

Ellis Junior/Senior High School



Parent/Student Handbook
2026-2027

ELLIS UNIFIED SCHOOL DISTRICT #388



Dear Students, Parents & Patrons:

Welcome to Ellis Jr./Sr. High School, home of the Railroaders. We are a 1A high school and member of the Mid-Continent League. Ellis Jr./Sr. High School is located in Ellis, Kansas, which is 15 miles west of Hays. We have a talented and committed staff, who strive to ensure that each student is successful in his or her school experience. We have a full-time counselor, an at-risk/impact program, six accredited Career and Technology programs, 19 activities programs, and last but not least, an outstanding core curriculum.

The faculty and staff at Ellis Jr./Sr. High School are committed to excellence. Our belief is that high expectations produce strong results, and we make a daily effort to provide an environment that fosters and encourages student learning. We all know that the most important members of our educational team are our students. Our students are ultimately responsible for their success. This responsibility begins with good attendance, class participation and preparation, and includes making quality decisions about their lives. We encourage students to claim their education and use it as a tool to achieve their goals and dreams.

Each year brings many achievements and challenges to all involved in the Ellis school community. We look forward to celebrating these achievements and welcoming the challenges each year brings as an opportunity to better ourselves. Feel free to visit us and witness the talents of the people who make Ellis Jr./Sr. High School a great place.

Sincerely,

Jesse Vincent, Principal

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Administration and Faculty

Mr. Todd Flinn.....	Superintendent
Mr. Jesse Vincent	Principal
Mr. Jake Dreiling	JH Math
Mrs. Alice Berens.....	Resource Room
Mr. Matt Davenport.....	JH Social Studies
Mr. Matt Carroll	Industrial Technology
Mrs. Nicole Carroll.....	JH/HS Counselor/ITV Classes
Miss Katie Crawford.....	Jr/Sr English
Mrs. Renetta Dawson	JH/HS Instrumental
Mr. Kobi Shubert	JH Math
Mr. Dan Rogers.....	JH/HS P.E./Strength and Conditioning
Online Class	HS Spanish
Mr. Kyle Fox	JH/HS Communications Technology
Mrs. Jaymi Gabel	Nurse
Ms. Danielle Hausler	JH/HS Vocational Agriculture
Mrs. Shelly Hensley	Librarian/Media Specialist
Mr. Jeff Kohl	HS Social Studies
Mr. Justin Longbine.....	JH/HS Art
Mr. Perry Mick.....	HS Mathematics/Physics
Mrs. Breanne Nilhas.....	JH/HS Family & Consumer Science
Mr. John Pescitelli	JH/HS Science
Mrs. April Reed.....	HS English/Journalism
Mr. Brandon Arumbruster.....	Athletic/Activities Director
Ms. Sandy Shupe.....	Resource Room
Mr. Travis Wierman.....	Technology Director
Mr. David Wildeman.....	HS Science

Staff Members

Mrs. Paula Erbert.....	Special Services Para
Mrs. Nancy Kreutzer	Head Cook
Mr. Randy Herman.....	Custodial/Maintenance
Mrs. Shandra Housley	Special Services Para
Ms.....	Special Services Para
Ms. Kimberly Kanne	Assistant Cook
Mr. Leonard LaBarge	Custodial/Maintenance
Mrs. Sheryl Luea.....	JH/HS Para
Mrs. Maria Mick.....	JH/HS Secretary

Board of Education Members

Brian Shannon (President)	Nick Keller
Aaron Honas (Vice President)	Jenny Schartz
Bailey Gottschalk	Craig Seibel
Marty Hollern	

Bell Schedule

Regular Bell Schedule #1

1 st Hour	08:00-08:53
2 nd Hour	08:56-09:49
3 rd Hour	09:52-10:45
4 th Hour	10:48-11:41
HS LUNCH	11:41-12:03
5 th Hour – JH	11:44-12:10
JH LUNCH	12:10-12:32
5 th Hour – JH	12:32-12:59
5 th Hour – HS	12:06-12:59
6 th Hour	01:02-01:55
7 th Hour	01:58-02:51
SEMINAR	02:54-03:24

12:30 Dismissal #2

1 st Hour	08:00-08:32
2 nd Hour	08:35-09:07
3 rd Hour	09:10-09:42
4 th Hour	09:45-10:17
5 th Hour	10:20-10:52
6 th Hour	10:55-11:27
7 th Hour	11:30-12:02
Lunch	12:02-12:26
7 th Hour	12:26-12:30

Building Hours

Students, who are not actively participating in a teacher sponsored activity, are not allowed in or on school premises after 3:30 p.m. Students should not arrive at school before 7:30 a.m. Arriving before 7:30 a.m. will result in little or no supervision of students. If students are eating breakfast, they may arrive as early as 7:30 a.m.

Junior High Students should use the front doors or northeast doors; High School students should use the front doors or the north doors. Junior High students are to report directly to the commons area and find a seat at a designated lunchroom table. Junior High students will be allowed to walk to their lockers to get needed materials, but must return to the commons immediately. No lingering in the hallways. High School students may be in the hallways or their classrooms after they enter the building.

Bus Policy

Students who ride the bus are expected to sit in their seat facing forward and obey the bus riding rules. Students who do not abide by the bus riding safety rules will jeopardize their riding privilege and may lose the privilege to ride the bus. For regular route students, the Transportation Director (Bob Ackerman) will notify parents if their child is creating a problem on the bus or is not cooperating. Students must follow all safety rules and regulations set by the State, District and individual bus drivers. (See page 31 for more details)

Parents should call the Bus Barn 15-30 minutes before the bus normally arrives if their student will not be riding the bus on any particular school day and call again in the afternoon if their student will not be riding home. A good rule is to keep the bus driver informed.

USD # 388 does not provide transportation to students who live within the city limits of Ellis. However, we do have a pickup and delivery location at Ellis High School and St. Mary's Private School. Parents should contact the Transportation Director for more details and information about this service.

Check in/Check out

When arriving at school after 8:00 a.m., **students must report to the office** before going to class. Students must also report to the office before leaving the school premises during the school day. Students not reporting to the office may be given an unexcused absence and disciplinary consequences will be set by administration. **Always check-in and check-out from the office.**

Computer Use

Computer systems are for educational and professional use only. All information created by students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, for violation of this policy.

Students shall not install software on district computers or computer systems. Only software purchased by the district may be loaded onto district computers. Only software licensed to the district shall be used on computers owned by the district. District software shall not be copied for personal use without permission from administration.

Students shall have no expectations of privacy when using district e-mail or other official communications systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by administration.

Computer materials or devices created as part of any assigned classroom activity undertaken on school time shall be the property of the board.

Students are responsible and accountable for all personal computer (desktop and laptop) use. Any damage caused to the computer while it is checked out or being used by that student will result in the student being billed for damages. The computer use policy is in effect at all times and any misuse or mismanagement may result in the loss of privileges.

Exterior Door Access

Ellis Jr./Sr. High has installed electronic locks on their exterior doors. Each morning students may enter the North entrance door from 7:30 – 8:00 am. The front entrance door is open each morning from 6:30-8:10 am. After these set times, all students who enter the building need to access the front door. You will be required to buzz into the office for entrance into the building. While doors are electronically locked, students are not to open the outside doors for students, parents, and other visitors. All need to report to the front door and buzz in to enter the building. Students are not to block exterior doors open at any time. Students who violate this policy are subject to discipline as assigned by the principal.

Fees

Computer Use Fees: Ellis Jr/Sr High School has a \$30 computer user fee for students who will be using the school laptops at home. Fees must be paid prior to laptop being checked out to student.

Lab Fees: The following high school classes have annual lab fees to offset materials and supplies used during course work: All Art classes - \$30; All Industrial Art classes - \$20; All Ag classes (except Agribusiness) - \$20; All FACS classes - \$20.

Class Fees: Each class pays \$10 in class dues.

Food and Drinks

Capped water or sport drinks with low sodium and carbohydrates will be tolerated in the hallway until abused by spills or trashed areas. No energy drinks will be allowed for Junior High or High School. All noon hour eating is restricted to the lobby or the North or East designated outside areas. No food or drinks are allowed in the classroom unless by special teacher and administrative permission.

Insurance

All students participating in school sponsored athletics, cheerleading, or enrolled in classes that are potential high risk for accidents i.e.: physical education, shop classes, science lab classes, FACS classes, etc. must have their parents indicate on a provided form that they do have some type of accident or health and hospitalization insurance. If the parent does not have any insurance, the parent must provide such before the child will be allowed to participate in sports or enroll in certain courses: this includes practice.

The school has accident insurance available to parents through a private vendor. The school is not in the insurance business and does not handle the claims. We do have to sign claim forms in most cases and sometimes need to indicate how and when an injury occurred. This insurance is offered at a reasonable price. It will not cover full costs, but will help to some extent. Forms for this insurance may be picked up at enrollment time or at either the grade school office or superintendent's office. If you desire this insurance, please complete the application and return the form to either office. It will be sent to the company from there. Please be advised, the KanCare insurance program that provides insurance at little or no cost is available for children in families with limited incomes. The KanCare health plans are Amerigroup of Kansas, Inc. (Amerigroup), Sunflower State Health Plan (Sunflower), and UnitedHealthcare Community Plan of Kansas (United). For further information visit their website at www.kancare.ks.gov or call the consumer assistance hotline at 1-866-305-5147.

Library Availability

The library will be open from 7:40 until the close of the school day.

Library books are checked out for 20 school days (which is approximately one month) and are renewable if the item is brought to the library. A fine of 10 cents per day will be charged after the 20 days. Students may not check out more items until the fine amount is paid. The purpose of the fine is to ensure availability of library books for other students. There is no limit on the number of books and magazines checked out.

Locker Policy

Lockers are the exclusive property of USD #388 and thus subject to search at the discretion of the Superintendent or Principal. USD #388 accepts no liability or responsibility for lost items. Combination locks are installed on all lockers. Students are strongly advised not to keep money or valuables in any locker! State Fire Code does not allow for items left on the floor in the hallways or blocking exit pathways in the classroom.

