen orientation.
- Freshmen orientation meetings with parents,
- Financial aid information night for seniors and parents,
- Senior Honors Night,
- Administering and interpreting the ACT, PSAT, ASVAB, State of Kansas Assessment, and career planning tests,
- Career planning and guidance.

Career Planning: Choosing a career is one of the most important decisions you'll ever make. At some point during their years at MHS all students will take a Career Interest Inventory. This will be a survey that should assist in the identification of areas of interest or potential career pathways.

In your lifetime you will work (at something) for about 86,000 hours, or 2,150 weeks, or 43 years. Since you are going to spend so much time working, you should find work that you are good at and that you enjoy.

How do you find out what you might be good at and enjoy? Like anything else, you 'try-before-you-buy.' You try on clothes before you buy them, you test-drive a car before you buy it, and you should try out a few careers to help you figure out what will work for you.

Trying-out careers is really pretty easy! Participate in job shadowing opportunities, participate in work-study opportunities, apply for independent study opportunities where you can be on a work site, and VOLUNTEER. Volunteering to spend an afternoon helping at a business/industry that you are interested in is a great way to learn more about careers. All of these opportunities are available here at McPherson High School. Take advantage of them!

In his book, *Teenagers Preparing for the Real World*, Chad Foster gives 12 pointers for teenagers wondering how to get ready for life after high school.

- Find your passion.
- Buy an address book and fill it (with the names/addresses of people you meet -- and keep in touch with them.)
- Meet all kinds of people.
- Ask a million questions.
- Stay in touch with everyone.

- Read everything you can.
- Uncover your natural talents.
- Try a few jobs before college or university.
- Dream and pursue your dreams.
- Always do the right thing.
- Volunteer for community service.
- Remember, success is a journey, not a destination.

MHS/MMS Substance Abuse Policy for Students Involved in KSHSAA Activities

Grades 7-12

Certain standards of social behavior are expected of all students in USD 418. However, since students participating in interschool activities sponsored by the Kansas State High School Activities Association voluntarily make a commitment to become team members and because they are more visible representatives of our school and community, they are expected to meet higher standards of conduct and discipline. McPherson High School and McPherson Middle School endorses a substance abuse prevention policy, which includes random drug testing as outlined in USD 418 BOE Policy, that will aid students in abstaining from the possession and/or use of unauthorized drugs, steroids, alcoholic beverages, or any form of tobacco, intervene early when student use is detected, and take corrective action.

A violation of the policy is defined as possession and/or use of unauthorized drugs, steroids, alcoholic beverages, or any form of tobacco. A USD #418 staff member, police report, positive result from random drug test as defined by USD 418 BOE Policy and/or parent or student self-referral will verify violations. A violation shall result in the participant being suspended from the respective team/group as outlined below. A hearing with the participant, their parents, the coach, and Activities Director or Principal is required. When applicable, the person witnessing the violation would also be present.

1st Violation Consequences:

The student participant will be ineligible for next 20% of scheduled competitions/performances or remainder of season (which ever is shorter) in each KSHSAA activity they are currently involved in. The specific coach or sponsor's individual team/group policy may supersede the requirements of this policy based on prior behavior, but cannot be less than the provisions of this paragraph.

Additionally, student participants who have a first violation will be required to submit to five follow-up drug tests, as outlined in USD 418 BOE Policy, during the next twelve (12) month period and will be required to participate in a chemical assessment program to determine the extent of their drug/alcohol use and follow any recommendations made during the assessment. The cost of the follow up drug tests and chemical assessment will be the responsibility of the student or student's parents or guardian if under age 18.

2nd Violation Consequences:

The student participant being declared ineligible from all KSHSAA sponsored extracurricular activities in which he/she is currently participating and denied participation in future KSHSAA sponsored extracurricular activities for a period of 18 school weeks.(weeks during the summer would not apply, so these 18 weeks can carry over into the next school year).

