STERLING JR/SR HIGH SCHOOL STUDENT HANDBOOK
2026-27

OUR MISSION

The faculty, staff, parents, and students of Sterling Jr/Sr High School will work together to create an educational environment that promotes the physical, social, emotional, and intellectual skills needed to succeed in our changing world.

STAFF

Allison Anderson: Paraprofessional
Ian Anderson: Language Arts | Baseball
Teri Anderson: Interventionist
Andy Ball: HS Football
April Basgall: Paraprofessional
Sherri Beagley: JH Volleyball
Chad Bennett: HS Football | HS Boys' Basketball
Amy Brownlee: Librarian | Scholars Bowl
Wendy Calderwood: Science | JH Girls' Basketball | NHS
Keri Collett: Family Consumer Science | FCCLA | HS Volleyball
Alexis Comley: Softball
Chad Comley: JH Football | HS Girls' Basketball
Clark Comley: Vocal Music | JH Football
Kenan Comley: JH Boys' Basketball
Wendy Comley: Bus Driver
Mikaela Couture: Mathematics
Jack Dillard: Track & Field
Ethan Duntz: Custodian
Susan Durham: Food Service
Jenny Fenwick: Bus Driver
Lesa Flickinger: Secretary
McKenzi Flickinger: Secretary
Jeff Fuss: Assistant Principal | Activities Director
Abby Giles: Instrumental Music | Cross Country
Kylah Hayes: HS Girls' Basketball
Rylee Hayes: JH Boys' Basketball
Katie Herrman: JH Girls' Basketball
Celeste Hughes: Custodian
Amber Kaspar: Athletic Trainer | Student Council
Brad Krone: Bus Driver
Wes Laudermilk: Principal
Stacie Lewis: Science | J-Teens
Dean Mantz: Technology
Greg McGlynn: Theater | Communications
Karna Morris: HS Volleyball
Emilie Normandin: PE | Health
Brian Richter: Social Sciences | Track & Field |JH Football | 3BN
Kim Richter: Special Education
Christina Rowland: Social Sciences
Jill Rowland: HS Tennis
Janae Ryan: HS Tennis
Eric Saiz: Bus Driver | HS Football
Tricia Schechter: Language Arts
Brent Schneider: PE | Strength | Football
Derek Schneider: Art | Yearbook | HS Boys' Basketball
Tammy Schroeder: Paraprofessional
Pamela Simpson: Cross Country

Sarah Stallings: Softball
Katherine Tabor: Spanish | Math
Robin Webb: Mathematics
HS Boys' Basketball
Annie Williford: Food Service
David Wilson: Language Arts | Debate | Forensics
Kristi Wilson: Nurse
Sydney Wilson: Science | Track & Field
Jaret Wohler: Woods | Agriculture | FFA | HS Football | Golf
Tina Wohler: Counselor | Student Council
Jennifer Wyman: Food Service
Holly Young: HS Volleyball

01. EXPECTATIONS
    a. Control the Controllables
        i. Attitude
        ii. Effort
    b. Be…
        i. On Time
            1. Timeliness matters.
            2. It shows respect for others & yourself.
        ii. Nice
            1. Simple, huh?
            2. Isn't this what you want from others?
    c. Solve Problems
        i. Work with those who can help you solve your problems.
        ii. Don't create problems where there are none.

02. ACADEMICS

a. Schedules

i. SJSHS operates on an 8-period day with a 20-minute Success class at the start of each school day.

Time	Period
8:00 – 8:20	Success
8:24 – 9:10	First
9:14 – 10:00	Second
10:04 – 10:50	Third
10:54 – 11:40	Fourth
11:44 – 12:55	Fifth
12:59 – 1:45	Sixth
1:49 – 2:35	Seventh
2:39 – 3:25	Eighth

Lunch	Time
HS	11:40 – 12:05
HS	12:05 –12:30
JH	12:30 – 12:55

b. Assembly Schedule

i. The assembly schedule (Eight 44-minute class periods, plus a 44-minute assembly period will be published to daily announcements well in advance of any scheduled assembly dates. The assembly period can be located at any time period, save for the lunch period. The other eight periods will wrap around the assembly period.