Reasons that your locker(s) might be opened, by a teacher, coach, secretary or principal but not searched are:

- A locker(s) obviously needs cleaning out and/or organizing.
- A teacher feels you have a paper or an assignment in your locker(s) and a check for that item is conducted.
- A coach feels he needs to check the school issued equipment or uniform.
- Your parents request your assignments and/or books.

Reasons that your locker(s) might be searched, by the superintendent and/or principal are:

- There is cause to believe that your locker contains prohibited or stolen property.
- Prohibited items or substances found during a search shall remain in the custody of the building principal.
- A Request to search a student locker(s) from a law enforcement officer.

We cannot be responsible for the safe keeping of radios, jewelry, money or other personal items stored in lockers. Please leave your personal items at home where they will be safe.

Lost & Found

Lost and Found articles are to be brought to the Secretary's office. Every year we have numerous articles of clothing, jewelry, watches, shoes, hats, etc. left in the gym, locker rooms, bleachers, buses and athletic fields. We keep most items until the end of each semester at which time we donate them to the local *Community Thrift Shop* or *Goodwill* in Hays. If you or your child is missing items, don't hesitate to call the school secretary and we will look to see if it's been turned in. We much prefer lost articles returned to the rightful owners rather than discarded. Occasionally we put these items out on tables when we have concerts or conferences. Be sure to look through the items. You just might find your child's missing items.

Military Recruiters

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA in writing that they do not want their student's information disclosed without their prior written consent.

Office Phone Use/Phone Calls

Student telephone usage is a privilege not a right. Thus usage, except for emergencies, must be limited to before and after school or during the lunch break only. The classroom teacher has the right to determine if the call is necessary, also be prepared to tell the secretary or principal why you have to use the phone and who you are calling. Come to school prepared and phone calls will be minimal.

While we are most willing to give necessary messages to students, we do ask that parents refrain from asking to talk to their student or leaving a message unless it is extremely necessary. We will not call a student out of class to talk on the telephone except in an emergency. The time between 11:40 a.m. and 12:39 p.m. is lunchtime here at school. We are extremely busy supervising students in the lunchroom. Incoming phone calls are not a priority during this time. Calling at other times would be most appreciated if at all possible. When you do need to leave a message for your student, please do so before 3:00 p.m. Otherwise, it is possible that we will miss your student and he/she may not receive the message.

Permission to Leave School

No student shall leave the building during the school day without authorization from the office. A record of the students leaving and returning will be kept in the office. Once on school grounds, students must have teacher and administrative permission to leave the school grounds. Leaving school grounds without proper authorization will result in the student being reported as unexcused and disciplinary consequences will be set by administration.

Students shall not be released during the school day except upon a written or verbal request from the student's parents or person acting as a parent. Before releasing a student during the school day, the building principal or his designee shall verify the identity of the person seeking release of the student. If the principal or his designee is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

"If your student is under a formal custody agreement, please provide a copy of that agreement to the building principal. Without that agreement, we must allow either natural parent or guardian to have access to the student. Parents coming to school and picking up their student or dropping off materials are required to report to the office first. This is a simple safeguard for our students and faculty/staff. The office will call the student to the office or you may be informed to go on down to the classroom.

Respect

Students are expected to show respect to students, faculty/staff, and adults. Always address adults by Mr., Mrs., or Miss.

School Health Office

If you have health questions or concerns the school nurse will be available upon request. The High School Health office is located by the high school office reception area. If a student is ill due to a communicable disease such as mononucleosis or streptococcal infection, please notify the school nurse so that other cases may be quickly diagnosed.

Medical Regulations: No medication, including Tylenol, aspirin, and other over the counter drugs, may be given to students without written permission from parents and specific physician instructions. USD 388 guidelines and Request for Medication forms are available at the school nurse's office.

Immunizations

Kansas Statutes and K.A.R. 28-1-20 defines the immunizations that are required for school and early childhood program attendance. These requirements may change from year to year.

- Every pupil enrolling in USD #388 schools or preschool must provide proof of completion of required immunizations or have documented proof of disease.
- Students may continue to attend school while completing the immunization catch up schedule if pupil has received the most recent vaccines in all required series.
- If immunizations are not complete, the student is deemed noncompliant with this statute and may be subject to exclusion (K.S.A.72-6265) until pupil has complied with the requirements.
- Legal alternatives to school vaccination requirements are found in K.S.A. 72-6262 and should be discussed with school nurse.

Any student who is non-compliant after 30 days of enrollment will be excluded from school attendance until such pupil has complied with these immunization requirements.

Prescription and Non-prescription Drugs

All prescription and non-prescription drugs are to be checked into the office. Students are not allowed to carry these items on them or keep them in their locker. Parents must fill out a “Permission for Medication” form in the office for prescription medication to be dispensed. Office personnel will be in charge of distributing the proper medication to students.

Student Illness Guidelines

Fever- A student with a fever of 100.4° F or higher must stay home until 24 hours after the fever is gone without medication that reduces the fever, such as Tylenol/Acetaminophen or Motrin/Ibuprofen.

Rash- A student with a blistery sore or rash, especially if accompanied by a fever, or a rash of unknown origin, must be cleared of any contagious illness by their physician before returning to school with a doctor’s note.

- Impetigo can return to school after 24 hours of appropriate treatment.

Strep Throat- A student diagnosed with strep throat must remain home and may return to school 24 hours after antibiotic treatment begins.

Eye inflammation or Discharge- If your student’s eye is red with cloudy or yellow/green drainage, matted eyelids after sleep, eye pain, and/or redness, you should keep your student home and contact your student’s health care provider.

- Pink eye: may return to school 24 hours after prescription treatment has begun.

Vomiting and/or Diarrhea- Students should stay home with vomiting or 2 or more episodes of diarrhea. Students should stay home until the illness is over and for 24 hours after the last episode (without medication).

Bad Cough/Cold Symptoms- Students with a bad cough (frequent, uncontrolled, and disrupting) or bad cold symptoms need to stay home and possibly see their healthcare provider. When the cough improves and the child feels better, they may return to school.

Flu, Influenza, or Influenza-Like Illness (ILI)- A student with “flu-like” symptoms (temperature of greater than 100° F with a cough and/or sore throat or other symptoms for which there is no other known cause) should stay home from school and seek medical care. Other symptoms may include runny/stuffy nose, body aches, headaches, fatigue, and some have vomiting and diarrhea.

- Influenza: Per KDHE, if your student is diagnosed with influenza/flu, they shall remain in home isolation for 5 days following the onset of illness or until fever-free without fever-reducing medication for 24 hours, whichever is LONGER. (Minimum of 5 days)

COVID-19- If a student is diagnosed with COVID-19, the guidelines set by the Ellis County Health Department will be followed.

Please contact the school as soon as possible to discuss when student can return to school safely.

The guidelines listed above are subject to change as directed by the Ellis County Health Department and the Kansas Department of Health and Environment (KDHE).

Please call the school or email the school nurse for questions at jgabel@usd388.com

Reporting Accidents

Students should report any injury incurred at school or at a school sponsored activity to the appropriate teacher, sponsor, coach, school nurse or principal when an injury occurs.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment as indicated on the emergency medical information form on file in the office. This would have been filled out by the parents at the time of enrollment.

School Meals

Breakfast: We do provide a nutritional breakfast for students here at the high school, grades 7-12. Breakfast begins at 7:30 a.m. each school day and stops at 7:55 a.m. Students arriving after 7:55 will not be served unless the reason is a late bus arrival. Other reasons are not acceptable. We want children to eat breakfast before school. Therefore, it is important to have your child to school on time and not be tardy. Appropriate manners and behavior at the table will be expected, otherwise students may be assigned to an eating area which is isolated from the other students.

Students may qualify for free or reduced breakfast just like the free and reduced lunch program. Forms are available at enrollment or may be picked up at the district or high school office.

Lunch: Lunches are provided every school day. We require parents to purchase their child's lunch ticket in advance. We do send home reminders for delinquent accounts; students will not be allowed to eat once they are \$20 past due. Free and reduced lunch applications may be picked up on the table at enrollment time or can be picked up at the district office or the high school office. The Superintendent is the determining officer as to a family's eligibility for Free or Reduced lunches. The BOE president is the hearing officer should you not agree with the finding of the determining officer. Family income must meet state and federal criteria before these applications may be considered. The criteria are published in the Ellis Review or may be picked up at the high school office or B.O.E. office. Lunch prices are established each summer and will be published in the Ellis Review prior to school starting each year. Please keep this information and make every effort to send the correct amount. Since the lunch funds are deposited in a different bank from the other accounts, we ask you please to keep lunch checks separate from the other checks. Parents have the option to pay for lunches by the week, month, nine weeks, semester, or for the entire school year. The important thing to remember is pay in advance.

Lunch Time: Ellis Jr/Sr High School has a closed lunch. When weather permits, high school students are allowed to go outside as long as they remain on the East sidewalk area. Students may not enter the paved parking lot areas or enter cars during noon hour without special permission. Outside visitors will be allowed during lunch if a student completes a request form and submits it to the office for approval by 8:00 AM of that day. Visitors are limited to EHS graduates or parents/guardians. Students may have only one student visitor per week.

Lunch Room Behavior:

Students will act appropriately during lunch and display good table manners. It is appropriate to visit and enjoy yourself while eating lunch, as long as it's not distracting and poor manners are not displayed. Students may visit quietly (unless it gets too loud). Talking loudly, yelling, touching other students' food, throwing food, throwing milk cartons, trading food, and just being disrespectful towards others will result in removal from the lunch room for a specified amount of days. The lunchroom supervisors have full authority over all students. Students are to display respect towards supervisors and obey their directions and commands.

As you go through the food bar, please try not to make a mess and if you do, please take a second to clean it up the best you can. Everyone will appreciate your effort. If you accidentally drop your tray, don't panic. We will help you clean it up and you will be allowed to get a clean tray and go back through the line. Sack lunch students will not be allowed to utilize the salad bar.

Student Parking

Student parking is to be strictly limited to the asphalt areas north of the building. No student parking is permitted in the circle drive. This includes before, during and after school. Circle drive parking needs to be reserved for visitors, student drop off/pick up, and the elderly. Students are not permitted to drive around the west side of the school to exit on the southeast side. Vehicles parked on the grass or handicapped areas are subject to towing at owner's expense. There are NO parking privileges by grade level, except for seniors.