In addition, the student must complete a comprehensive substance abuse program recommended by a certified substance abuse professional and follow any recommendations made. The student will continue or repeat the five necessary follow-up drug screens, as outlined in USD 418 BOE

Policy. The cost of the substance abuse program and follow up drug tests will be the responsibility of the student or student's parent or guardian if under age 18.

3rd Violation Consequences:

The student participant will be barred from participation in any KSHSAA sponsored extracurricular activities for a minimum of one calendar year.

In addition, the student must participate in a chemical assessment program and successfully complete a substance abuse program recommended by a certified substance abuse professional, and follow any recommendations, at the expense of the student or student's parents or guardian (The substance abuse program can not be the same program attended as a result of the 2nd violation). At the end of the one calendar year and successful completion of the substance abuse program, the student must complete another drug screen at the student's expense, with negative results. Upon return to participation in KSHSAA sponsored extracurricular activities, the student will continue or repeat the five necessary follow-up drug screens, as outlined in USD 418 BOE Policy, at their own expense. The period of exclusion from extracurricular activities may continue into the following school year.

Additional Violations after 3rd Consequence:

The student participant would be barred from participation in KSHSAA sponsored extracurricular activities for an additional one calendar year for each positive result.

Policy for Urine Drug Testing of McPherson USD 418 Students Involved in KSHSAA Sponsored Activities

Grades 7-12

OVERVIEW

The USD 418 Board of Education, in an effort to protect the health and safety of its students involved in KSHSAA sponsored extracurricular activities from illegal drug and alcohol use and abuse or injuries resulting from the use of illegal drugs and or alcohol adopts this policy for drug testing of students participating in KSHSAA sponsored extracurricular activities. The procedure for random and possible initial drug testing of middle school and high school students participating in KSHSAA sponsored extracurricular activities as defined in this policy is accomplished in conjunction with an independent drug-testing vendor selected by the USD 418 Board of Education. To facilitate random testing, the designated official will provide the vendor with a list of eligible students and in turn the vendor will randomly select up to ten percent (10%) of the eligible high school and up to five percent (5%) of the eligible middle school students for random drug testing at each testing period. The number of students selected for each test will be determined by the designated official. In the event the USD 418 Board of Education requires initial drug testing, each student electing to participate in any extracurricular activity will be required to submit to a urine drug test at the beginning of each school year or if a student is new to the district, within 30 days of enrollment in USD 418. The vendor will send qualified collectors to the school to oversee the collection of all specimens as outlined in this policy and procedure. The vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principal or designated official by the MRO. Specimens are collected as split specimens.

The random drug testing program is academically non-punitive. This policy is designed to create a safe, drug free, environment for students and assist them in getting help when needed. However, to the extent a violation of this policy would also constitute a violation of the District's policy for Illegal and Controlled Substances (JCDAB), the sanctions of Policy JCDAB will also apply, as will the policies concerning substance abuse in the McPherson Middle and High School handbooks. Participation in KSHSAA sponsored school extracurricular activities is a privilege. Accordingly,

students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.

DEFINITIONS

Vendor – The medical office or company selected by the Board of Education to carry out the policy and procedure.

Designated Official – The individual hired by the school or district to oversee the drug testing program of the school or district.

KSHSAA – Kansas State High School Activities Association

KSHSAA Sponsored Extracurricular Activities – School-sponsored activities including:

- a. Grades 7-12 competitive athletic teams, including, but not limited to: boys/girls cross country, football, boys/girls soccer, boys/girls tennis, boys/girls basketball, boys/girls golf, wrestling, baseball, volleyball, softball, boys/girls track & field, boys/girls swimming, boys/girls bowling, and other athletics as specified by the Board of Education.
- b. Grades 7-12 noncompetitive extracurricular activities including, but not limited to, cheerleading, Hi-Steppers/dance squads, debate, forensics, band, orchestra, vocal music, National Honor Society, Student Council, KAY, scholar's bowl, and other activities as specified by the Board of Education.