Time	Period
8:00 – 8:44	
8:47 – 9:31	
9:34 – 10:18	
10:21 – 11:05	
11:08 – 11:52	
11:55 -1:04	
1:07 – 1:51	
1:54 – 2:38	
2:41 – 3:25	

Lunch	Time
HS	11:52 – 12:17
HS	12:17 – 12:42
JH	12:42 – 1:07

ii. In the event an assembly is scheduled for more than 44 minutes, a special assembly schedule will be published.

c. Extended School Day

i. SJSHS students can take advantage of our after school program. During Extended School, which generally is in session from 3:30-4:30, Monday through Thursday, students can meet with teachers who are not coaching and get tutorial help.

ii. At times, our coaches, sponsors, directors, and teachers may also assign students to extended school. We emphasize the importance of academics, and believe they come first before student activities.

iii. Students who have missing assignments will be assigned to Extended School until the missing work is submitted.

iv. Refusal to attend as assigned may result in disciplinary action.

d. Grades
    i. Grades are available via go.edustar. If you do not have access or are having difficulty logging in, please contact our office.
    ii. Honor Roll
        1. Students having a GPA of 3.5-4.0, with no grade lower than a C will be listed on the Honor Roll.
        2. Students having a GPA of 3.0-3.49, and no grade lower than a C will be listed in the Honorable Mention Honor Roll.
    iii. Grade point average (GPA) will be figured on a four point scale with A=4, B=3, C=2, D=1 and F=0.
    iv. All incomplete work will be converted to a failing grade.
    v. Acceptance of grades obtained through online programs outside of USD 376 are at the discretion of the principal. Students wishing to take such coursework are advised to seek approval via counseling and administration prior to enrolling in outside online programs if high school credit is desired.
e. Graduation Requirements
    i. Students must complete 27 credits, while enrolled as a high school student, as outlined below in order to earn a diploma from SJSHS.
        1. Any reduction of credit requirements must come by approval of the high school principal. Credit reductions may be considered due to transfer students whose prior school has fewer or different credit requirements, students who have been homeschooled, or other extenuating circumstances.
    ii. General Requirements (Class of 2024, 2025, 2026, 2027)
        1. 4 units of English/Language Arts
            a. English I, II, and III
            b. Choice of:
                i. Debate/Forensics
                ii. Business Essentials/Communications
        2. 3 units of Social Studies
            a. World History
            b. American History
            c. Government & Senior Project
        3. 3 units of Mathematics
        4. 3 units of Science
            a. 1 biological
            b. 1 physical
        5. 1 unit of Physical Education
        6. 1 unit of Fine Arts
        7. 12 units of Electives
    iii. General Requirements (beginning with Class of 2028)
        1. 3 ½ units of English/Language Arts
            a. English I, II, and III
            b. ½ Elective English Credit
        2. 1 unit of Communications
            a. Debate/Forensics
            b. Business Essentials/Communications
        3. 3 units of Social Studies
            a. World History
            b. American History
            c. Government & Senior Project
        4. 3 units of Mathematics
        5. 3 units of Science
            a. 1 biological
            b. 1 physical
        6. 1 unit from STEM (Adv. Science, Math, Computer Science, Ag)
        7. 1 unit of Physical Education/Health

8. 1 unit of Fine Arts
9. ½ unit of Financial Literacy
10. 10.5 units of Electives

iv. Extra graduation requirements for 2030 and beyond
1. In order to qualify for graduation, students must complete two accomplishments that demonstrate the student will be a successful high school graduate that meet state and district requirements.

v. Valedictorian/Salutatorian Guidelines
1. To be eligible to be considered for the valedictorian or salutatorian, a student must take the following courses during high school, in addition to graduation requirements outlined above:
a. 4 years of English, including Senior English
b. 4 years of Mathematics, including Algebra 2 and either College Algebra, Trig/Stats, or Calculus
c. 3 years of Science, including Biology, Chemistry and one of the following: Physics, Advanced Biology, or Anatomy and Physiology.
d. 3 years of Social Science: World History, US History, and Government/Senior Project
e. 2 years of a World Language
2. Of those students, the one with the highest GPA will be the valedictorian and the next highest will be the salutatorian. If there is a tie, students will be designated as co-valedictorians (and no salutatorian). In addition, students who have met the stated requirements must have been attending Sterling High School as a full-time student for two full years to be eligible for this distinction.

vi. Honors
1. Students who complete their course of studies with a GPA greater than 3.5 and an ACT score of 22 or better.

vii. Early Graduation
1. Early graduation requires approval by administration, counseling, and the student's parent(s)/guardian(s).
2. Application forms are available from the counselor and are due by the end of their junior year.
3. There are no mid-year commencement exercises; early graduates may participate in commencement exercises at the end of the spring semester and the Jr/Sr Prom, provided they are in good-standing at the time of the event.

