Minneola High School



Student Handbook
2026-2027

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USD 219 Mission Statement

Minneola Schools will provide opportunities that will challenge students to prepare them to be today's learners and tomorrow's leaders.

Wildcat Pride Expectations

Respectful

1. Minneola Wildcats show respect for school and other people's property.

- Work to keep the school clean
- Ask permission before using another student's/teacher's property.

2. Mutual respect between faculty and staff

- Students call teachers by Mr., Mrs., Ms., Miss, or Coach
- Teachers call students by their first or preferred name

3. Respect between students

- Minneola students accept individual differences to form a great environment in which to learn.
- Minneola students strive to treat others the way they would like to be treated.

Responsibility

1. Teachers and students come to school prepared to make the most of the day.

- Minneola students come to class with assignments done.
- Minneola students come to class on time with needed materials.
- Minneola teachers come to class prepared to give their students the best education we are capable of.

2. Minneola students and teachers will work to build a bond of trust.

- Minneola students and teachers understand honesty is the key to trusting and being trustworthy.
- Dependability and self-respect are valuable assets in building solid relationships.

Doing Your Best

1. **Minneola High School students and teachers will strive for excellence in the classroom and through extra-curricular activities.**

2. Minneola High School students and teachers know that being your best includes self-discipline, sacrifice, and perseverance.

Minneola High School Staff

Jamie Blew…….School Counselor, Honor Society, Senior Sponsor
Debbie Buckley…..……..High School Secretary
Brandon Cole ..……Assistant Football, Head Girls Basketball
Livia Custer……Interventionist
Marty Denison…….Assistant Boys Basketball
Brayton Dewell……Assistant Boys Basketball
Dona Esplund……Mathematics
Colton Hahn…….Assistant Football
Reigo Hahn……Weights, Assistant Football, Boys Track
Caitlin Holt……...Cheer
Cindy Holt……ITV Facilitator, Assistant Volleyball, Assistant Girls Basketball
Deanna Johnston……...Special Education
Lorraine Kellner…..……...……...English Language Arts
Chad Kirk……..Maintenance Director
Shandi Lang……...…….Librarian
Sonia Miramontes……..……..……High School Custodian
Jim Nelson…….…….Social Studies
Luke Ritchie ……...…….Principal, Senior Sponsor, Girls Track
MHS Teachers……. Sciences
Charlotte Taylor……Vocal, Musical/Plays, Cross Country, Junior Sponsor
James Temaat……....Industrial Technologies, AD, Health/PE, Head Boys Basketball, Head Golf, Head Football
Jacob Toney…….Assistant Baseball
Angela Wilczek……Band, Pep Band, Musical/Plays, Junior Sponsor, Honor Society, StuCo
Esa Williams……Head Volleyball
Robert Wimer…….Head Baseball
Troy Wipf…..……..Technology Director/Instructor, Yearbook, Assistant Golf
Samantha Wright……Mathematics, Scholars Bowl, Forensics, StuCo

USD 219 Board of Education

Loren Ashlock
Joey Dugan
Aubrey Ediger
Charlie Hornback - President
Brandon Shumate
Jeff Sibley
Rusty Swonger - Vice President

GRADUATION REQUIREMENTS through Class of 2027

English ……..…… 4 Credits
Social Studies ……..……. 4 Credits
Science ……..…..……. 3 Credits
Math ……..……..…….. 3 Credits
Health / PE ……... 1 Credit
Fine Arts ……..…… 1 Credit
Electives ……..…….. 10 Credits
TOTAL ……..……... 26 Credits

GRADUATION REQUIREMENTS beginning with Class of 2028

Communications……..……... 4.5 Credits	
English……..	4 credits
Speech……..	.5 credit
Humanities ……..……..…… 5 Credits	
Social Studies……..……	4 Credits
Fine Arts……..……	1 Credit
STEM ……..……...……. 5 Credits	
Science ……..…..……	3 Credits
Math ……...…….……...……	3 Credits
Employability/Life Skills……. 5 Credits	
Health…… ……	.5 Credit
PE……	.5 Credit
Financial Literacy……	.5 Credit
IPS Electives ….……..……	4.5 Credits
Electives……...…….. 3.5 Credits	
TOTAL ……..……. 26 Credits	

Post-Secondary Assets……Minumum of 2 earned by HS Graduation

Enrollment

Each student is required to be enrolled in eight of the eight periods of the day. Any deviation from this will be by special permission from the principal's office.