Textbooks

Textbooks will be issued to each student at the beginning of the year. The student is responsible for checking books in at the completion of the course. In the event of loss, destruction or damage, the student will be obligated to pay for the book.

Weather Dismissal

Usually during the winter months, we may have to cancel school due to blizzards, ice or other threatening weather conditions. When we know in advance, we will get the cancellation out as early as possible over **KAYS-KJLS-KHAZ-KZLS** radio stations, along with **KWCH, KSN, and KAKE** TV stations. Parents will also be contacted by the Superintendent by phone with Thrillshare. We try to do this by **6:30 a.m.** in the mornings if we know conditions are not conducive for holding school. However, sometimes this happens during the school day and we have to dismiss school early and quickly. When this occasion arises, an announcement will be given over the above listed radio and TV stations. These are the recommended stations to listen to when weather could be a threat. All parents are requested to keep their radios on when this type of weather is developing. You need to know if school will be cancelled or dismissed early and have arrangements for your child. We will try to send students home on the bus when we dismiss early. We must have your phone numbers, both home and work as well as emergency contacts that can be reached in these situations.

Academics

Suggestions for Student Success at Ellis Jr/Sr High School

- Attend all classes on time and be ready to learn (have pen/pencil, paper, and all necessary classroom resources).
- Bring your laptop to classes each day and record assignments, grades earned, etc.
- Participate in activities.
- Be honest to yourself and others and take responsibility for your actions.
- Respect yourself and others.
- Involve yourself in extracurricular activities. Research shows that students who are actively involved in their school are more likely to succeed academically.
- Limit the number of hours you work per week. Research shows that generally students who work more than 20 hours per week experience a reduction in grade point average of at least one letter grade (i.e. from A to B, etc.). Use seminar time efficiently to see teachers about your classes and maintain a successful path towards graduation.
- Make sure you have a place and time at home to study.
- Monitor the amount of time spent online.

Academics First

It is the belief of administration, faculty, and staff that academics are of the utmost importance. Therefore, every effort will be made to ensure that students are provided opportunities to be successful in their schoolwork. Several programs have been designed to help students be successful while at Ellis High School.

Student-Teacher Conference: Teachers are encouraged to detain any student who could benefit from a student-teacher conference after regular school dismissal. Some signs of necessity for a student-teacher conference include incomplete class work, failing grades, or any violations of the Standards of Behavior.

The student-teacher conference may be before school from 7:25-7:55 a.m., during Seminar, or after school from 3:30- 4:00 p.m. depending upon teacher availability. One day's notice will be given to all students scheduled for conference periods before and after school in order that transportation home can be arranged. Students will remain under teacher supervision until dismissed. Student-Teacher Conference falls under mandatory attendance law. Students who fail to attend will be referred to the principal via an intervention report and will be assigned make-up detention time.

Coaches and sponsors of extra-curricular activities may make it mandatory for students with failing grades participating in their given activity to attend a Student-Teacher Conference. Students must be given 24 hours notice to arrange for transportation, if necessary. Students who attend a Student-Teacher Conference will have the opportunity to attend practice following this study time.

Academic Dishonesty

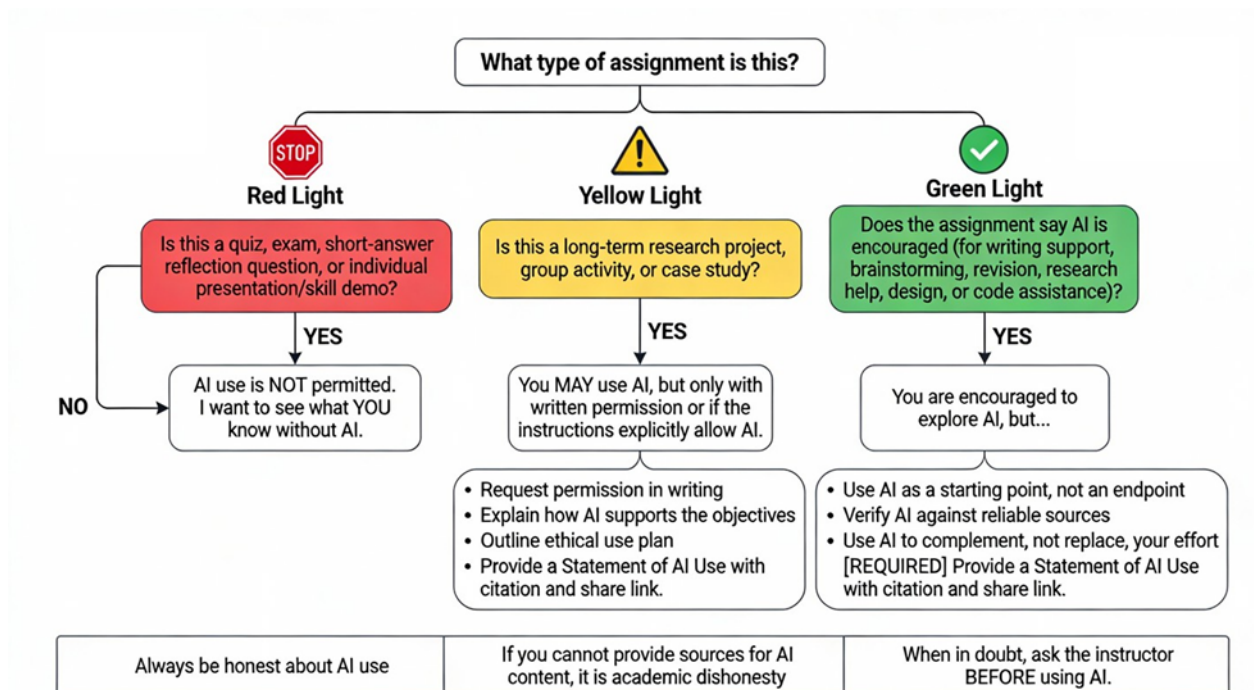
Ellis Junior/Senior High School is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. As a professional learning community, we affirm that “learning for learning’s sake” is intrinsically valued, and we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

Definition of Academic Dishonesty: Academic dishonesty is using a person’s work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

Forms of Academic Dishonesty (examples include, but are not limited to, the following):

- Looking at someone else’s work product, or knowingly allowing someone else to look at one’s work product during an exam, test, or quiz
- Using any kind of “cheat notes” during an exam, test, or quiz
- Copying any work assigned to be done independently or letting others copy one’s work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
- Having unauthorized access to or using stolen exams, tests, or quizzes
- Providing or selling exam, test, or quiz information to other students
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Lying about attendance or ability to complete assignments and/or assessments
- Lying about other people being responsible for low grades or missing scores/assignments
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research
- Using the views, opinions, or insights of others without proper acknowledgement
- Fabricating or altering laboratory data
- Accessing and/or using copyrighted test bank questions or any materials designed for instructors’ use only

Artificial Intelligence Usage:



Teacher’s Professional Judgment: A teacher’s professional judgment guides the implementation of the EHS Academic Honesty Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the EHS Academic Honesty Policy.

Consequences for Violations: EJH/EHS considers violations of the Academic Honesty Policy to be serious offenses and has therefore instituted the following consequences. The consequences apply on a school wide, i.e., a violation in one class follows a student to a different class within the school, violations of the EHS Academic Honesty Policy are cumulative for the school year.

1st Offense 0% on assignment at first, mandatory conference with teacher. The paper/assignment/test can be revised for 50% of second grade.

2nd Offense 0% on assignment/paper/test, mandatory conference and call home to parents. Revision is required, but for no credit.

3rd Offense 0% on assignment/paper/test, mandatory conference with teacher, principal, and parents. Revision is required, but for no credit, and must be done in a detention period with the teacher present.

Appeals Process: Students wishing to contest decisions resulting from the administration of the EJH/EHS Academic Honesty Policy may submit their appeals in writing to the principal.

Shared responsibility for academic honesty: Administrators, teachers, parents and students must understand, accept, and share responsibilities if this policy is to be effective.

Algebra I Classes for Ellis Junior High students

Each spring the junior high math instructor will administer an Algebra I Readiness Test entitled the Iowa Algebra Aptitude Test to all seventh-grade students. This test along with relevant state assessment scores, daily classroom work and nine weeks grades, will be utilized to determine which students will be recommended to enroll in the Algebra I class. The parents will be notified and informed of the opportunity their child has. If the student agrees to enroll in this class, they understand that they are accepting the track of math classes that recommends they should enroll in Calculus their senior year. While it is not mandatory, it is strongly encouraged.

The track will look like this:

8th Grade Year: Algebra I (counts as a JH math class, not high school credit)

9th Grade Year: Geometry

10th Grade Year: Algebra II

11th Grade Year: Advanced Math/College Algebra

12th Grade Year: Calculus

If you have any questions or concerns, please contact the JH Math teacher or principal with your concerns.

Grading System

Grade cards are issued at the end of each semester of school. All courses will be awarded semester credit.

A	92%-100%	4.0
A-	90%- 91%	3.6
B+	88%- 89%	3.3
B	82%- 87%	3.0
B-	80%- 81%	3.0
C+	78%- 79%	2.0
C	72%- 77%	2.0
C-	70%- 71%	2.0
D+	68%- 69%	1.0
D	62%- 67%	1.0
D-	60%- 61%	1.0
F	59% or below	
I	Incomplete	

Honor Roll

To be on the honor roll, a student must carry a minimum of six credits. At the end of the school year, honor roll is calculated using grades from both semesters.

“A” Honor Roll recognition is earned by any student who achieves all A’s.

“B” Honor Roll recognition is earned by any student who achieves all B’s or a combination of A’s and B’s

Teachers will periodically request students to make up incomplete assignments before school or after school (up to 30 minutes). Students must report to any requested make-up session. Failure to do so will require a parent conference with the principal resulting in a commitment for future compliance with at-risk policy. Repeated refusals will be considered insubordination and progressive discipline will follow.

The purpose of this policy is to instill in every student the importance of completing and turning in all assigned academic work at an acceptable level of competency. This is absolutely essential in achieving the most from their current educational opportunities as well as preparing them for future educational opportunities and job employment.