f. Promotion Guidelines
i. To be eligible for promotion to the eighth and ninth grades, a student in a regular educational program of studies must pass 6 units of credit, 4 credits of which shall be core class credits (science, math, social studies, English).
ii. Failure to earn either 6 credits during a school year, depending on maximum taken, will result in a repeat of the entire year, or mandatory enrollment in summer school, unless special circumstances are demonstrated to the satisfaction of the administration.
iii. Students must be in good standing to be eligible to participate in promotion activities.

g. Homework
i. Students will be required at different times to complete homework assignments. Students may receive assistance on homework by talking with the teachers either before or after school, or attending Extended School.

h. Online Learning Opportunities
i. Students must apply for permission to enroll in an online course for credit.
ii. Only approved courses shall be posted on student transcripts.

iii. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor and other appropriate factors.
iv. Enrollment in an online course will be allowed only if an appropriately certified or licensed teacher supervises the student's participation in the course either in-person or online.
v. Students may not take online courses, where otherwise available through the junior high/high school curriculum, without administrative approval.
vi. Suspended or expelled students may apply for permission to enroll in online course work.
vii. The cost of online courses shall be borne by the student unless otherwise approved by administration.
viii. Approval by the administration shall also be based on Kansas State Department of Education regulations or guidelines in effect at the time the request is made.

i. School Day
    i. The school day for students is from 8:00 to 3:25. Students should arrive at school between 7:45 and 7:55 unless making up work with a teacher or eating breakfast.

j. Grievance of Grade
    i. This is a formal avenue by which students may protest a decision by a teacher in connection with a course grade. The student and parent must have first attempted to resolve the matter directly with the teacher.
    ii. The student must present to the principal a written, dated and signed explanation of the grievance. Sufficient detail, including a list of possible witnesses and documents, should be included. The grievance must be submitted within five school days of the official notification of the grade in question. A parent or guardian must sign grievances presented by students less than eighteen years of age.
    iii. The Principal must respond to the grievance within five school days after receipt. A response will be made in writing, via U.S. mail.
    iv. If the student or parent is not satisfied with the Principal's response, they may, in writing, submit to the Principal a request for review by a faculty committee. This request must be made within five school days of the post date of the Principal's response.
    v. The faculty committee will review the grievance within five school days of receipt of the request for review and mail a decision to the student and parent.
    vi. As a matter of law, all decisions may be appealed to the Board of Education within ten days of receipt of the committee's decision.

03. ATTENDANCE

a. Philosophy
    i. Regular school attendance is vital to each student's success at Sterling Jr/Sr High School. Our attendance policy is rooted in the belief that good attendance is good self-discipline, which assists in future long-term success in life, both vocationally and personally.

b. Notification
    i. Parents/Guardians should notify the school prior to 8:20 a.m. each day their student will be absent. While phone calls to the school secretary are preferred, voice messages prior to 7:30 a.m. and emails to the school secretary prior to 8:20 are also acceptable.

c. Postsecondary Visitations
    i. Students are encouraged to visit postsecondary schools. Juniors and Seniors shall make such arrangements in advance through our counselor. Any postsecondary visits not cleared through the counselor's office will be counted as an unexcused absence.
    ii. Juniors are allowed two visits per year, while seniors are allowed up to four, without additional permission from administration.

iii. It is the responsibility of the student to make arrangements with teachers to address missed course work.

d. Absences
   i. All absences from school must be **authorized** by a parent or guardian. Typically this is done prior to the absence via a phone call or email to the school secretary. All authorizations must be done no later than the day following the absence or it will be considered unexcused. Students who are absent without parental authorization are subject to disciplinary action.
      1. School attendance affects participation in activities: See section 8: School Activities.
   ii. All absences will be classified as either **excused** or **unexcused** by school administration.
      1. Excused
         a. Must be for the following reasons and, where applicable, with documentation
            i. student illness
            ii. doctor or legal appointments
               1. requires documentation; due upon return
            iii. absences approved by school administration
               1. family emergencies
               2. funerals
               3. other absences not included above
         b. Absences beyond five (5) in a semester require documentation from a medical provider or the school nurse to be classified as excused.
      2. Unexcused
         a. No reason given
         b. Any reason not included above
         c. Absences beyond five (5) in a semester without documentation as outlined above.
   iii. Students must obtain an admit slip from the office denoting the absence as excused or unexcused.
   iv. Make-up Work
      1. An **excused absence** allows students one day for each day of absence, plus an additional day, to make up and submit work. Assigned work is due no earlier than the start of class on the last of these days.
      2. An **unexcused absence** will result in the student being assigned to Extended School until all makeup work is completed. A teacher initial on the admit slip will indicate the student has completed the missed work. When all missed work has been completed, the student will be dismissed from Extended School.
   v. Truancy
      1. Students are considered truant and will be reported to the county attorney if they have unexcused absences that meet any of the following criteria:
         a. Three (3) days in a row,
         b. Five (5) days in a semester, or
         c. Seven (7) days in a school year.