Enrollment: Nonresident students may be re-admitted or denied admission for the next school year. Parents shall be informed of any administrative decision on nonresident student applications no later than immediately following the regularly scheduled July BOE meeting.

Student Classifications

Freshman:	Graduate of Eighth Grade
Sophomore:	7 Credits
Junior:	14 Credits
Senior:	20 Credits

Grading Scale

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = Below 60%

Work Study

Seniors may apply for a work study. Students interested in a work study must write a letter asking permission from the Board of Education. Students are required to show how the work study will prepare them for future employment.

College Classes

Minneola High School strives to provide opportunities for high school students to take college courses. MHS students taking college courses will also earn high school credit, provided the college courses are taken during MHS's regular academic day/year. The student is responsible to pay for college courses in which they

(College Classes Cont.)
enroll. MHS Juniors and Seniors are permitted to enroll in college/vo-tech courses held at Dodge City Community College, provided those courses do not interfere with MHS local graduation requirements and required class schedule. USD 219 does not provide transportation to and from DCCC. Students wishing to drive to classes in Dodge City must have their parents written permission on file in the MHS office.

Guidance Counselor

The high school guidance counselor provides many services to the students of Minneola High School. The guidance counselor assists students at enrollment time, provides scholarship information to seniors and juniors, educates students about career choices and helps students in the areas of academics and social concerns.

Dropping or Changing Classes

A change in class schedule must be approved by the parent, counselor, and principal. The high school student will have until the end of the first academic week of each semester (first Friday) to change a class.

Teacher Aides

Students may sign up to be a teacher's aide. This privilege is reserved for juniors and seniors who are on-track to graduate on time.

Library

Students are encouraged to use the library for study, enjoyment and as a source of information. The library hours are from 7:45am to 4:00pm. On Friday, the library will close at 3:00pm. Minneola High School students should make every effort to return books back to the library in a timely manner. Students should also be considerate of other students studying in the library. Be sure your behavior is appropriate so all students can enjoy the library.

Lunchroom Expectations

1. All students will report to their fifth hour class. Teachers will escort their class to and from the lunch room.
2. Students will have free seating in the lunchroom. However, students should consider this a privilege. If student behavior warrants, we will assign seating.
3. Lunch should be a time of relaxation and time to visit with your classmates. The acoustics in the lunchroom, however, can make it a very difficult place to carry on a conversation. Do your part; try to keep your conversations at a normal level.
4. Yelling, throwing food, and negative comments about the food are considered rude behavior at the lunch table. Please practice good manners.
5. Minneola High School students are expected to keep the lunchroom clean. Please pick up after yourself. Teachers are expected to check their class's tables before returning to class.
6. Students are to use the restrooms in the cafeteria area. Under no circumstances are students allowed to go to the high school restrooms or locker area without permission from their teachers. (permission should not be granted on a regular basis)

Attendance Policy

It is the belief of the Minneola School District that students who attend school regularly learn more and are more successful. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

The learning that is missed on a day of an absence can never be completely made up by doing only the assignment for that day. Learning experiences that occur in the classroom are essential parts of the learning

(Attendance Policy Cont.)
process. Time lost from class means that opportunities for interaction are also lost, and simply completing the assignment for the day cannot make up for the learning which took place in the class.

The Minneola Board of Education believes that a student must satisfy two basic requirements in order to earn full class credit: (1) The student must satisfy all academic requirements, and (2) The student must exhibit good attendance as stated in this policy.

All absences will be considered unexcused, and the student will receive a zero and/or disciplinary action, unless they are caused by one of the following:
Illness or injury, medical appointments, court appearances, family emergencies, funerals, or unusual circumstances excused by the principal in advance.