Homework

At the Junior High level, we do expect the students to have homework. We do **not** expect them to have a consistently large amount, but they definitely will have some, probably almost on a nightly basis.

There are many varying attitudes towards homework by both parents and teachers. We view homework as a necessary part of education but feel it should be a gradually developing experience. There will be times when your child comes home with more than you feel they should. We don't want this to happen, but it can and sometimes does. If this should continue for several days, we urge you to give us a call. We will want to know how many pages, etc. were brought home, what subjects were being studied, and how long the child actually worked at home. It will be checked out and examined and you will be contacted back with either an explanation or a reduction of that type of activity.

Promotion and Retention

Parents will be contacted about the possibility of retention well before the school year is over, almost always before the end of the third nine weeks. This can be a very difficult decision for parents. The principal shall have the final decision on retention or promotion of students.

Parents who choose not to follow the school's recommendation on retention and whose decision is not overridden by the principal will be asked to sign a form stating that they were advised that in the school's opinion the child should have been retained, that they understand the possible consequences, and that they have chosen not to follow the school recommendation.

Seminar

The goal of Seminar is to compliment the school curriculum so that we facilitate learning and the learning environment by promoting positive student contacts and guided learning experiences. “Railer Seminar” will occur on the first day of the week. During “Railer” seminar, students will work on their IPS (Individual Plan of Study) and SEL (Social-Emotional Learning) lessons.

Seminar Incentive for Grades and Attendance

The Seminar Incentive program is designed to encourage and reward students for maintaining high academic performance and good attendance. A shared document will list all students who are eligible for the Seminar incentive. This document will be regularly updated to reflect students' current status.

Policy Details

1. **Eligibility Requirements:**

- **Academic Performance:** Students must maintain a 75% or above in all classes.
- **Attendance:** Students must have fewer than 5 absences for the semester.
- **Punctuality:** Any students tardy for any class period will not be eligible for early release the next day it is available. After 4 tardies a 30 minute detention must be served before eligibility for early release is reinstated.
- **Behavior:** No office referrals.

2. **Make-Up Sessions:**

- Teachers may request students to make up incomplete assignments before or after school (up to 30 minutes).
- Students must attend these sessions as scheduled.
- Failure to attend will result in a parent conference with the principal and a commitment to future compliance with the at-risk policy.
- Repeated refusals to attend will be considered insubordination and will lead to progressive discipline.

3. **Purpose:**

- The purpose of this policy is to emphasize the importance of completing and submitting all assigned academic work at an acceptable level of competency.
- This is essential for maximizing current educational opportunities and preparing for future educational and job opportunities.

Daily Procedure

1. **Updating Good Standing Status:**

- Each day, the shared document will be updated to reflect students who are in "Good Standing" for that day.

2. **Teacher Requests:**

- Any teacher requiring a student to attend a make-up session or provide additional help will add the student's name to the shared document.
- Seminar teachers will use this information to direct students to the appropriate teacher.

3. **Seminar Attendance:**

- All students must report to the beginning of the seminar to be "cleared" for the day.
- Students in "Good Standing" may depart the building for the day.
- Students requested by teachers must attend the specified make-up sessions before leaving.

Commitment to Excellence

The Seminar Incentive policy aims to foster a culture of responsibility, punctuality, and academic excellence. By adhering to these guidelines, students will be better prepared for future success both in their educational endeavors and in the workforce.

Guidance Services

The services of the counselor are available to all students, teachers, and parents. The counselor is available to assist in educational planning including both high school and college, as well as planning for technical and vocational schools. Other services available include the use of current files on colleges and technical schools with applications and catalogs and computer programs on careers and test preparation.

The counselor administers a schedule of educational and aptitude tests and maintains a testing file on each student. Additional tests of vocational interest, vocational aptitude, personality, and personal adjustment inventories are available upon student request.

Confidential counseling is also a very vital service available to any student who wishes to discuss educational and vocational plans and/or personal, social or family concerns.

Class Changes

Students have three (3) days to change classes.

College Visits

Each year we encourage our graduating seniors to continue their education in some form after high school. This education could be in the form of a traditional 4-year college, a junior college, a trade school, or the military.

To encourage students to pursue their education after graduation, each junior and senior will be allowed up to 2 days per year of excused absences to visit a college, a trade school or a military recruiter's office. If the following conditions are met, these absences will be recorded as a school related absence. All visits must be approved through the EHS Office and/or counselor's office a minimum of one-day in advance with a parent phone call and/or note. Additional notice is appreciated.

Job Shadow

10th-12th graders may use up to one full school day each year to complete a job shadow experience. This will be a school excused absence and must be approved by Mrs. Carroll. A reflection must be completed in the student's journal page in Xello after the job shadow experience. Students are responsible for setting this up but can ask Mrs. Carroll for help, if needed, to contact a specific business. The job shadow experience must take place prior to spring break and all homework should be collected and completed prior to the absence.

ELIGIBILITY

The eligibility requirements encompass policies set by Ellis Jr/Sr High School as well as those set by the KSHSAA. The following requirements must be met for a student to be eligible to participate in athletics at EHS/EJH.

- EJH/EHS: One or fewer grades can be an F or an I. A combination of 2 or more grades of an F or an I makes said student ineligible for the week. These reports are run each Monday and are effective from the date run through Sunday. A buffer period is set at the beginning of each semester. The eligibility report will first run on the Monday following the second full week of classes.
- KSHSAA: A minimum of 5 subjects must have been passed in the previous semester, with said student enrolled in a minimum of 5 new subjects. Failure to meet these requirements makes a student ineligible for the semester.

Other factors that may determine a student's eligibility...

- Transfer without a bona fide move: High School is 1 year; Junior High is 18 weeks
- Awards: Any gift or collection of gifts surpassing \$50 for an activity. No cash is acceptable.
- Amateur Status: Students cannot compete and earn money or prizes
- Outside Competition: Students cannot compete in an outside competition during the season of sport.
- NIL: Cannot be done on school grounds, in school facilities, or while wearing school gear.

Eligibility for Graduation

Only those students who have completed all coursework to the satisfaction of all teachers and have actually earned the necessary credits for graduation will be allowed to participate in commencement exercises. All bills and fees must be paid, all books and materials turned in, and all discipline consequences/make-up time served before a student will be allowed to participate in the EHS graduation ceremonies.

Early Graduation

The Board of Education authorizes graduation for students who meet the following criteria:

1. Have satisfied (or will satisfy) course requirements for graduation,
2. Have demonstrated how an alternative to continuing their high school education would be more profitable to them,
3. Have parental/legal guardian permission for early graduation,
4. Have submitted this application no later than the end of their junior year.

Request for early graduation will be handled on an individual basis through written application to the high school counselor. The deadline for application will be by the end of the student's junior year. Parental consent is required. If approved by the high school principal, a formal request will be made to the superintendent and Board of Education. Students who have completed all graduation requirements will be eligible after the seventh semester at Ellis High School. If granted, students will not be able to participate in any second semester school activities, except graduation ceremonies.

Valedictorian Award

Ellis High School Valedictorian/Salutatorian awards will be determined as follows: Top students GPA will be the first criteria. Tie breakers will be determined by ACT scores first, then Super ACT scores. This award will be based on the senior's cumulative GPA up to and including the 3rd 9 weeks of the 8th semester.

Ellis Site Council Community Service Award

All full-time students enrolled at Ellis High School are eligible for this award. Service must be from community activities—no school organizational activities. List your volunteer work or service in community activities such as scouting, church programs or projects, 4-H, Saddle Club, Vista, helping senior citizens, Ellis Recreation Commission, etc. Donating blood will be awarded 2 hours of service. Certificates will be presented during EHS Awards in May. This must be on your own time, must not involve personal compensation of any kind, must be for non-relatives, and must not fulfill any organizational obligation for membership. Recognition of this award will be recorded on all official school transcripts. As a reminder, more and more scholarships are requiring community service as a part of their application process.

Deadline: Completed forms are due to Principal on or before the 1st of May. **Who's Eligible?** All fulltime students enrolled at Ellis High School **Community Activities:** *20 hours from at least 3 different areas or projects* **To apply:** pick up forms in office

Ellis High School ~ ELECTIVE COURSES

ART – Fine Arts Credit

FINE ARTS Credit

- Intro to Drawing (Intro Course)
- Principles of Illustration
- Sculpture/Graphic Design (rotates each year)
- Project Management & Resource Scheduling
- Independent Study Art- (Seniors only) (teacher permission required)

HEALTH

- GPD (weightlifting)

AGRICULTURE

- Agriscience (Intro Course) (Grades 9,10,11,12)
- Ag Mechanics (Pre-Req agriscience)
- Ag Welding I (11th-12th NCK Certification)
- Ag Fabrications (12th NCK Certification)
- Animal Science- (Pre-Req Agriscience)

COMPUTER TECHNOLOGY

- Digital Media Tech- (intro course)
- Business Essentials
- Media & Public Relations (Webpage – pre-req: Digital Med Tech) Application from Mr. Fox required
- Digital Media Design & Production (Webpage – pre-req: above) Application from Mr. Fox required

JOURNALISM

- Application and interview required- See Mrs. Reed
- Photo Imaging (1st year) (Digital Media Tech must be taken prior or at the same time)
- 21st Century Journalism (2nd or 3rd year)

FAMILY & CONSUMER SCIENCES (FACS)

- Nutrition & Wellness (1st Sem) / Creative Textiles (2nd Sem) – (intro course)
- Family Studies (1st Sem) / Advanced Foods (2nd Sem)
- Human Growth and Development/Culinary Baking
- Independent Study Quilting- Senior only, teacher permission required

FOREIGN LANGUAGE

- Spanish I
- Spanish II

- Choir
- Band
- Intro to Guitars

Courses that will also count towards Fine Arts

Requirement: Digital Media Tech, AV Production Fundamentals, Video Prod, Media & Public Relations, Digital Media Design & Prod, Woodworking Principles, Furniture and Cabinetry, Carpentry, Architecture and Engineering, Photo Imaging, 21st Century Journalism, Ag Welding I

SCIENCE

- Earth Science
- Anatomy & Physiology
- Chemistry (must be enrolled in Algebra II or have had it)
- Physics (pre-req: Algebra II)
- Intro to Health Science (online)

MATH

- Algebra II
- Advanced Math / College Algebra (pre-req: Algebra II)
* College Credit is available for College Algebra
- Calculus (pre-req: Advanced Math/College Algebra)

APPLIED TECHNOLOGY

- Drafting (1st Sem) / Intro to Industrial Technology (2nd Sem) (INTRO course and pre-req for all)
- Architecture & Engineering- (pre-req Drafting and Intro to Ind. Tech)
- Woodworking Principles (pre-req: Drafting/Intro)
- Furniture & Cabinetry Fabrications (pre-req: Woodwork Principles)
- Carpentry (pre-req: Woodworking Principles)
- Carpentry 2 (pre-req: Carpentry)
- Advanced Materials Technology (seniors)

Online College Class Hour- Juniors and Seniors only- see Mrs. Carroll if interested in this.