e. Permission To Leave School Premises
    i. Students shall, under no circumstances, leave school premises without permission. Students may leave premises only under authority of, or with, a teacher, principal, or parent/guardian. Students are required to sign out and back in through the office. Failure to sign in or out shall result in the absence being unexcused.
f. Late & Tardy Policy
    i. Late Policy
        1. Students who arrive in the building after 8:05 will be considered late to school.
            a. Parental authorization is required (note/call/email to school office).
            b. After five (5) late arrivals in a semester, or any without parental authorization, detention will be assigned as outlined below.
            c. Consequences
                i. Detention will be assigned as follows:
                    1. Arrival prior to first period: 30-minute after-school detention to be served the same or next school day.
                    2. Arrival after the start of first period: 60-minute after-school detention to be served the same or next school day.
    ii. Tardy Policy
        1. Students arriving to class after the bell, but within the first five minutes of class will be counted as tardy by the instructor unless the student possesses an excuse issued by the office or another teacher.
        2. Students arriving more than 5 minutes late to class without an excuse issued by the office or another teacher will be marked absent and considered unexcused and assigned consequences in alignment with policy (see 03.e.1).
        3. Students with more than two tardies in a semester will be subject to the following consequences:
            a. Tardy 3 = 30-minute before-school detention
            b. Tardy 4 = 60-minute before-school detention
            c. Tardies 5+ = Disciplinary action as discussed during prior two office detentions up to, and including, suspension from school.
g. Dress
    i. The Board of Education and staff expect parents and students to exercise discretion in selecting the clothing to be worn to school. Proper appearance includes such factors as **cleanliness**, **neatness**, and **modesty**. The following clothing items should not be worn to school or for school-sponsored activities. Exceptions will be made for spirit weeks.
        1. Tank tops/sleeveless shirts must have 2” or wider straps. NO spaghetti straps
        2. Those with suggestive or profane pictures or language.
        3. Those with references to illegal controlled substances (alcohol , tobacco, or drug-related).
        4. Those that expose undergarments or skin at the midriff.
        5. Headwear, including hats, hoods, beanies and visors.
        6. No pajama pants, bedroom slippers or blankets.
        7. Footwear must be worn at all times.
    ii. The teacher may refer the student to the office if they feel the dress code is being violated. Administration will have final say on student dress and may ask the student to change. Repeated dress code violations will result in disciplinary action.
h. Visitors
    i. All visitors must check in through the office and wear a badge at all times.

ii. Visitors should have an appointment with a specific destination and should not be in other parts of the building.
iii. Visitors not in compliance with school policies may be asked to leave the premises.
iv. Former students wishing to visit teachers should do so outside of the teacher's scheduled class times.

04. COMMUNICATIONS

a. Closing Of School
   i. In the event schools must be closed due to inclement weather, we will notify radio and TV media, announce via district media (website and social media) and send alerts via email/text.
   ii. In case of bad weather while school is in session, we may need to dismiss early in order to get rural children home safely. We have instructed our staff to follow these procedures:
      1. All buildings will remain open and supervised until regular dismissal hours so long as students are present. Students may remain at school until parents arrive.
      2. Whenever school is dismissed early, there will be no activity bus routes and no organized activities practices.
   iii. Parents wishing to have their children dismissed early or to make special arrangements should call the office.
   iv. If the weather or road conditions are hazardous and it is deemed advisable, school may start late in the morning. All buses would begin their routes and make pick-ups later by the same time as announced delay. Any such decision will be announced as outlined in Board Policy 03.a.i. The buildings will be open at the regular time, and school personnel will be at the buildings to supervise students.

b. GoEduStar
   i. Student grades are available online via go.edustar. The parent link can be found on the district's home page (www.usd376.com).