In order for the absences to be excused, the parent must call the school or send a note to document the absence. Without the documentation, the absence will be unexcused. Appointments with medical professionals must be verified by their signature on their letterhead and must include date and time of the student appointment. The documentation must be provided within 72 hours of the appointment.

If the reason for an absence is misrepresented by either the student or his/her parents, the student will receive a daily grade of zero for each day misrepresented and appropriate disciplinary measures will be enforced for the student.

Planned Absences: Absences will be excused at the discretion of the principal for reasons in which a parent feels the absence to be in the best interest of the student with the following stipulation; Students MUST complete and turn into the office a pre-approved absence form 24 hours prior to the absence.

Excessive Absences:

1. If a student has 3 successive unexcused absences, 5 unexcused absences in a semester or 7 unexcused absences in a year, the principal is required to contact parents. If unexcused absences persist, the principal is then required to contact Juvenile Services or the county attorney to file truancy.
2. If a student is absent more than 5 days of the semester they will be required to provide a doctor's note for any additional absences for them to be excused.
3. Students may appeal to the principal to have absences excused. This meeting will include the principal, student, and parent.
4. If the student does not agree with the principal's decision, they may take their appeal to the attendance board. The attendance board shall be made up of the school counselor and two teachers.

Tardy Policy

Students who arrive late to school or to a class are considered tardy. The first tardy of each period per semester will be excused, but all subsequent tardies will require time to be made up after school.
If a student is more than 25 minutes late unexcused to school it will automatically result in a 30 minute detention to be served that day.

1st Tardy- No Consequence
2nd Tardy - 15 minute detention
3rd Tardy - 30 minute detention
4th Tardy - 60 minute detention
5th Tardy - Student will serve 1 day ISS
6th Tardy - Student will serve 2 days ISS
7th Tardy - Students will serve 3 days ISS

Detention Policy

1. When a student receives a detention, they have the day they receive the detention or the next day to serve it. (unless the principal agrees to a different arrangement)
2. If the student does not serve the detention time, they will be assigned double the original detention time.
3. If a student does not complete the assigned double detention, they will be assigned a day of in-school suspension. Students will also be considered ineligible to participate in any extracurricular activities on that day.

Make-Up Work

The responsibility for make-up work made necessary by absence rests on the student, not the teacher. School personnel will always be ready to assist students with make-up work, but the burden of getting it done rests with the students. Teachers are to make clear all lesson assignments.

All missed work must be made up regardless of the excuse. Work not made up will result in a failing grade (0). Students who know far enough in advance that they will be absent should have class work completed before leaving. All make-up work must be completed, or a work completion plan must be arranged with the teacher within three days after a grading period normally ends in order to receive a credit. Work missed during an excused absence can be made up. The number of days absent, plus one day, will be allowed for make-up work before it will be considered late.

MHS will implement, upon the principal's request, a mandatory study hall for students on the missing assignment and/or failing list. Students will report to their specified study hall during 8th hour and will remain there until 4:30 or until the principal/study hall supervisor dismisses. This will be determined based on satisfactory completion of missing work or raising a failing grade to passing.

Dress Code

The appearance and dress of any individual or group greatly influences attitude and behavior. The school is judged in some respect by the appearance of its students, both individually and as a group. Simplicity, cleanliness, neatness and good taste are the basic qualities for proper school dress. At all times, it shall be the responsibility of the building principal to determine appropriateness of dress for school and school-related activities.

MHS student's attire must meet the following guidelines for dress during the school day and at school sponsored activities in which they are participating:

- Shorts and skirts will be worn at an appropriate length.
- Shirts may not expose the front, back, or sides of the midsection.
- Sleeveless shirts must have a minimum of 2 inch width on the shoulder.
- Undergarments should be covered at all times.
- Shirts may not refer to drugs, alcohol, or inappropriate behavior.
- Hats or headgear of any kind will not be worn inside the building during school hours. Any item that covers the head will be considered headgear.
- Any student participating in a school sponsored event or activity will not wear hats while in the school building- this restriction does not apply to non-participants or observers.

Consequences for violating the School Dress Code

1st Offense- Student will be asked to change into appropriate attire.