Office Aide/I.S. Study (seniors only)

- Permission required from teacher

Career Internship- seniors only

- See Mrs. Carroll if interested

Course Requirements

EHS- Class of 2026 and 2027	Qualified Admissions- 4 year Regents Schools-WSU, FHSU, KU, KSU, ESU, PSU
_____ English (4 credits) _____ English I English II English III _____ English IV/Comp	_____ English (4 credits) _____ English I English II English III _____ English IV/Comp
_____ Math (3 credits) _____ _____ _____	_____ Math (3 credits) _____ Alg. I Geometry Algebra II If Math ACT lower than 22, 1 additional math credit needed
_____ Science (3 credits) _____ Physical Science _____ Biology _____ (choice)	_____ Science (3 credits) _____ Physical Science Biology _____ Chemistry/Physics
_____ Social Science (3 credits) _____ World History _____ American History _____ Govt./Civics	_____ Social Science (3 credits) _____ World History _____ American History _____ Govt./Civics
_____ PE/Health (1 credit) _____ Financial & Career Preparation (1 credit) _____ Fine Arts (1 credit)	_____ Electives (3 credits) _____ _____ ESU, PSU, FHSU, WSU= GPA 2.25 and 21 ACT KSU= GPA 3.25 and 21 ACT KU= GPA 3.25 w/ 21 ACT or GPA 3.0 w/ 24 ACT
_____ Electives (9 credits) _____ _____ _____ _____ _____ _____ _____ _____	_____ <u>Kansas State Scholar Scholarship Program</u> • Complete QA requirements above • Both Chemistry and Physics • 4 th credit of Math • 2 credits of Foreign Language

Total to Graduate EHS 25 credits	
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Ellis High School Graduation Requirements Class of 2028 and beyond

3.5 English Credits/0.5 Speech Credit

_____ English I _____ English II _____ English III/Speech _____ English Composition

3 Math Credits

Option 1

_____ Algebra I

_____ Geometry

_____ Algebra II

Option 2

_____ Geometry

_____ Algebra II

_____ Advanced Math/College Algebra

3 Science Credits

_____ Physical Science _____ Biology _____ Chemistry, Earth Science, A&P, Physics

3 Social Studies Credits

_____ World History _____ American History _____ Government/Civics

_____ 1 credit Fine Arts Options include:

- Music classes
- Art classes
- Digital Media Tech
- Media and Public Relations
- Digital Media Design and Production
- Woodworking Principles
- Furniture and Cabinetry
- Carpentry
- Architecture and Engineering
- Photo Imaging/21st Century Journalism
- Ag Welding I
- Ag Fabrications

_____ 1 credit Financial and Career Preparation (SENIOR YEAR)

_____ 0.5 credit Physical Education/0.5 credit Health (FRESHMAN YEAR)

_____1 credit STEM Options include:

- 4th credit of Science
- 4th credit of Math
- Ag Welding
- Ag Fabrications
- Digital Media Design and Production (2nd year of Webpage)
- Carpentry II
- Furniture and Cabinetmaking (3rd year of Woods)
- Advanced Materials Technology (4th year of Woods)
- Project Management & Resource Scheduling (4th year of Art)
- Fort Hays Tech classes for the halfday programs
- Internship

8 Electives (not including anything already taken above)

25 total credits needed to be a graduate of Ellis High School.

Two Postsecondary Assets- must be from the list below Career and Real World Examples:

- Internship
- 40 or more community service hours
- Job Shadow directly tied to career goals/interests
- Two or more HS athletics/activities
- 90% attendance in HS
- Senior Exit Interview/Senior Project

Academic Examples

- ACT score 21 or higher
- 9+ college credits
- State assessment scores of 3 or 4 for Math, ELA, Science
- Completing Board of Regents Curriculum

NCAA Division II	NCAA Division I
English (3 credits) _____ English I English II English _____ III _____	English (4 Credits) _____ English I English II English III English _____ IV/Comp _____ _____
Math (2 credits) _____ Algebra I Geometry _____	Math (3 credits) _____ Algebra I Geometry Algebra II _____ _____
Science (2 credits) _____ Physical Science _____ Biology	Science (2 credits) _____ Physical Science Biology _____
Social Science (2 credits) _____ _____	Social Science (2 credits) _____ _____
Additional Eng., Math, or Science (3 credits) _____ _____ _____	Additional Eng., Math, or Science (1 _____ credits)
Additional English, Math, Science, Social Studies, or _____ Foreign Language (4 credits) _____ _____ _____	Additional English, Math, Science, Social Studies, or Foreign Language (4 credits) _____ _____ _____ _____
ACT Report needs sent to NCAA Eligibility Center (ACT Code is 9999)	2.3 GPA with ACT sliding scale based off of GPA

Agreement to attend Fort Hays Tech North Central Half Day Programs

It is a privilege to attend the half day programs at FHTech and students must be in good standing to attend these programs.

Good standing means-

- Student must maintain passing grades at EHS and FHTech.
- Failing a class will lead to being placed on "probation" and can result in removal from the FHTech program and a full schedule created at EHS.
- During the probationary period, the student may be required to stay at EHS to catch up or complete work in order to maintain passing grades.
- Excessive absences from EHS/FHTech can lead to removal from the program.
- If a student will be absent from class at FHTech, they must notify their instructor and the bus barn regarding transportation.
- Good behavior at both schools is required to stay in the program.
- Respectful behavior towards the bus/suburban driver is expected.
- Students are required to attend FHTech even if EHS is not having school.
- If no classes at FHTech and students are staying caught up in EHS classes, they only have to be at EHS for their scheduled classes.
- Students cannot ride together in personal vehicles to FHTech.

_____ Student Signature _____ Date

_____ Parent Signature _____ Date

BEHAVIOR EXPECTATIONS

CODE OF CONDUCT

Mission

Ellis Jr/Sr High School's Code of Conduct is based upon the following Standards of Behavior:

❖ **Standard of Behavior: Recognize appropriate forms of physical contact.**

Desirable behaviors: Hand holding, maintaining unimpeded traffic flow, maintaining distance between students. Unacceptable behaviors: Punching, wrestling, tripping, groping, blocking hallway traffic, body contact, any romantic display of affection such as kissing, embracing, etc.

❖ **Standard of Behavior: Recognize and use appropriate language.**

Desirable behaviors: Use language that does not offend, hurt, demean, demoralize. Use situational appropriate language.

Unacceptable behaviors: Using any type of sexual phrases, obscene language, swearing, hazing type activities.

❖ **Standard of Behavior: Show respect for self and others.**

Desirable behaviors: Dress appropriately for the situation (some T-shirts are inappropriate for school), treat others as you would want to be treated, follow standard etiquette guidelines, and practice good personal hygiene.

Unacceptable behaviors: Hazing, ridiculing others, laughing at or egging-on others, dressing casual in formal situations, bad etiquette.

❖ **Standard of Behavior: Be responsible for your actions.**

Desirable behaviors: Leave things the way you found them or better. Follow rules. Take stances rather than looking the other way. Show pride in community and school. Pick up after yourself. Unacceptable behaviors: Placing blame on others, using other people's work, always having an excuse, littering, vandalism.

❖ **Standard of Behavior: Come to school prepared.**

Desirable behaviors: Arrive at school and class on time, bring all necessary and appropriate supplies, use time wisely, get a good night's sleep, and do your homework.

Unacceptable behaviors: Borrowing other's homework/or supplies, calling home for forgotten materials or lunches, running in halls to avoid being tardy, arriving at school or class tardy, arriving in class without necessary materials, asking permission to go to lockers during class time.

Philosophy

The Code of Conduct is in place to ensure a safe and orderly environment. The Standards of Behavior are consistent in all school environment areas. Attending Ellis High School is a privilege which carries with it the obligation of maintaining acceptable behavior. Students are responsible for their actions and should find satisfaction in attaining standards which are expected.

Good schools and good discipline go hand in hand. Ideally, discipline is self-directed and self-controlled. Schools, community, and parents share the responsibility for helping students develop self-discipline. Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others.

Parents, school personnel, and others responsible and concerned about the welfare and education of young citizens must cooperate to understand and enforce the rules. Ellis High School has high expectations of students

and staff regarding personal behavior and good discipline. We all have the responsibility of assuring that positive and productive behavior is maintained in the schools and that expectations are enforced consistently, fairly, and promptly.

Discipline Model

Step 1: Student Conference

Step 2: Detention Assigned by Principal

Step 3: In School Suspension

Step 4: Out of School Suspension

Step 5: Alternative Academic Placement

Step 6: Long-term Suspension, Expulsion or Homebound Placement

8th Hour for Junior High

Any student who receives an incomplete grade will be assigned to attend 8th hour. The student will be issued an incomplete grade for any assignments not handed in on the due date at the time it is due in class. If a student fails to complete the assignment during the 8th Hour, he/she will be expected to complete the assignment outside of school prior to the next day. A failure to do so will result in the student being assigned another 8th Hour. Students participating in school activities such as ball games would serve their 8th Hour the following night. Students who miss/skip their assigned time will be required to make up the missed time the following day after school. Students who miss an assigned 8th Hour for three days will be placed on an activity hold. While on an activity hold, students will not be allowed to attend any extracurricular activities. Students will not be allowed to practice, participate, or attend until their 8th Hour is complete.