c. Notice Of Directory Information:
   i. The following categories of information designated as directory information with respect to each student will be released by Sterling Unified School District #376 to those showing a need for such information, unless a written request by the parent or guardian to withhold such information is received on or before September 1 of that school year. Directory Information includes the following information about the student:
      1. The student's name, address, phone number and date of birth.
      2. The student's participation in officially recognized activities.
      3. The student's weight, height, and grade level as members of athletic teams.
      4. The dates of attendance.
      5. The most recent educational agency or institution attended by the student.
      6. Awards won by the student.
   ii. The school may use the following directory information, in addition to images of the student, in district-approved publications, including social media and the district's website, unless a parent or guardian sends a written request to the principal:
      1. Student's first and last name.
      2. Images of the student while involved in school or school-related activities or as supplied by the student or parent/guardian.

d. Website
   i. The district website is www.usd376.com, where students and parents can access calendars, lunch menus, newsletters, and the staff directory.

ii. The live feed section of the website contains updates to schedules, as well as information that's sent via social media.

e. Social Media
   i. The district posts messages, images, and information to Twitter (@sterlingusd376), Facebook (facebook.com/sterlingusd376), and Instagram (sterlingusd376).
   ii. The district uses Remind as its official messaging platform. The district, the school, and all student organizations will provide parents and patrons with directions to join groups (classes) related to their involvement or interest.

05. DISCIPLINE

a. It is our goal at SJSHS to provide a safe environment for all students so that the learning process is at its highest level at all times for all students. We ask all students at Sterling Jr/Sr High School to follow four basic guidelines, and to make personal choices with these guidelines in mind:
   i. Respect Yourself
   ii. Respect Others
   iii. Respect Others' Property
   iv. Respect the Learning Process
b. Proper documentation must accompany all referrals. Staff should also document all efforts made to correct the behaviors prior to an office referral unless the situation is an emergency.
c. Students will be afforded due process as required by current law.

06. ENROLLMENT

a. Changes
   i. Changes to course schedules requires counselor permission prior to the start of classes and principal permission once classes commence in the fall.
b. Forwarding Of Records
   i. To request the forwarding or records or transcripts, please contact the counselor. All bills must be paid before any records will be forwarded.
c. Out-of-District Students (Board Policy JBC)
   i. Non-resident Students
      1. Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy, and students residing outside of the state of Kansas may be denied enrollment or continued enrollment based on out-of-state residency. Parents shall be informed of any administrative decision on non-resident student applications no later than five days prior to the start of the school year or, in the case of an application during the school year, no later than five school days after receipt of the application.
   ii. Non-resident Students-Continued Enrollment
      1. Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; residence in the state of Kansas; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code

and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

2. Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on continued enrollment of non-resident student applications no later than five days prior to the start of the school year.

07. PROHIBITED ITEMS/ACTIVITIES
    a. Cell Phones
        i. Junior High
            1. At the Junior High level, cell phone usage is not allowed during normal school hours. Students will place their cell phones in their chromebook slots at the beginning of the day.
            2. Use at school activities is at the discretion of instructors/coaches.
            3. Consequences
                a. First offense: One hour detention, day of offense. Phone confiscated and returned to student after detention.
                b. Second offense: Two consecutive days detention beginning on the day of offense (no activity participation) Phone confiscated and must be picked up by parents.
                c. Third offense:Three days ISS, no activity participation. Phone confiscated and must be picked up by parents. Phone not allowed at school for a minimum of one month. Meeting with the principal, student and parent required to establish future expectations and further consequences.
        ii. High School
            1. Purpose
                a. To support a focused, respectful, and distraction-free learning environment, Sterling High School will implement a "No Cell Phone" policy using the Yondr pouch system. This decision reflects our commitment to student engagement, academic integrity, and positive social interaction during the school day.

            2. Policy Overview
                a. In Success class, students will place their personal cell phones and smart devices (smart watches, earbuds, etc.) into their Yondr pouch. The pouch will remain locked during the school day and in the student's possession. Pouches will be unlocked only at dismissal or under authorized circumstances.
            3. Morning Entry
                a. In success class students will power down their devices and place them inside their assigned Yondr pouch. Success teachers will make sure all devices are placed in the bags, and that they are secure.
                b. Students that use a device for translation, monitoring medical conditions, or other critical purpose will be given a Yondr bag with a velcro closure so they are able to access the device when needed.
            4. During the school day
                a. Students will keep their locked pouch with them at all times.

b. Pouches must remain sealed unless a staff member authorizes unlocking for specific, approved reasons (e.g., medical, instructional use with prior permission).
c. Smartwatches and similar devices capable of communication must also be stored in the pouch.