2nd Offense- Student will be asked to change into appropriate attire and receive a fifteen minute detention. This detention will not go toward the levels established under the discipline policy.

3rd Offense- Student will be asked to change into appropriate attire, will receive a a fifteen minute detention, and parents will be informed.

4th Offense- Student will be asked to change into appropriate attire, will receive a fifteen minute detention, and a conference will be scheduled with parents, student and principal. After the fourth offense, the principal has the right to put further restrictions on the type of clothes the offending student may wear. This may include revoking the privilege of wearing shorts, skirts or skorts to school.

Tobacco, Electronic Vaping Devices, Drugs, & Alcohol

Students smoking or possessing any tobacco and/or electronic vaping device product at school or on school grounds during regular school hours is prohibited. Use of tobacco and/or electronic vaping devices at any school activity is also prohibited. Violation of the school, drug and alcohol policy is considered a severe incident on the school discipline plan. Students violating this policy are subject to suspension. Minneola High

(Tobacco, Electronic Vaping Devices, Drugs, & Alcohol Cont.)
School students participating in extracurricular activities, who choose to use tobacco and/or electronic vaping devices, alcohol or drugs are subject to being suspended from playing time or the team/activity.

The consumption and or/possession of any alcoholic beverage by students or others in any attendance center, on the school grounds or at any school-sponsored activity is prohibited. Violation of the school, drug and alcohol policy is considered a severe incident on the school discipline plan. Students violating this policy are subject to suspension. Minneola High School students participating in extracurricular activities, who choose to use tobacco, alcohol or drugs are subject to being suspended from playing time or the team/activity.

Weapons

Minneola High School does not allow any weapons. A weapon is defined as any loaded or unloaded firearm (including any pellet guns, BB guns and look-alike firearms;) an apparatus for launching a projectile of any kind; an explosive device of any kind; knives of any kind or length or other types of cutting devices; metal knuckles; straight razors, noxious, irritating or poisonous gasses; poisons; clubs; or chains. Weapons shall include but not be limited to the aforementioned. Weapons are further defined as any tool or instrument which is capable of inflicting bodily harm.

A student deemed to be in possession of an illegal or banned item(s) under this policy when such item(s) is/are found on the person of the student, or on any property that is assigned to him or under his control. This shall apply on all school property, at any school function or activity, at any school event.

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

MHS USD 219 Discipline Policy

When a student is referred to the office for disciplinary reasons, other than severe behavior, the following progression through the levels will take place.

Level 1

Students will be assigned to an after school 30 minute detention. A copy of the detention will be sent to the parents informing them of their student's detention. Detentions must be served the day the student received the detention of the following day.

Level 2

After three incidents at level 1, students will receive the following:
1. **First time**- one day of in school suspension.
2. **Second time**-two days of in-school suspension.
3. **Third time** - three days of in-school suspension.

Level 3

After three instances at level 2:
1. **first time**- Out of school suspension for the following school day.
2. **second time**- Out of school suspension for the next two days.
3. **third time**- Out of school suspension for the next three days.
4. **All other offenses**: Out of school suspension for five school days/or principal's discretion.

Severe Behavior:

In the following instances of severe behavior the normal progression through the disciplinary levels will be interrupted and special consequences will apply at the discretion of the building principal:

- Blatant defiance of authority
- Fighting

(MHS USD 219 Discipline Policy Cont.)

- Stealing or destruction of property
- Use of tobacco, drugs, alcohol
- Other items covered in district policy.

In-School Suspension

During in-school suspension, the students will be isolated from the rest of the student body. Full credit will be given for any class work completed as a result of in-school suspension. Students will be required to work on assignments in ISS. Students will not receive additional time to complete assignments as a result of absence due to ISS. In-school suspension will result in the loss of activity participation for that day, or days, involved.

Out-of School Suspension

Students will be required to make up all work during out of school suspension and may earn credit for this work. Out of school suspension will result in the loss of activity participation for that day or days involved.