8th Hour Guidelines:

1. Students are expected to bring everything they need to 8th hour.
2. 8th Hour is from 3:30-4:00. This gives students time to collect materials, use the bathroom, get a drink etc., before coming to the 8th hour classroom. Students are not allowed to leave the 8th hour classroom after 3:30.
3. There will be no talking unless approved by the 8th hour teacher. This time should be used for working on assignments, reading, or studying. Talking distracts from this goal.
4. Students are expected to follow the rules of 8th hour. Any discipline issues will result in the assignment of an additional 8th hour the following day and possible office referral.

General Code of Conduct Regulations

The following are in violation of school policy and subject to discipline (up to suspension and/or expulsion):

1. Possession of cigarettes, e-cigarettes/vaping devices, or chewing tobacco on school property or supervised activity trips.
 - i. All students caught with tobacco or e-cigarettes/vaping devices in their possession will be sent to the high school office and subject to the following discipline:
 - ii. 1st offense - Parent called in and the student sent home with parent. 24 hour out-of- school suspension followed by a 24 hour in-school suspension.
 - iii. 2nd offense - Three-day, out-of-school suspension.
2. Smoking or vaping on school property or supervised activity trips.
3. Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking/vaping paraphernalia.
4. The improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, vape products, or other controlled substances.
5. Intentional abuse, destruction or defacement of school property.
6. Improper or disrespectful behavior toward school personnel or other students.
7. Profanity: Swearing, use of obscene, threatening or flagrantly disrespectful language.
8. Insubordination: Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness. (i.e. this includes not coming in before or after school when requested by a teacher or administrator.)
9. Fighting and/or provoking a fight: fighting will result in either a suspension or other disciplinary action.
10. Conduct which substantially disrupts, impedes or interferes with orderly procedure of a class or daily schedule.

*The above applies to all school activities. (i.e. Football games, Basketball games, Field Trips, Dances, etc.) Anytime while on school property, including buses; Home or Away

SUBSTANCE ABUSE POLICY

*Possession or use of alcohol, tobacco, illegal drugs, and other controlled substances.

Students involved in school sponsored athletic programs or non-athletic extracurricular student organizations are subject to this policy, which applies to those students 24 hours per day, any place, and between seasons. The consequences will apply to both athletic and all non-athletic organizations. This policy may not cover every possible scenario. Some interpretation will be left up to the coach/sponsor and administration.

Use and/or possession or promotion of any alcohol, tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs or events; and on school owned or operated property. Violations are to be substantiated by law enforcement, faculty/staff member, school administration, social-networking sites or other sources deemed credible by the following 3 people, coach/sponsor of sport or organization, Principal/AD.

It is a violation of this policy to be under the influence of, in possession of, using, distributing, selling, or attempting to sell any of the substances or devices listed above. Violations are subject to disciplinary action and/or legal action as determined by the administration. It is not a violation for a student to be in possession of a drug specifically prescribed for a student's own use by his or her own doctor.

Students who are concerned about their substance abuse and voluntarily notify faculty or staff will not be subject to disciplinary action. Confidentiality will be observed while seeking and finding support for such a student. Self-disclosure may be utilized once to avoid disciplinary action and must be made prior to determination they have violated this policy.

Consequence of offenses

FIRST OFFENSE:

Baseball – 2 games	Basketball – 2 games	Cross Country – 1 meet
Football – 1 game	Golf – 1 event	Softball – 2 games
Track & Field – 1 meet	Volleyball – 3 matches	Wrestling – 1 event

Cheerleading will coincide with the event in which the season currently is in (i.e. Football – 1 game, Basketball – 2 games). Note that a cheering event is one night of cheering regardless of how many games are included.

During this period of ineligibility, the student will practice and participate in team activities/meetings. The student may attend competitions at the coach's discretion but will not dress out.

Non-Athletic Activities: The student will lose eligibility through the next major event sponsored or attended by the organization. During this time the student will attend organizational meetings and participate in fund raising events. The organizations' sponsors shall be responsible for determining "major events".

Students will also miss the next major social event (i.e. Homecoming, Snoball, Prom, other school dances, etc.). Officers of an organization violating this policy will be removed from office, but not the organization. In the event that more than one organization is involved, the sponsors will meet to determine consequences.

SECOND OFFENSE: The student will be ineligible to participate in athletics for the remainder of the year (ALL SPORTS). For non-athletic activities, the student will be dismissed from ALL non-athletic student organizations for the remainder of the school year and not be allowed to attend any remaining social events (i.e. Prom, Homecoming, etc.).

SCHOOL DAY RELATED CONSEQUENCES - In addition to consequences from KSHSAA activities, students will also be subject to the following academic consequences related to the school day: 1st offense = 1 day ISS; 2nd offense = 2 days OSS; 3rd offense = possible expulsion.

Attendance

All students are expected to attend school daily. In the event of an absence, parents are asked to call the school on the morning of the day of the absence. If the parent does not call the school, the office will call the home to check on the absent student. When a call can be completed, a written excuse is not required on the day the student returns to school. If the office does not receive appropriate notification from a parent of an absence within 24 hours of the absence, an unexcused absence will be applied. When students are absent for any reason, their work will need to be completed. Incompletes will be issued and grades will not be recorded until all work and time are made up.

Excused absence: An absence will be excused for the following reasons:

1. Absence required by a school sponsored activity or field trip.
 2. Absence caused by illness of the student.
 3. Absence required by serious illness or death in the student's immediate family.
 4. Family trips accompanied by parents. Advanced notice is to be given to the school.
 5. Absence which a parent of the student requests in advance by telephone and which the Principal feels will contribute in a substantial and educational way to the best interest of the student or the student's family.
- *Excuses 4 and 5 must be substantiated by a parental telephone conversation with the Principal before absence will be excused.

Unexcused absence: Absences for reasons other than the above. Some examples are but not limited to:

- Non-participant attending KSHSAA sport events or extracurricular activities during school hours.
- Oversleeping, including athletes who sleep in after game nights.
- Senior pictures, beauty shop or barber shop appointments.

- Working for non-parent.
- Senior or class skip day - will result in "Loss of credit" and make up time as directed by the Principal.
* Students will be assigned detention(s) for unexcused absences.

Excessive absences: The majority of Ellis Jr/Sr High School students miss 6.5 or fewer days per year. The State Board of Education stresses attendance. Consequently, the parent of any student who misses 10 or more absences in a semester or 14 in the calendar year will be mailed an Attendance Alert Letter.

The only excused absences beyond these are: 1) appointments and/or extended illness that is verified by a medical doctor or verified by a dentist, 2) school approved and sponsored activities, 3) death in the family, 4) religious belief that is verified from parents, and 5) other reasons which the principal feels are justified that might not be included in the above reasons. Deliberate “hooky” or dishonest reporting by student or parent will result in zeroes for the day and making up school time missed after school.

Upon reaching the 10th day of absence for the semester or 14th day in the calendar year, an Attendance Alert will be sent home. Upon the 12th day of absence for the semester or the 16th day in the calendar year the principal develop an attendance plan and the parent will be contacted. This plan will be sent to parents and may include make-up time, seminar restrictions, bus pass, activities restrictions, doctor verification slips, and a report to DCF when required by law. If attendance issues continue, this plan can change and will be progressive in nature.

Students who miss more than 16 days for the school year will be required to make-up time missed. See Make- Up Time Opportunities below. Exceptions for documented medical issues will be handled on a case-by-case basis by the Principal. Doctor’s notes stating the reason and duration of the absences will be required.

Truancy Policy

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. USD 388 policy outlines that two or more hours in any given school day shall constitute an absence for the day. Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the Board to address truancy issues.

The building principal or designated representative is authorized to report students who are inexcusably absent from school to the appropriate authority. Prior to reporting to either DCF or the county or district attorney, letter shall be sent to the student's parent or guardian notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported truant.

Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form on file in the principal's office. If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Make-Up Work

1. If the absence is excused the student will need to meet with their teacher(s) to set a time limit when the work is due not to exceed 1 day for every day absent. Work not made up in the assigned time, even though the absence is excused, will be recorded as a zero and marked incomplete until finished.
2. All work missed due to unexcused absences must be completed. This work will be recorded in PowerSchool as incomplete until completed.
3. Advanced make-up work - if a student knows of impending absence, assignments should be secured and work made up in advance. This is the student's responsibility.
4. Concerning all inter-school activities, teachers must be notified and all make-up work must be obtained in advance of departure or the student will not be allowed to leave. Teachers will contact the coach/sponsor if this is an issue. The student may be placed on a bus pass if they continually abuse this privilege.
5. A student who does not keep his make-up work current will not be allowed to depart early for future events.

Make-Up Time Opportunities

1. Detention/Make-Up Time:
Monday – Friday from 6:55 – 7:55 a.m. or 3:30 – 4:30 p.m. in assigned classrooms.
2. Mandatory Make Up Time
Beginning the Tuesday following Memorial Day from 8:30 – 11:30 a.m. until all time is made-up.

Tardies

Students are expected to arrive to every class on time with the necessary classroom materials. For every tardy students will miss the next early release incentive day. After 4 tardies for the semester, a 30 minute detention must be served in the office. Failure to follow the above guidelines on a repeated basis will result in further disciplinary consequences at the discretion of administration.

Appropriate Dress

Out of concern for health and safety, shoes are to be worn in the building at all times. Also, students who are wearing T-shirts, jackets or other items of wearing apparel that have markings, pictures or lettering that convey profane or offensive meaning (i.e. no alcohol or tobacco advertisements, no sexual innuendos) will be asked to turn them inside out or return home to change. Midriff must be covered and undergarments must never be visible to others whether

sitting or standing. Tank tops must have a 1 ½ inch strap and tube tops are not allowed. Bottom line, any item of apparel may be unacceptable at school if deemed inappropriate or if it causes a disruption or distraction among students or staff. Caps, hats, and hoodies pulled up are not to be worn in the school buildings during the school day and are strongly encouraged not to be worn inside school facilities (home or away) at all.