5. Afternoon dismissal
   a. Students will unlock their pouches at designated unlocking stations located at main exits.
   b. Students leaving for activities will have the opportunity to unlock their pouch for the trip.
6. Pouch checks
   a. Random pouch checks may be done throughout the day to ensure that pouches are locked and being used properly.
7. Consequences
   a. First offense: One hour detention, day of offense. Phone confiscated and returned to student after detention.
   b. Second offense: Two consecutive days detention beginning on the day of offense (no activity participation) Phone confiscated and must be picked up by parents.
   c. Third offense:Three days ISS, no activity participation. Phone confiscated and must be picked up by parents. Phone not allowed at school for a minimum of one month. Meeting with the principal, student and parent required to establish future expectations and further consequences.

iii. Locker Rooms & Restrooms

1. Cell phone usage is prohibited at all times in locker rooms and restrooms. This goes for locker rooms when traveling to other sites for activities as well.
2. Cell phones brought into locker rooms or restrooms should remain in pockets or backpacks.
3. Should a student need use of a cell phone in a locker room, he/she must exit to the hallway.
4. Consequences
   a. Usage is an automatic referral to administration
   b. For simple usage:
      i. First offense: 30-min after-school detention day of offense or next school day.
      ii. Second offense: 60-min after-school detention day of offense or next school day..
      iii. Subsequent offenses are subject to further disciplinary action up to, and including, suspension from school.
   c. For recording images or videos (regardless of device):
      i. First offense is suspension from school.
      ii. Second offense will result in recommendation for expulsion.

b. Food And Beverages
   i. We are very proud of the condition of our school building. In order to help keep it attractive, we do not allow food or beverages other than water bottles in the classroom unless authorized by the teacher in advance.
c. Harassment/Bullying
   i. The district shall maintain a learning environment free from bullying, discrimination, insult, intimidation, or harassment for any reason.
   ii. Any incident of bullying, discrimination of any form shall promptly be reported to a teacher, the principal, or other appropriate school official for investigation

and corrective action. Any student who engages in discrimination or bullying will be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory or bullying behavior will be disciplined in a matter deemed appropriate by the administration, up to, and including, expulsion from school.

d. Fighting
    i. Students shall refrain from engaging in physical altercations during school, on school property, or at school-sponsored activities.
    ii. Students engaging in a physical altercation are subject to suspension and, if severe enough, expulsion from school.
        1. Any physical altercation that is determined to be premeditated will result in a suspension of ten (10) days and may result in a recommendation for expulsion.
        2. A student who initiates a physical altercation will be suspended for a period of not less than five (5) school days.

e. Weapons
    i. A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.
    ii. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.
    iii. Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days), except that the principal may recommend to the superintendent that this expulsion requirement be modified on a case-by-case basis.

f. Drug Policy
    i. A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage, tobacco or tobacco-related substance on the school grounds during, before, or after school hours, on school grounds at any other time when the school is being used by any school personnel or school group, or off the school grounds at a school activity, function or event.
    ii. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
    iii. Violation of any provision of this behavior code may result in suspension or expulsion from school.

08. SCHOOL ACTIVITIES

a. Activities Offerings
    i. We compete interscholastically as members of the Heart of America League and in KSHSAA class 2A (except for football (1A) and cooperative agreement sports denoted by italics, where classification is based on combined enrollment with the cooperating school). SJSHS offers several school-based, interscholastic activities including **football**, **volleyball**, **cross country**, **basketball**, *wrestling*, softball, *baseball*, **tennis**, golf, **track & field**, debate, forensics, **vocal music**, cheerleading, **instrumental music**, **student council**, and **scholars' bowl**. (Activities in bold are also offered to junior high students). In addition, Junior High students may participate in a service organization: J-Teens for girls; A Few Good Men for boys.

b. Physical Forms, Ethics, Insurance
    i. The Kansas State High School Activities Association rules require the completion of a physical examination before a student is eligible to take part in practice sessions or to represent his/her school in interscholastic athletics or

cheerleading. You may contact the school nurse or your coach for further information.

ii. USD 376 requires that an Ethics form and an Insurance form be on file, as well as the physical form, before any participation is allowed.