Administration of Medicine

USD 219 will not dispense or supervise internal medication of any kind to children unless by doctor's and/or parent's written request. This would include aspirin or any pain reliever. External medication such as band-aids or disinfectants for scratches will be administered as needed. Students that administer medication at school will keep it in the office along with written permission.

Student Self-Administration of Medications

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, and medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy, a health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility for Self-Administration of Medications

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medications is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to administer the medications as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

(Student Self-Administration of Medications Cont.)

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

-The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency.

-The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;

- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision or the school district, its officers, employees or agents;

-The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication be revoked.

Textbooks

There is no textbook rental fee at Minneola High School. The only cost for the different classes is in the expendable materials, paper, etc. A nominal charge will be assessed for any lost textbooks or for any unnecessary mutilation of the book while in student's possession.

Lockers

Students will be assigned a locker at enrollment. Students are encouraged to keep their lockers locked to prevent theft. Students are not to have questionable content (pictures, language, etc.) hanging in their lockers. To prevent articles from collecting that may be harmful or hazardous to the welfare of the students, lockers will be periodically inspected by the principal.

School Telephone

Telephones are necessary in the operation of a school, and school phones are among the busiest in the community. Students are asked to use school phones only when necessary and after permission has been granted to do so. Students will be called from class to the telephone only in an emergency.

Minneola High School Electronic Device/Internet Use

School Issued Electronic Devices & Internet Access

As a student of Unified School District 219, you will have access to electronic devices/internet as a part of the instructional program(s) of the school. Through electronic devices/internet you will be able to communicate with, and access information from other schools, organizations, businesses, and students around the world. Students should have no expectation of privacy on school networks or devices.

With this educational opportunity also comes responsibility. Inappropriate use of electronic devices/internet may result in loss of this privilege provided through Unified School District 219, as well as other disciplinary action. Do not enter, save, or share personal information such as bank account or credit card while on a public network or school issued device.

Please be aware that, while staff of Unified School District 219 will provide supervision and direction for the use of electronic devices/internet, you may encounter material that is objectionable or unacceptable. In spite of efforts to establish and enforce ethical use of electronic devices/internet, it is impossible to completely control or filter items or information from connecting computers/networks. It is the responsibility of the students not to access or pursue such material and information. Parents are highly encouraged to monitor the use of school issued devices at home. The internet filters applied to the school network will not transfer to external networks.

Students will…

- Remain logged in to MHS affiliated google account on school issued electronic device(s).
- Take proper care of school issued electronic device(s).
- Know where school issued electronic device(s) is at all times.
- Charge school issued electronic device(s) battery to full capacity each night.
- Keep food and beverages away from school issued electronic device(s).
- NOT disassemble any part of school issued electronic device(s) or attempt any repairs.
- Protect school issued electronic device(s) by always carrying it in a secure manner.
- Use school issued electronic device(s) in ways that are appropriate for education.
- NOT place decorations (stickers, markers, writing, etc.) on the school issued electronic device(s).
- Understand that the school issued electronic device(s) is subject to inspection at any time without notice and remains the property of Minneola USD#219.
- Follow the policies outlined in the MHS Student Handbook
- File a police report in case of theft or damage caused by fire.
- Be responsible for all damage or loss of school issued electronic device(s)caused by neglect or abuse.
- Pay the full replacement cost of the school issued electronic device(s), power cord/charger, in the event that any of these items are lost or intentionally damaged.
- Return the school issued electronic device(s), power cord/charger in good working condition at the end of each school year or immediately upon unenrollment.

Personal Electronic Devices

The possession and use of personal electronic devices at Minneola High School is prohibited during regular school hours. It is strongly recommended that personal devices be left at home or in the student's locked vehicle. Personal devices include, but are not limited to: phones, smartwatches, laptops, tablets, air pods or other wireless devices, etc. Approved personal calculators and wired headphones are permitted in the building during school hours and may only be used at the classroom teacher's discretion. Consequences for personal electronic device violations will be applied according to the MHS USD 219 Discipline Policy Level 2. The high school office will provide a space for students to secure personal electronic devices during the regular school day. Students are highly encouraged to utilize this storage space. Students who violate the personal electronic device policy will be required to check in all unapproved personal electronic devices before beginning the school day.