Cell Phone/Electronic Devices

This policy covers cell phones, smart watches, ear buds and similar personal electronic devices. A secure location identified by the building administrator will be designated for storage of personal electronic devices. Students wishing to bring their personal electronic device(s) into the building will place their device(s) in the designated location when they arrive at the building. Students will be allowed to retrieve their items from the designated storage location upon the last bell of the school day for dismissal, early checkout in the office for appointments, early release for school activities, or other parent-authorized reasons for leaving the building prior to the final bell. If the student does not wish to bring a personal electronic device into the building, a note card signifying that they do not have any such devices in their possession will be placed in their designated spot. The following consequences will be in place for students who have personal electronic devices in their possession during the school day:

- First Offense: Device will be confiscated and brought to the office. There will be communication with parents/guardians, and the student will serve a 30-minute detention. The student may take the device home.
- Second Offense: Device will be confiscated and brought to the office. There will be communication with parents/guardians, and the student will serve a 60-minute detention. The device will have to be picked up by the parent/guardian.
- Third Offense: Device will be confiscated and brought to the office. There will be communication with parents/guardians, and the student will serve a 3-day In School Suspension (ISS). The device will have to be picked up by the parent/guardian.

Electronic Devices:

- a. USD 388 and EHS assumes no responsibility for lost or stolen personal electronic devices at school or school activities.
- b. Cameras and any other item capable of making pictures are banned from restrooms and locker rooms.
- c. Electronic items such as MP3 players and iPods may be confiscated by teachers that prohibit usage in their classrooms. These items will be returned at the end of the day.
- d. Headphones are not to be worn at school unless given specific permission by a teacher for a specific project.

Students serving time for a staff member will be subject to the above rules no matter the time of day. Items that need returned to the parent/guardian will be at the convenience of the administrator.

Bullying

Ellis High School is committed to providing a safe school environment that is free of bullying. Bullying includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. It can involve direct attacks (such as hitting, threatening or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, and stealing or damaging belongings) or more subtle indirect attacks (such as spreading rumors, inappropriate emails, blogs, or encouraging others to reject or exclude someone).

Cyber/Social Media bullying is willful and repeated harm inflicted through the use of computers, cell phones, or other electronic devices. Students who participate in cyber/social media bullying may face disciplinary consequences at school. Even though the actual infractions may occur away from school, the effects of what has been done may have a direct impact at school.

EHS will hold bullies accountable for their actions. Students who participate in bullying activities will be subject to the disciplinary procedures adopted by the district. EHS staff and administration will monitor the school environment and intervene when needed. It is important that all students recognize what bullying is and take an active role in stopping it. Students who are being bullied need to report this to a teacher, counselor, or principal.

Parents/Students are asked to report all bullying and/or other student safety concerns using the STOPit app or online report. The online link is located on the Ellis High School and Ellis Junior High webpage.

What can students do if someone is being bullied?

1. **Refuse to join in if you see someone being bullied.** It can be hard to resist if a bully tries to get you to taunt or torment someone, and you may fear the bully will turn on you if you do not participate, but try to stand firm.
2. **Attempt to defuse bullying situations when you see them starting up.** For example, try to draw attention away from the targeted person, or take the bully aside and ask him/her to "cool it." Do not place yourself at risk, however.
3. **If you can do so without risk to your own safety, get a teacher, parent, or other responsible adult to come help immediately.**
4. **Speak up and/or offer support to bullied teens when you witness bullying.** For example, help them up if they have been tripped or knocked down. If you feel you cannot do this at the time, privately support those being hurt with words of kindness or condolence later.
5. **Encourage the bullied teen to talk with parents or a trusted adult.** Offer to go with the person if it would help. Tell an adult yourself if the teen is unwilling to report the bullying. If necessary for your safety, do this anonymously.

Harassment Policy

Ellis High School is committed to providing a school environment that is free of all forms of harassment for students and district employees. In keeping with this commitment, EHS maintains a strict policy prohibiting any type of harassment of any student or district employee in any district school or facility. Harassment by any student of another student or a district employee will not be tolerated. EHS will promptly act to investigate all complaints formal or informal, verbal or written, of harassment and to discipline any student who harasses another student or district employee. Any individual who reports harassment will not be retaliated against for making such report.

Definition: As used in this policy, harassment shall have the following meaning:

Conduct based upon the actual or perceived race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation of the selected victim, which has the effect of creating, in a reasonable person, an intimidating, hostile, or offensive environment, or which substantially or unreasonably interferes with or disrupts, or has the potential to disrupt, an individual's education or employment. Harassment shall include the following:

1. Speech: Speech directed at an individual, which is degrading, derogatory, or disrespectful to the individual's race, color, religion, national origin, ethnicity, gender, disability, sexual orientation, or employment position with the district, including, but not limited to slurs, jokes, insults, name-calling, and hate speech;
2. Written Materials: Written materials which directly degrade, or show disrespect to, an individual's race, color, religion, national origin, ethnicity, gender, disability, sexual orientation;
3. Visual Displays: Displays of material, which create a disrespectful, hostile, intimidating and/or demeaning environment related to an individual's race, color, religion, national origin, ethnicity, gender, disability, sexual orientation including, but not limited to pictures, posters, or cartoons;
4. Defacing or Damaging Personal Property and/or District Property: Any incident involving the defacing and/or damaging of property belonging to an individual or the district, that intimidates an individual due to his or her race, color, religion, national origin, ethnicity, gender, disability, sexual orientation; or

5. Physical Threats: Threats of violence or acts of intimidation against an individual due to his or her race, color, religion, national origin, ethnicity, gender, disability, sexual orientation, or employment position with the district.

Reporting and Investigation of Harassment: Any individual who believes he or she has been a victim of harassment by a student or employee should report the alleged acts immediately to the principal. Upon receipt of a report or complaint alleging harassment, the district shall immediately investigate. Reports of harassment may be forwarded to law enforcement agencies, depending upon the nature and extent of the harassment.

Action to be taken for Violation of the Harassment Policy: A student violating any provision of this policy shall be subject to the disciplinary policies and procedures adopted by the district.

Sexual Harassment Policy

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time. Ellis-USD 388 Superintendent, 1011 Washington St., jwilson@usd388.com, 785-726-4281 has been

designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The “complainant” means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant’s wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party.

“Supportive Measures” shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district’s educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known;
 - the conduct allegedly constituting sexual harassment; and
 - the date and location of the alleged incident, if known.
- An explanation of the district’s investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district’s code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

- To ensure a complete and thorough investigation and to protect the parties, the investigator shall:
- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decisionmaker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the district to the complainant; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for

employees.

Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

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

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

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Suspension and Expulsion Procedures

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

Reasons for Suspension or Expulsion:

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interferences with school operation; and
- Possession of a weapon at school, on school property or at a school sponsored event.

Short Term Suspension:

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parents or guardians within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend. At the informal suspension hearing, the student shall have the right to be present and notified of:

- the charges
- the basis for the accusation; and
- the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion:

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which employee is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas Law.

- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases when a Student May Be Suspended or Expelled:

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 5 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

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

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Students Rights During a Long-Term Suspension/Expulsion Hearing:

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board:

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

- Written notice of the appeal shall be filed with the clerk within 10 calendar days after receiving notice of the decision.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.

- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Gang Activity

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student:

- Shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives;
- Shall not present a physical safety hazard to self, students, staff, and other employees.
- Shall not 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
- Shall not 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.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

Threats

We live in times that require verbal threats to be taken seriously. Threats, whether they be written or verbal will be considered serious matters. The principal will investigate all threats which are reported, involve law enforcement when needed, and appropriate disciplinary action will be taken. This could mean ISS (In school suspension) or even OSS (out of school suspension). Think before you speak and never threaten to harm anyone with the use of a weapon. Anytime a verbal or written threat is determined to be a genuine threat, the principal may report the incident to local law enforcement officers. We cannot tolerate any threats especially those involving use of weapons. Please, don't threaten others and you won't have to worry about this matter.

Weapons

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon (including a starter gun), any item being used as a weapon or destructive device, or any facsimile of a weapon.

Definition of Weapons and Destructive Devices:

As used in this policy, the term "weapon" and/or destructive device means:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon 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 weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- 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 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device intended for use in converting any device into an destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

- any bludgeon, sand club, metal knuckles or throwing stars;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward downward, or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession:

Possession of a firearm or other weapon or facsimile of a weapon 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. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for the possession of a weapon shall be conducted by the superintendent or superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Drug Free Schools Policy

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

A drug dog will be used periodically to deter these types of items are not being brought into school or onto school grounds.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

parent notification; police involvement;
suspension or expulsion; and/or;
exclusion from future extracurricular activities.

Tobacco-Free School Grounds Policy:

Tobacco use of any kind (cigarettes, chew, snuff, e-cigarettes) is not permitted by any person (staff, student, or visitor) at any time in or on USD 388 property, whether owned, leased or rented. Staff and students who violate this policy will be subject to disciplinary measures in accordance with applicable school and district policies.

Visitors who violate this policy will be asked to dispose of tobacco products and abstain from further use until

leaving district/school property. If visitor refuses to dispose of products, they will be asked to leave district/school property and may be referred to local law enforcement if continued refusal occurs.

This policy further prohibits tobacco industry advertising, marketing and sponsorship on district property, at school functions and in school publications. In addition, the exhibition of tobacco-oriented gear or paraphernalia by staff and students is prohibited. USD 388 will use signage, and when possible, written and verbal notices in district communications to advertise this policy.

Vandalism

The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent or principal shall contact the parents and explain their legal responsibility. Law enforcement may be contacted of the incident. The parents shall be notified in writing of the dollar amount of loss or damage. Restitution payments made by juveniles or their parents will be paid to the district office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

ACTIVITIES AND ATHLETICS

Junior High Parties and Dances

We try to offer a Back to School, Winter Break, and Valentines dance for Junior High students each year. Students are expected to dance at these events. Standing around talking and eating snacks the entire time will cause the next dance to be cancelled. We encourage students to get out on the dance floor and have fun!

Student may lose their privilege to attend dances and parties if they are not eligible or have acted inappropriately in school. Attending parties and dances is a privilege and not a right.

EHS Concession Stand Policy

The Ellis High School concession stand is the major fundraiser for the EHS prom. Typically, the EHS sophomore class is in charge of running the EHS concession stand. At the end of the sophomore year each class will have a general budget to use for their junior prom. Because of the importance of this, it is vitally important that each class member share in the load of running the concession stand.