c. Activity Bus Guidelines
   i. When students travel out of the district for activity participation they are expected to follow the district's bus policies.
   ii. The behavior code will be followed.
   iii. Bus drivers will report all violations to the administration
   iv. If a student does not expect to ride home on the team bus, written permission from a parent/guardian must be given directly to the head coach or sponsor. If not riding with a parent/guardian, the permission note should identify the adult with whom the student will be riding.

d. Eligibility
   i. KSHSAA Requirements
      1. Except for first-semester freshmen, students shall have passed at least five new subjects of unit weight in the previous semester.
      2. Students must be enrolled in at least five new subjects of unit weight.
   ii. Sterling Junior/Senior High School Requirements
      1. In order to be eligible to participate in our activities programs, each student must meet the following guidelines:
         a. Must not be failing any classes.
         b. Be a student in good standing in our school.
      2. Eligibility determination is made each Friday for the following week (Monday through Saturday).
         a. Initial eligibility is determined at the conclusion of the third full week of school in each semester.
         b. Students ineligible at the conclusion of a grading period will be ineligible for the first three weeks of the next grading period.
      3. Ineligible students may practice, but are not allowed to travel, compete, or be part of game-day team activities.
      4. The school will notify parents/guardians when students are ineligible, as well as provide lists of ineligible students to coaches and sponsors.
      5. School administration shall have the discretion to allow participation based on extenuating circumstances.

e. Attendance
   i. To participate in activities (practices, performances, school dances) or attend school activities, students must be in attendance all day, unless permission is granted by an administrator. Friday is attendance day for weekend activities. A third tardy in a semester, or in an activity season if the season occurs in both semesters, shall have the same effect as an absence.

f. Dances
   i. Dances are considered school activities and thus included in the eligibility policy.
   ii. Non-SHS Students (for applicable dances)
      1. A sign up sheet is made available in the office for students bringing dates who are not SHS students.
         a. They must be:
            i. enrolled in a Kansas high school or equivalent or be a high school graduate
            ii. be in good standing in their school or the community+
      2. Students may not bring dates older than the age of 21.
      3. Administration reserves the right to deny students based on concerns related to appropriate behavior or school safety

g. Sportsmanship
   i. We believe participants and fans should all display positive sportsmanship at all activities. KSHSAA Rule 52 should be followed at all times. The major points are as follows:

1. Be courteous to all participants, coaches, officials, staff and fans.
2. Know the rules, abide by and respect the officials' decisions.
3. Win with character & lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self control and reflect positively upon yourself, team and school.

09. STUDENT SERVICES & SUPPORTS

a. Counseling Services
   i. Counseling services are available to provide academic and personal support, as well as postsecondary and career guidance. Students struggling with more serious topics may be referred to local professionals.

b. Facility Services
   i. Lockers
      1. Each Junior High student is issued two lockers; High School students are issued one locker. They are responsible for keeping the lockers clean and presentable. Lockers are USD 376 property and are subject to search at any time. The following guidelines should be followed.
         a. Students should not put a lock on their locker without permission from the principal.
         b. Students should not have access to another student's locker.
         c. Students should not keep cash in their lockers.
         d. No food or drink other than a student's lunch should be stored in lockers.
         e. Only decorations approved by the principal will be allowed on the outside of the locker.
         f. Personal locker decorations should be in good taste and appropriate for school. Inappropriate materials will be removed.
   ii. Parking
      1. Use only designated areas.
      2. Exercise caution at all times when driving near our schools.
      3. Wear your seat belts at all times.

c. Food Services
   i. Students, teachers, and visitors participating in our hot lunch program should purchase their meals through our office. Preferably this will be done in the mornings before school starts for the day. Visitors are encouraged to call prior to coming so adequate portions are prepared. Our school lunch program's finances are computerized for greater efficiency and accuracy. Notices will be sent home with the student if account balances are depleted. Students may be denied a hot lunch if balances continue to be delinquent for three school days.
   ii. The School Board of U.S.D. #376 endorses the following food service guidelines:
      1. Our students will eat in the building and <u>remain on campus</u> during lunchtime.
      2. Students will not be allowed to leave the campus during lunchtime, except for medical appointments, illness, or any other reason accepted by the principal. A note or phone call to the office must be received prior to a blue slip being given to the student. Students discovered off campus without permission are subject to disciplinary action.
      3. Students may not order food from restaurants and have it delivered to the building or school grounds without approval from the principal.
      4. School organizations may occasionally eat off campus or have food delivered to the school. The sponsor must accompany any group eating off campus. Prior approval from administration is required.

