



ROSE HILL HIGH SCHOOL

104 N. Rose Hill Road
Rose Hill, Kansas 67133
Telephone: (316) 776-3360

Student Handbook 2025-2026

AARON JACKSON
PRINCIPAL

GREG WELCH
ASSISTANT PRINCIPAL

COLLIN MANGUS
ATHLETIC/ACTIVITIES DIRECTOR

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RHHS FACULTY

Allison, Ashley	Math	aallison@usd394.com
Allison, Randal	Student Advisor	rallison@usd394.com
Arbogast, Stephanie	Language Arts	sarbogast@usd394.com
Barger, Brandon	Social Science	bbarger@usd394.com
Barton, Levi	Art	lbarton@usd394.com
Blauser, Mark	Language Arts/Drama	mblauser@usd394.com
Browning, Matt	Media/Journalism	mbrowning@usd394.com
Coffey, Stephany	Foreign Language	scoffey@usd394.com
Daniels, Rashad	Weights	rdaniels@usd394.com
Demel, Megan	Business	mdemel@usd394.com
Dunphy, Kathy	Special Education	kdunphy@usd394.com
Dutton, Jessica	Math	jdutton@usd394.com
Eastman, Austin	Math	aeastman@usd394.com
Eshelman, Darian	Foreign Language	deshelman@usd394.com
Evans, Becki	FACS	bevans@usd394.com
Glennemeier, David	Physical Education	dglennemeier@usd394.com
Henry, Jeff	Language Arts	jhenry@usd394.com
Hill, Ryan	Industrial Arts/Drafting	rhill@usd394.com
Hills, Nate	Instrumental Music	nhills@usd394.com
Holdaway, Amber	Math	aholdaway@usd394.com
Holland, Andrea	Science	aholland@usd394.com
Johnson, Jonnell	Special Education	jjohnson@usd394.com
Lange, Courtney	Language Arts	cwilson@usd394.com
Madden, Alexa	Science	amadden@usd394.com
Madison, James	Social Studies	jmadison@usd394.com
Martin, Caitlin	Counselor	cmartin@usd394.com
McKee, Riley	Vocal Music	rmckee@usd394.com
Mock, Cherith	Science	cmock@usd394.com
Nolan, Ross	Social Science	rnolan@usd394.com
Page, Jenny	Physical Education	jpage@usd394.com
Peele, Laura	Language Arts	lpeele@usd394.com
Penner, David	Science/ Physical Education	dpenner@usd394.com
Reed, Doris	Science	dreed@usd394.com
Saferite, Chris	Special Education	csaferite@usd394.com
Smith, T'Allyn	Special Education	tsmith@usd394.com
Treat, Jerry	Business	jtreat@usd394.com
Turner, Josh	Instrumental Music	jturner@usd394.com
Westbrook, Lorri	Special Education	lwestbrook@usd394.com

RHHS MISSION STATEMENT

Rose Hill High School is committed to providing educational opportunities in a safe environment empowering all students to become productive, responsible citizens and life-long learners.

The purpose of Rose Hill High School is to build

ROCKET PRIDE

(Responsible, Organized, Creative, Knowledgeable, Enthusiastic, Team-oriented Students)

Through Commitment to Excellence!

ACADEMICS

CLASSIFICATION OF STUDENTS

In order to assure a student is making adequate progress toward graduation, the following minimum credits are required for each grade level:

Sophomore	at least 4 credits by the end of Freshman year
Junior	at least 11 credits by the end of Sophomore year
Senior	at least 18 credits by the end of Junior year

GRADUATION PARTICIPATION

Students who are lacking the sufficient number of credits to graduate will not be allowed to participate in the graduation exercises of their class. A diploma will not be given to the student until documentation is received in regards to an approved correspondence course, night school course, college course, summer school, etc...

GRADUATION REQUIREMENTS

Twenty-five (25) credits are required to graduate from Rose Hill High School. One-half credit is earned for the successful completion of each semester course. The successful completion of a course will include a D or better for the semester grade.

The following credits must be completed to meet graduation requirements:

1. Four credits of Language Arts
2. Three credits of Science as a laboratory course
3. Three credits of Mathematics
4. One credit of P.E./Health
5. Three credits of Social Studies, including one credit of American History, one-half credit of American Government, one-half credit of Economics, and one credit of a Social Studies elective.
6. Elective credits sufficient to meet minimum graduation requirements.
7. A maximum of two credits of correspondence work may count toward graduation requirements

GENERAL EDUCATION DIPLOMA (G.E.D.)