Guidelines/Rules:

1. The sophomore class sponsor will determine the number of events each class member needs to work that will allow the stand to be open for all major events and run efficiently at the activities. This number will be divided by the number of classmates within the sophomore class. Students will sign up for and be required to work this number of activities to attend prom for FREE.
2. Prior to the first activity, the sophomore class sponsor will organize a meeting with the sophomore class to allow students to sign up for the year's events. After sign up, these guidelines/rules and a schedule will be mailed to all parents.
3. As a reminder, an announcement will be made at school on the day of each activity outlining who is signed up to work. Each student is encouraged to keep work dates on his/her own calendar as well. It is the student's responsibility to be at work. A schedule will also be posted outside the sponsor's classroom door.
4. Students who choose not to work or skip scheduled work assignments will be charged \$20.00 per event. This fee must be paid to attend his/her junior prom. There will be a maximum fee of \$160 charged (8 events) per student.
5. If the student cannot attend a scheduled event, the student must find someone to work. A student can trade dates, find another student to work the activity (this does not count for his/her event) or have a parent work. These changes need to be communicated with the sponsor in advance. The sponsor will make all changes to the schedule. In this event, the student will not be charged the \$20.00 for missing the event. But, if the sponsor has to find the worker, the student will be charged. If the person who the student finds to replace them does not show, the originally scheduled student will be charged \$20.00.
6. Students who miss assigned events and who have been assessed the \$20.00 fee will have the opportunity to be put on a list to work special events. These are special tournament events that cannot be scheduled at the beginning of each school year. When students work one of these events, they can start to earn back their fee(s) for earlier missed events.
7. Students who enter EHS during their sophomore year will have their share of the responsibility prorated to the amount of the school year they are in attendance.
8. EHS students, who are NOT sophomores, may work at the EHS concession stand and earn

community service points.

9. If a student misses more than two shifts, his/her parent will be contacted. This policy will be explained to the parent at this point. The parent will be asked to encourage his/her student to attend scheduled shifts. At that point, they will already need to pay \$40.00 to attend his/her junior prom.
10. All students can attend their senior prom.
11. All records will be kept by the sophomore class sponsor. Year end records of the students who need to pay to attend prom will be turned over to the junior class sponsor and a letter will be mailed to the parent outlining the amount each student will need to pay to attend prom.
12. The junior class sponsor will be in charge of ensuring that all fees are paid prior to the student entering his/her junior prom.
13. In addition to the student's responsibility to work concessions, it is encouraged that each sophomore parent volunteers to work at least one concession stand event each year. The extra adult helps with the management of the event.

High School Parties and Dances

There are several dances during the year. Attendance is limited to Ellis High School students and their dates. Approval of non-EHS dates will be handled with the EHS Out of School Dance Guest Request form. This form must be completed and returned with all appropriate signatures 3 days prior the scheduled dance. All outside dates must meet the age requirements as outline on the Out of School Dance Guest Request form.

Prom and **Snowball** are formal dances and **appropriate attire** is necessary to be admitted.

All school dances and mixers must be supervised by at least two EHS faculty members or will not be scheduled. The following rules will apply at all EHS dance:

- Doors will be closed for entrance 15 minutes after the announced starting time. Student can only arrive late with prior principal approval.
- Students must remain in the approved designated dance area. This area will consist of the EHS commons, front awning area, and commons rest room. The rest of the school is off limits. Students are not allowed in the hallways past the double fire doors and/or in the gym/locker room area without prior approval from an adult supervisor. Any students outside the designated area will be asked to leave the dance and/or will not be allowed to attend the next scheduled dance.
- Students are not allowed to go to the parking lot once the dance has started without prior approval from one of the adult supervisors. Students who are given permission to go to their vehicle will be subject to a breathalyzer test to reenter the dance. Students who leave the approved area and go to their car/parking lot without approval will be asked to leave the dance and/or will not be allowed to attend the next scheduled dance.

High School Dance Breathalyzer Policy

In order to protect the health and safety of students and others, and recognizing the District's custodial and tutelary responsibility for its students efforts are necessary to prevent students from attending school and school-sponsored activities after having consumed alcoholic beverages. Consumption of alcoholic beverages by students poses a serious threat not only to the consuming student's well-being, but also to the well-being of the entire school community and others. Therefore, the

following procedures involving the use of breathalyzers shall apply at Ellis High School

Procedures High School Dances and Prom

1. All school students upon entering the school building or premises where any school-sponsored dance, including the school Prom, is held will be required to take an initial passive alcohol breath test by use of a portable breath alcohol tester. This test will be administered by the principal or other District personnel designated by the Principal.
2. Should alcohol be detected on the breath of a student by the passive test, the student will be directed to a screening area for a second breath test. The screening area will be in a room or area where the student can be tested without the process being witnessed by other students. The Principal or person assigned by the Principal will administer the breathalyzer testing in the presence of another adult sponsor.
3. If the second breathalyzer reading is positive, indicating the consumption of alcohol, the student may then request additional testing to be completed by the Ellis Police Department. If the student does not request additional testing, or if either of these additional tests is positive, the student will NOT be admitted to the event and the student's parent or guardian will be notified and requested to take the student home. The blood alcohol content (BAC) of all active breathalyzer tests will be documented and retained by the high school principal.
4. If the student has tested positive and the parent or guardian cannot be reached, a District school administrator will keep the student at school (or the location where the event is taking place) until arrangements can be made to get the student home safely. If the student makes the choice to leave school, they are putting themselves and others in harms way. The Ellis Police Department will be called and a report will be made.
5. Any student testing positive on the active breathalyzer will be sent home with a parent. They will also lose the privilege of attending the next school dance.
6. If a student on any one occasion tests positive under the procedure in Section 3 above or refuses breath testing, **and on a subsequent occasion** tests positive under the procedures in Section 3 or refuses breath testing, the student will not be allowed to attend a USD 388 school dance for a two year period starting the date of the second infraction.
7. If a student refuses to take a breath test as provided by this Policy, he or she will not be admitted to the event and the student's parents will be contacted and requested to take the student home. A school administrator may consider the refusal and all other evidence such as slurred speech, unsteady gait, impaired motor control, flushed face, smell of intoxicating liquor on breath, clothing or person, vomiting, or unruly behavior, or other reasonable indicators to determine whether or not the student has consumed alcohol, and impose the sanctions listed in Section 5 above.
8. There is always the possibility that a student may consume alcohol after passing the initial passive or active breathalyzer screening. If school personnel observe behaviors indicating a student may have consumed alcohol such as slurred speech, unsteady gait, impaired motor control, flushed face, smell of intoxicating liquor on breath, clothing or person, vomiting, or unruly behavior, or other reasonable indicators, designated school personnel may administer the passive breathalyzer test. If the student tests positive on the passive breathalyzer, he or she may request additional testing as outlined in Section 3. If the student does not request additional testing or if either of the additional tests is positive, then the procedures under Sections 3 and 4

above will be followed, and the sanctions under Sections 5 and 6 above will apply.

9. Records of students failing any active breathalyzer tests or refusing to take any breath tests as herein provided will be maintained by the high school principal as educational records but will not be made a part of the student's academic record. Such records shall be used by school personnel only to the extent necessary to administer this Policy and codes of conduct for extra-curricular activities, and the records and information contained therein shall not otherwise be released to anyone except to the affected student and/or the student's parent or guardian.
10. The term "student" as used herein shall include all guests of students and any such guests will be subject to ban from District student activities as herein provided upon testing positive on active breathalyzer testing or refusing the test.

Senior Class Funds

Prior to graduation, the senior class will have an opportunity to spend their excess class funds on school and/or class related items. These purchases will need to be school appropriate, benefit all the senior class members, and/or improve the school in general. These purchases will need the approval of the senior sponsor and the building principal. Once all bills are paid and the class has officially graduated all excess class funds will be transferred to the EHS STUCO account.

Dr. G.A. Surface EHS NATIONAL HONOR Society

Criteria for selection:

Leadership

Exercises positive influence on peers in upholding school ideals and policies. Is able to delegate responsibilities. Exemplifies positive attitudes. Demonstrates academic initiative. Holds school offices or positions of responsibility. Conducts business efficiently and effectively and is reliable, dependable, and carries tasks to completion. Demonstrates leadership in the classroom and at work. Is not excessively absent from school (attendance).

Service

Is willing to uphold scholarship and maintain a loyal school attitude. Participates in some outside activity; Girl Scouts; Boy Scouts; 4-H etc.; church groups; volunteer services for the aged, poor, or disadvantaged.

Volunteers dependable and well-organized assistance to school and community organizations.

Works well with others and is willing to take on difficult or inconspicuous responsibilities.

Responds positively to requested service to the school. Is willing to represent the class or school in inter-class and inter-scholastic competition. Is willing to give personal time and effort to organizations. Shows courtesy by assisting visitors, teachers, and students.

Character

Takes criticism willingly and accepts recommendations graciously. Exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability). Upholds principles of morality and ethics such as honesty (i.e. avoid cheating and lying). Cooperates by complying with school regulations concerning property, programs, office, halls, etc. Demonstrates strong values such as reliability, courtesy, and concern for others.

Observes instructions and rules and punctuality both inside and outside of the classroom. Uses class and study time efficiently.

Scholarship

Maintains a 3.5 cumulative grade point average.

The Selection Process:

A five-member faculty selection committee is appointed annually by the Principal to evaluate the applications submitted by all junior and senior students maintaining a 3.5 cumulative GPA.

Students must qualify for a minimum of 7 points on a Leadership form, must complete a log of at least 40 hours of volunteer Service work annually. Lastly, the evaluation is aided by surveys of the entire faculty dealing with observed character demonstrated daily by these students during teachers' classroom lectures and study periods, organizational meetings, hallway free time, and athletic and/or activity practices and competitions. The selection committee members tabulate and verify results, thus, making final selections. Membership on this committee changes annually based on alternating two year and one-year appointments and represents the entire curriculum. Students must re-qualify annually for Scholarship, Service, and Leadership in order to maintain their membership.