Minneola High School USD 219 is not responsible for lost, stolen, or broken personal electronic devices.
***The first violation will be considered a severe behavior and will result in one day in-school suspension with each additional violation proceeding through the disciplinary levels beginning at level 2.**

Leaving the Building

All students leaving school during the school day are required to sign out in the office with parent permission. No motor vehicles will be moved until school is dismissed unless authorized by the principal (noon hour included). Students will not be allowed to sit in parked cars at any time during the school day.

Students Driving to School

Driving is a privilege, not a right. Students driving to school are encouraged to use all safety precautions. High School students driving to school are reminded the school speed zone is 20 mph. There is no need for speeding, reckless driving and 'spinning out' in a school zone. Students not driving responsibly will be warned the first time. The second time a student drives irresponsibly, the principal will contact the proper authorities, and may require the student not drive or park on school property during the regular school day.

Activity Attendance

Transportation will be provided for athletic teams, cheerleaders, scholar's bowl teams, etc. The bus will leave at the time scheduled on the "Weekly Bulletin", and any student assigned to the bus who is not present at the scheduled time will be left. No student will be permitted to ride home any other way, unless they are picked up by their parents after the activity and the parent personally checks with the sponsor or has made previous arrangements through the administrative office.

Assemblies

Your courteous and undivided attention should be given to the speaker or performers. The conduct of the student body very largely determines the impression a visiting performer has of the school. All students and instructors are expected to attend all assemblies unless excused by the building principal.

Pep Assemblies

The normal time for all high school pep assemblies will be at 2:30 p.m. on selected days with the cheerleaders and pep band excused at 2:20 p.m. during the short period schedule.

Animals in School

Persons wishing to bring animals into the school must receive prior permission from the supervising teacher and the principal. Teachers must assume primary responsibility for the humane and proper treatment of animals.

Bulletin Boards

Students who wish to use the hall bulletin boards or wall space to post signs or announcements may do so with the approval of an administrator. Those not approved will be removed. Students may use classroom bulletin board space only with the approval of the teacher.

Dance Regulations

Student organizations may sponsor four dances during the school year. Three of which may be with a DJ and decorations; one of these will be the junior-senior Prom. Upon leaving, a student is not entitled to return to the dance unless by special permission of the sponsor. Dances will not be held without the permission of the building principal.

Eligibility Policy

1. Every nine weeks, teachers will send grades to the office for the purpose of establishing student eligibility. Missing assignments will be tracked immediately, failing grades will be tracked beginning the third Thursday of the grading period.
2. An ineligible list will be published and the students and parents on the list will be notified of their standing. Students with missing assignments or a failing grade will be considered ineligible the following week if the missing assignment is not turned in or a passing grade is not established.
3. Students will have until 8:00 AM Monday morning to turn in assignments or 4:00 PM Monday to establish a passing grade.
4. Grades will be turned in to the office to determine eligibility every Thursday for the rest of the nine weeks. The process will start over at the start of every nine weeks.

Consequences

1. Students who have a missing assignment as of 8:00 AM Monday, or a failing grade as of 4:00 PM Monday will be considered ineligible to participate in extra-curricular activities for that week. Practice attendance will be at the coaches/sponsors discretion. *If school is not in session on Monday, the first academic day of the week shall be used.

Athletics/Extra Curricular Activities

Minneola High School is a member of the Kansas State High School Activities Association. As a member school, MHS is required to follow the rules and regulations of the KSHSAA.

KSHSAA Eligibility Checklist

This checklist is used to determine eligibility of Junior and Senior High Students when enrolling.

1. Are you a bona fide student in good standing in the school?
   (If there is a question, the principal will make that determination.)
2. Did you pass at least five subjects last semester?
3. Are you planning to enroll in at least five subjects of unit weight this coming semester?
4. Did you attend this school or a feeder school in your district last semester?
   If the answer is no to question 4, please answer section a and b.
   a. Do you reside with your parents?
   b. If you reside with your parents, have they made a permanent and bona fide move into your school's attendance center?