Permission to obtain the General Education Diploma must be granted by the principal. In most cases, permission will not be granted until the student's class has graduated.

GRADES/GRADING SCALE

A nine-weeks system for reporting grades will be used in all classes. Credit will be issued at the end of each semester. The grading scale is:

90-100= A; 80-89= B; 70-79= C; 60-69= D

HONOR ROLL

The high school office will compute an Honor Roll every nine weeks. Honor Rolls will be based on the nine weeks grades received, not the semester grades. Class rank will be based on the semester grades. Qualifications for the Honor Rolls are as follows:

Principal's Honor Roll	All A's
Honor Roll	3.5 (B+) minimum GPA with no C's
Honorable Mention	3.0 (B) minimum GPA with no D's

The computation for GPA (Grade Point Average) is based on all subjects using the following scale: A = 4 points B = 3 points C = 2 points D = 1 point

INCOMPLETES

Incompletes for unfinished course requirements must be removed within one week after grade cards are issued for the first, second and third nine week grading periods in order for the student to receive Honor Roll consideration. Kansas State High School Activities Association (KSHSAA) requires that all class work be completed on the last day of the semester when determining eligibility. An incomplete counts as a class not passed.

ACADEMIC LETTER AWARDS

Academic letters will be awarded to students who achieve a 3.8 GPA (or higher) for each of the first 3 quarters of the school year.

RENAISSANCE

Rose Hill High School is involved in a Renaissance program to recognize students for outstanding efforts in the academic and citizenship areas of school life. Students may be recognized for outstanding academic achievement, attendance, citizenship, or test scores. The Renaissance program will also recognize teachers for their efforts with students and fellow staff members. Renaissance fundraising efforts will be used to fund many of the rewards used for students and teachers.

SCHEDULE CHANGES

Subjects may be dropped or added with the advice of the teacher and the approval of the guidance counselor, principal, and parent. Except for extreme circumstances, no schedule changes will be made after the first week of each semester. A student for the following reasons may request schedule changes:

1. Improper Enrollment - student lacks the prerequisite for a class.
2. Misplacement - it would be in the best long range academic or career interest of the student.
3. Enhancement - student wants to take a more rigorous course.
4. Medical reason - validated by a licensed physician.
5. Religious reason - student has religious objections to course material.
6. Repeating a failed course

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian awards will be presented to the two students whose cumulative percentages are the highest and second highest. The cumulative percentages will be computed on semester percentages for all courses taken for high school credit over eight semesters. The semester percentages of each senior will be checked following the seniors' final exams. These percentages will be used to determine Valedictorian and Salutatorian. They will be computed to three places and not rounded. In the event of a tie for Valedictorian, there will not be a student or students honored as Salutatorian.

RECOGNIZING STUDENTS WITH A 4.0 GRADE POINT AVERAGE

Students who earn a 4.0 GPA as their high school grade point average will receive special recognition.

KANSAS SCHOLARS CURRICULUM REQUIREMENTS

The qualifying curriculum is as follows: English - 4 units; Math - 4 units (Algebra I and higher); Science - 3 units (Biology, Chemistry, and Physics); Social Studies - 3 units; Foreign Language - 2 units in one language.

KANSAS BOARD OF REGENTS QUALIFIED ADMISSIONS

One of the following three criteria must be met by high school graduates before they may enroll in a Kansas Regents' University.

1. To have earned a 2.0 G.P.A. on a 4.0 scale in the following curriculum:
 - English--4 units;
 - Math--3 units (Algebra I and higher);
 - Science--3 units (Physical Science, Biology and/or Advanced Biology, Chemistry I and/or Chemistry II, Earth/Space Science, or Physics) Must have chemistry or a physics unit;
 - Social Studies--3 units (American History 1 unit, American Government .5 units, World History, World Geography, or International Relations .5 unit, Psychology, Economics, Civics, History, Current Social Issues, Sociology, Anthropology, and/or Race and Ethnic Group Relations 1 unit);
2. To have scored an ACT composite of 21 or higher.
3. To have graduated with a ranking in the upper 1/3 of your high school class.

ATTENDANCE

ATTENDANCE POLICY

We believe regular attendance is essential for academic success. Any student who accumulates three consecutive unexcused absences or five unexcused absences in a semester will be identified as **truant**. If the student is under the age of 18, he/she will be referred to the County Attorney for monitoring in accordance with the Kansas Compulsory Attendance Law (K.S.A. 72-3121). For the purposes of counting days toward being "truant" as per state law, 1-3 hours missed will be counted as a half day. Anything missed over three hours will be counted as a whole day. Students with excessive absences will be required to provide professional documentation for the absences to be excused.