iii. Ala Carte Program

1. Students, teachers, and visitors also have the opportunity to purchase lunch items from the "a la carte" program. Students wishing to purchase items from this program must first purchase a hot lunch. This option is not part of the computerized lunch plan, and food items are for cash purchase only.

d. Health Services

i. Medications At School

1. It is the opinion of the State Board of Health, the State Department of Education, the Kansas School Health Advisory Council and the board that the public school should never provide students with aspirin or any other medications.
2. In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use; but the medical person authorized the prescribed medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

ii. Immunization Policy

1. Students are required to have up to date immunization records. Students new to the district or current students requiring booster vaccinations have sixty days from the time of enrollment to provide proper documentation meeting state immunization laws.
2. Any student not compliant with immunization requirements after the sixtieth day will be excluded from school attendance and school sponsored activities. The student will be allowed to return when they have met the requirements and are in compliance with Kansas immunization laws. (See district website for further information)

e. Safety Services

i. K-9 Policy

1. USD #376 has contracted with a company that provides detection canines (drug dogs) to perform random sweeps of the building, book bags, parking lots, and grounds for the purpose of providing a safe and secure environment for learning. Parking in or around designated parking areas is considered school campus and shall be subject to search procedures as outlined in board policy.

f. Technology

i. Computer Use

1. Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.
2. Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action, up to and including, suspension from school.

ii. Internet

1. Each student uses the Internet at various times throughout the year at Sterling Jr/Sr High School, sometimes daily.

2. To reduce the possibility of students being on sites inappropriate to the educational process, we utilize an effective filter system that blocks most inappropriate sites. Each student signs an Internet access form, which states they will stay out of inappropriate sites. Willful violators of this policy will be disciplined according to the discipline code.

10. BOARD POLICIES
    a. GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN)
        i. The board of education is committed to limiting the use of Emergency Safety Intervention ("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.
        ii. 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. Notice of the online availability of this policy shall be provided to parents during enrollment each year.
        iii. Definitions
            1. "Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.
            2. "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
            3. "Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.
            4. "Incident" means each occurrence of the use of an emergency safety intervention.
            5. "Law enforcement officer" and "police officer" means a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.
            6. "Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.
            7. "Mechanical Restraint" means any device or object used to limit a student's movement.
            8. "Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.
            9. "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
            10. "Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.
            11. "School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a

district through an agreement between the local law enforcement agency and the district.

12. "School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.
13. "Seclusion" means placement of a student in a location where all of the following conditions are 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 he or she will be prevented from leaving the enclosed area.
14. "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

iv. Prohibited Types of Restraint

1. All staff members are prohibited from engaging in the following actions with all students:
    a. Using face-down (prone) physical restraint;
    b. Using face-up (supine) physical restraint;
    c. Using physical restraint that obstructs the student's airway;
    d. Using physical restraint that impacts a student's primary mode of communication;
    e. Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
    f. Use of mechanical restraint, except:
        i. Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
        ii. Any device used by a certified law enforcement officer to carry out law enforcement duties; or
        iii. Seatbelts and other safety equipment when used to secure students during transportation.

v. Use of Emergency Safety Interventions

1. ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

vi. ESI Restrictions

1. A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.
2. Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be

subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

vii. Use of Seclusion

1. When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.
2. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.
3. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

viii. Training

1. 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 ESI. 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.
2. Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

ix. Notification and Documentation

1. The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.
2. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.
3. The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4)

information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

x. Law Enforcement, School Resource, and Campus Security Officers

1. Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.
2. If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

xi. Documentation of ESI Incidents

1. Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:
    a. Date and time of the ESI,
    b. Type of ESI,
    c. Length of time the ESI was used,
    d. School personnel who participated in or supervised the ESI,
    e. Whether the student had an individualized education program at the time of the incident,
    f. Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.
    g. All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee 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.

xii. Reporting Data

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

xiii. Parent Right to Meeting on ESI Use

1. After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.
2. For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need

to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

3. For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.
4. For a student without an IEP or Section 504 plan,, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.
5. The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

xiv. <u>Local Dispute Resolution Process</u>

1. If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.
2. The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. 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.
3. If the issues are not resolved informally with the building principal 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 within thirty (30) days after the parent is informed of the incident.
4. 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 of fact and recommended corrective action, if any, to the board in executive session.
5. 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 and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

6. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process