Extracurricular Activities Sponsored by MHS

Minneola High School is a member of the Southern Plains Iroquois Activities Association. The following sports/activities are offered at Minneola High School:

Football	Band
Volleyball	Vocal Music
Cross Country- Boys and Girls	Scholars Bowl
Basketball- Boys and Girls	Forensics
Baseball	Golf
Track- Boy and Girls	Cheerleading

Game/Performance Days

Game/performance days are special occasions at MHS. Students are expected to dress in an appropriate manner for game/performance days. Anytime MHS students travel to compete at other schools, we want to look our best. MHS students are representing the school, community and parents. Make sure you dress and act in an appropriate manner.

Students participating in extracurricular activities are expected to be at school the full day. If you have a doctor or dentist appointment, please bring a note from your doctor. If a student is too sick to be at school, they are too sick to play in a game or be in a performance. If you miss school on a game or performance day, you

may end up not being allowed to participate that night. If you must miss, please talk to the principal or coach/sponsor beforehand. Being tired or not feeling well are not legitimate excuses for being absent if you want to participate in a game or performance.

Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including termination.

Hazing/Harassment/Intimidation/Bullying/Menacing

The board is committed to providing a positive productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

Field Trips

Field trips may be approved by the principal when reasonable educational objectives can be established.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s) and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

Non-Sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

Every attempt should be made to schedule non-board approved trips during weekends and/or vacation periods. If travel arrangements necessitate that some school days are missed, normal procedures for staff and students absences must be followed. If recruitment of students is sought through the school (s), the request for

(Field Trips Cont.)
recruitment shall be made in accordance with those of private citizens. Recruitment efforts may be allowed at the discretion of the administration during class time or the employee's work day.

Truancy

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

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. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day, shall be considered truant.

Prior to reporting to either DCF (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt 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; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

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.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Students 16 or 17 years old who are enrolled in a board-approved dual enrollment program shall not be considered truant, for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational education or Washburn University.

State Education Agency Relations: Quality Assurances

The USD 219 School Board is committed to school improvement for all schools, academic achievement for all students, and results-based professional development for all district staff members. The board maintains the goal of full accreditation for all district schools. Good faith effort shall be made by all staff to implement district school improvement plans. The board shall monitor compliance. The superintendent shall regularly report to the board on the district's progress in meeting the eleven required QPA quality assurances.

The board shall fully inform the public in languages commonly used in the community about school improvement plans, the progress of school improvement efforts, the accreditation status of each district school, and other pertinent information as the board may direct.

Collection Procedures

Unpaid Fees and Negative Account Balances

Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the superintendent or superintendent designee via letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

(Collection Procedures Cont.)

If, within ten days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by mail. Postage and stationery costs may be added to the original bill.

If full payment is not received by the clerk within ten days after mailing of the final notice, authorization for the enforcement of collections may be obtained through the local small claims court in compliance with Kansas statutes or the superintendent or superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district.

Insufficient Funds Checks

The superintendent or the superintendent's designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district. In addition, the board adopts the following procedures for dealing with returned checks in the school setting.

Once the person is notified of the first returned check via U.S. First Class Mail, if restitution is made within five working days from the notification being mailed, there will be no charge for a returned check. If after a second notification is sent, restitution is not made within an additional five working days, a fee of $10.00 will be charged.

If a person has a second returned check, he/she will be notified and assessed a $15.00 fee, providing restitution is made within five working days. After the second notification is mailed concerning the second returned check, a fee of $20.00 will be assessed.

For a third returned check, the person will be notified, assessed a $30.00 fee, and informed that the district and its schools will not accept any future checks from such person. All future payments to the district or individual schools would then need to be in the form of cash, cashier's check, or credit/debit card payment.

If restitution of the third check is not made within five working days from mailing the final notification, the superintendent or superintendent's designee will be notified, and the superintendent or superintendent's designee may turn the matter over to the county attorney for legal action.

Child Find Policy

IDACA Special Education Services IDACA

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

Actions and Due Process for Students

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education.

In the provision of special education and related services , the district will implement all Federal and Kansas statutes, rules, and regulations.