TRUANCY

All students are expected to be in school all day every day. Students who have not reached the age of 18 are required to be in school by state law. K.S.A. 72-3120 requires that students under the age of 18 be referred to the county attorney if they violate the compulsory school attendance law. **The school determines if an absence is excused or unexcused.**

EXCUSED ABSENCES

The primary difference between excused and unexcused absences is that students may receive credit for all work missed due to excused absences; students do not receive credit for work missed due to unexcused absences.

The following are valid reasons for an absence being classified as **excused**:

- illness;
- doctor and dental appointments; (written verification of the appointment from the doctor's office is recommended)
- prearranged absences by parents for extenuating circumstances such as funerals;
- other reasons when approved by the building administration;
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.
- time spent on OSS will be counted as an excused absence;

****field trips or other school sponsored activities will not be counted as an absence;**

****It is the PARENTS responsibility to notify the school by 10:30 a.m. on the day their son or daughter is absent. If a parent does not make contact, the high school attendance secretary will attempt to make contact to verify the absence. If parents do not notify the school within 48 hours of the student's return, the absence will be classified as unexcused.**

Point of emphasis: To be an excused absence, the absence must fall into one of the above four categories; simply notifying the school of a student's absence does not guarantee that the absence is excused. One phone call to excuse a number of absences over an extended period of time will not give the student an excused absence.

UNEXCUSED ABSENCES

It is impossible to list all of the reasons for a student receiving an **unexcused absence**. Listed below are a few examples of unexcused absences:

- oversleeping;
- shopping;
- pictures;
- haircuts, tanning & manicure sessions;
- leaving school without permission during the school day;
i.e. leaving school without permission after the student has been in class

All absences which occur during the school day without permission &/or notification in advance by parents will be classified as unexcused.

****The penalty for an unexcused absence is a zero for the class work missed, and detention time, as determined by the administration, that will need to be served.****

TARDIES

The expectation is that students will report to class on time every class period. Students arriving to class less than 15 minutes late will be counted as tardy.

Each time that a student reports tardy to class, the teacher will have a discussion with the student about being tardy, at an appropriate time during class, and then schedule a time for the student's 15-minute detention. The detention will be scheduled for the same day, or the next day. Students must choose one day or the other. No other days will be available for the students to sign up. The tardy detention room will run from 3:10 to 3:25. If a student is late for their tardy detention, they will receive a referral for failing to serve and they will receive a one hour detention.

Teachers will refer a student to the office for administrative disciplinary action on the fourth and subsequent tardies **per semester**. A student's tardy total will reset back to zero for each class at the start of a new semester.

When a student is more than 15 minutes tardy to class without a pass, he/she will be counted as absent unexcused (with the absence counted toward the activity participation guideline described later in this section); the student may go to class and get the work and receive credit for work done.

For a tardy to be excused, a student may be required to have a pass with the signature of a teacher, administrator, or office personnel.

SEMESTER EXAMINATIONS

All students at Rose Hill High School are expected to take semester examinations in all classes. Students will be notified of the schedule for finals prior to the administration of the tests.

EXTRA-CURRICULAR PARTICIPATION

1. When a student misses any part of a school day with an unexcused absence, he or she is ineligible to participate in extra and co-curricular competition or practice; (The purpose of this guideline is to emphasize that we are in school for academic reasons, not to accommodate activity participation.)
2. Students must attend school 4 out of 7 periods to be able to participate in extra and co-curricular activities--practice, performance, and competition; this applies to doctor appointments that must be verified from the doctor's office;
3. Students who are ill any part of the school day are ineligible to participate in extra and co-curricular activities--practice, performance, and competition;
4. When Rose Hill High School has a team playing in a state sponsored event, students may be excused to support their classmates; however, a procedure will be announced.
5. Students with excessive absences may lose extra-curricular and co-curricular activity participation privileges until attendance improves; this would be determined by the administration.

6. Students that are not in good standing, as determined by the administration, may lose participation privileges for extra-curricular and co-curricular activities. This may include attendance at school activities.

POST SECONDARY VISITATIONS

1. Juniors are permitted one visitation day, and seniors are permitted two visitation days to post -secondary institutions. The student must plan the visitation with the guidance counselors at least eight days in advance. Approval of parents, principal and teachers is required. The verification form must be signed by an official of the institution the student is visiting and returned to the high school office to be recorded as a school-related absence.