An information list of KSHSAA sponsored extracurricular activities will be prepared by the building principal and may be modified as determined by the building principal.

Medical Review Officer (MRO) – A licensed physician trained and certified in the process and interpretation of drug testing results.

Illicit Substance – A drug classified by the Drug Enforcement Administration(DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Banned Substance – A substance defined by School policy as being banned from use by students.

Student Participant – A USD 418 student participating on a KSHSAA sanctioned athletic team, or any other KSHSAA sponsored extracurricular activity as defined by this policy.

SAMSHA – The Substance Abuse and Mental Health Services Administration is a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

GC/MS – Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Quantitative Levels – The measurement levels of specific chemicals in the urine reported usually in nanograms per milliliter (ng/ml).

Chain-of-Custody Form – A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Adulterant/Adulteration – Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully overhydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

PROCEDURES FOR STUDENTS

- a. **Informed Consent for Testing**

At the beginning of each school year, students and parent/guardian/custodian will complete and sign the Informed Consent Agreement (Exhibit A) and Release of Information Form for

Medical Review Officer (Exhibit C). No student may participate in any extra-curricular activity, as defined by this policy, until this form is properly executed and on file with the school. If a student wished to participate at any point during the school year, these forms must be filed prior to beginning the KSHSAA sponsored activity, or October 1st, whichever comes first. Transfer students wanting to participate must complete forms upon arrival if wanting to participate in KSHSAA activities that school year.

b. Urine Drug Testing Frequency

All students wishing to participate in KSHSAA sponsored extracurricular activities as defined by this policy may be subject to urine testing for illegal or banned substances as specified in Paragraph 9 below. Up to ten percent (10%) of eligible students in grades 9-12, and up to five percent (5%) of eligible student in grades 7-8 will be randomly tested on up to a bi-weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to participate in extracurricular activities as defined by this policy. The refusal to submit to a urine drug test will be considered the same as a positive drug test result.

c. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Paragraph 6 below.

Any eligible student randomly selected for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate in KSHSAA sponsored extracurricular activities and the failure will be considered the same as a positive drug test result. Arrangements may be made for special collections at a vendor Collection site with prior approval of the Building Principal or designated official.

d. Tests for Alcohol

Students attending extracurricular activities as may be randomly required to submit to an alcohol breath analyzer test to determine the presence of alcohol.

CONFIDENTIALITY RESULTS

All drug test results are considered confidential information and will be handled accordingly.

VENDOR REQUIREMENTS

At a minimum, the vendor must be able to provide the following services:

a. Random Selection of Eligible Students

Once provided a list of eligible students, the vendor must select the required number of students in a random and confidential manner. Up to biweekly, the vendor will arrange with the designated official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the designated official, who will arrange for these students to report to the collection area.

b. Collection of Urine Specimens

The Vendor will oversee the collection of urine specimens as outlined in the Procedure for Random Urine Drug Testing of McPherson USD 418 Students Involved in KSHSAA Sponsored Activities Grades 7-12. Chain of Custody forms will be provided by the vendor that meets the criteria of this policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

c. Testing of Urine Specimens

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMSHA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then

confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The building principal may specify specific classes or substances to be tested and advise the vendor prior to random testing.

Alcohol Amphetamines Anabolic Steroids

Barbiturates Benzodiazepines Cocaine Metabolites

LSD Marijuana Metabolites Methadone

MDMA (Ecstasy) Nicotine Opiates

Phencyclidine Propoxyphene

d. Medical Review Officer (MRO) Services

The vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by the Procedure for Random Urine Drug Testing of McPherson USD 418 Students Involved in KSHSAA Sponsored Activities Grades 7-12 as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner.

e. Reporting of Random Urine Test Results by Vendor

The MRO will certify all urine drug screens as negative or positive and report positive findings in a confidential manner to the parent and then the building principal by a secure e-mail system.

f. Statistical Reporting and Confidentiality of Urine Drug Test Results

The vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the McPherson USD 418 Superintendent of Schools. However, the vendor will provide the building principal with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

a. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after the MRO notifies the parent:

- (1) The building principal, within 24 hours, will notify the parent/guardian/custodian first, then the student and Designated Official of any positive results. A written notification from the building principal, by form letter, will be sent to the parent/guardian/custodian by certified mail. The building principal may keep all test results for a period up to two years or 30 days after the student graduates, whichever is shorter.
- (2) The student will be notified and be required to submit to five periodical urine tests throughout the next 12-month period at their own expense to retain activity participation eligibility.
- (3) If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the building principal in writing within five working days from first notification of positive test results.
- (4) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels

determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

b. First Positive Result

A positive result from the MRO or an altered sample will constitute a first positive. The student participant will be ineligible for next 20% of scheduled competitions/performances or remainder of season (whichever is shorter) in each KSHSAA activity they are currently involved in. The specific coach or sponsors individual team/group policy may supersede the requirements of this policy based on prior behavior, but cannot be less than the provisions of this paragraph. Additionally, student participants who have a first positive result will be required to submit to five follow-up drug tests during the next twelve (12) month period and will be required to participate in a chemical assessment program to determine the extent of their drug/alcohol use. The student will be required to follow the recommendations of the chemical assessment. The cost of the follow up drug tests, chemical assessment and follow-up plan will be the responsibility of the student or student's parents or guardian if under age 18.

c. Second Positive Result

A second positive result by MRO ruling or adulteration will result in the student participant being declared ineligible from all KSHSAA sponsored extracurricular activities as defined in this policy in which he/she is currently participating and denied participation in future KSHSAA sponsored extracurricular activities for a period of 18 school weeks, (weeks during summer would not apply, so these 18 weeks can carry over into the next school year). In addition, the student must complete a comprehensive substance abuse program recommended by a certified substance abuse professional. The student will continue or repeat the five necessary follow-up drug screens. The cost of the substance abuse program and follow up drug tests will be the responsibility of the student or student's parent or guardian if under age 18.

d. Third Positive Result

A third positive result will result in the student participant being barred from participation in any KSHSAA sponsored extracurricular activities as defined in this policy for a minimum of one calendar year. In addition, the student must participate in a chemical assessment program and successfully complete a substance abuse program recommended by a certified substance abuse professional at the expense of the student or student's parents or guardian. (The substance abuse program can- not be the same program attended because of the Second Positive Result). At the end of the one calendar year and successful completion of the substance abuse program, the student must complete another drug screen at the student's expense, with negative results. Upon return to participation in KSHSAA sponsored extracurricular activities, the student will continue or repeat the five necessary follow-up drug screens at their own expense. The period of exclusion from extracurricular activities may continue into the following school year.

e. Additional Positive Result After 3rd Positively

If a student participant would have additional positive results by MRO ruling or adulteration, that student would be barred from participation in KSHSAA sponsored extracurricular activities for an additional one calendar year for each positive result.

NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, including the school SRO, unless required to do so by a court order, by a valid and binding subpoena or other legal process. In the event of service of any such court order, subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the McPherson USD 418 Board of Education, if such notice is allowed by law. However, to the extent a violation of this policy

would also constitute a violation of the District's policy for Illegal and Controlled Substances (JCDAB), the sanctions of Policy JCDAB will also apply.

ILLICIT OR BANNED SUBSTANCES

For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for McPherson Unified School District 418 Students:

Alcohol Amphetamines Anabolic Steroids

Barbiturates Benzodiazepines Cocaine Metabolites

LSD Marijuana Metabolites Methadone

MDMA (Ecstasy) Nicotine Opiates

Phencyclidine Propoxyphene

REMOVAL OF TEST RECORDS

- a. The school district shall remove all records of urine testing and the results thereof from its records within 30 days after the graduation of any student from the USD 418 high school.
- b. The school district shall remove from its records all records of any testing and results thereof within 36 months after the withdrawal of any student from the USD 418 school system.