CHECKING IN OR OUT/LEAVING SCHOOL DURING THE DAY

Students are not to leave the school building without reporting to the office to get permission from the principal or their designee. Leaving is not allowed without prior arrangements being made, principal's permission, and possibly parent permission. When permission to leave is granted, a "Permit to Leave" pass will be given to the student. A student arriving more than 5 minutes late to school must check in to the office immediately upon their arrival. Students will not be excused from the building during the school day to run errands, take friends places, go home for athletic equipment, books, or forgotten assignments.

MAKE UP WORK

1. Students will be allowed to make up missed assignments if the absence is excused by the principal's office or if the absence is due to a suspension. However, it is the student's responsibility to make arrangements with the teacher. **The student will be granted the number of days absent, plus one day, to make up work.**
2. If a student is absent on the test date or on the date an assignment is due, then the student can expect to take the makeup test or turn in the assignment on the day following the due date, IF the student was notified prior to the day of absence of the test or the assignment and IF the day of absence was for only one day.
3. If the absence is because of a school activity, the teacher may demand that the assignment be turned in on the day of the activity or be turned in on the day following the activity.
4. Makeup privileges for unexcused absences will not be allowed. A zero will be recorded. If the absence from class is the result of the student being out of school suspended, the student will be allowed makeup privileges (as per BOE regulations). The student or parent may pickup assignments for the time he/she is suspended in the school office. To receive credit for this work, it must be completed and turned in the day the student returns from the Out of School Suspension (OSS).

BEHAVIOR/CONDUCT

USD #394 DISTRICT - WIDE DISCIPLINE POLICY

The USD #394 district-wide discipline policy is based on mutual respect among administrators, staff, teachers, students, and parents. These policies are designed to create a pleasant and safe environment for all students in our schools. The disciplinary actions in this policy contain a range of severity. The administrator is to determine the action to be taken within the prescribed range. For repeated occurrences, the disciplinary action may not be lessened in severity from the action taken on the first occurrence.

Students must remember that they are responsible for their actions. If actions are in violation of school policies, students will have to accept the consequences. Kansas law allows the school district to hold students accountable for their behavior while they are on school district property, at all bus stops, and at all school sponsored activities.

School Safety Hotline

There is a toll free school safety hotline number that may be used anonymously by students or parents. This number may be used if you have information or knowledge that a serious violent act may occur at your school. Law enforcement officials will contact the appropriate school personnel with all relevant information. The school safety hotline number is:

1-877-626-8203

Safe School Act

The Kansas School Safety and Security Act (K.S.A. 72-6143) requires school personnel to report **all felony and misdemeanor crimes** committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information that indicates a crime (felony or misdemeanor) **may** have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement), or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians, or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians, or representatives. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and **not** under the authority of school personnel.

Student Lockers and Parking Lots

School lockers are the property of USD #394. Students do not have an expectation of privacy for the contents. Administration may inspect them at regular intervals or when deemed necessary.

By parking on USD #394 property, students do not have an expectation of privacy for their vehicle or the contents within. Administration may inspect them at regular intervals or when deemed necessary.

Student Responsibilities and Expectations

The following school rules have been developed to guide students in making appropriate behavior choices and to explain the expectations of the administration and staff concerning student behavior. These are only guidelines and are not meant to be all-inclusive.

- Students are expected to follow the directions from adults in an appropriate manner.
- Students are expected to stay on task and not interfere with the learning or the teaching that is taking place.
- Students are expected to come prepared to class each day.
- Students are expected to display pride in their school by keeping the school building and grounds clean and unmarred.
- Students are expected to be considerate of others.
- Students are expected to help create a safe environment in the school.

The following items are the definitions of potential or possible infractions as established by the district Discipline Committee and maybe addressed by the administration through the district discipline step plan:

Assault

Physical attack of one person, or of a group of persons, upon another person who does not wish to engage in the conflict and has not provoked the attack.

Bullying

The Board of Education prohibits bullying in any form, including electronic means, or while using school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bus Conduct

Violation of bus safety laws or regulations.

Cheating

To violate rules dishonestly or attempt to deceive.

Destruction of Property/Vandalism

Destroying or mutilating objects or materials belonging to the school, school personnel, students, or other persons may result in legal action. A Misdemeanor - under \$1000, or a Felony - over \$1000.

Disrespect

Inappropriate or argumentative remarks, actions, being rude, or being uncooperative toward others.

Disruptive Behavior

Any behavior that deprives the instructor of the right to teach, deprives other students of the right to learn, or any behavior that adversely affects the learning environment of the classroom or school.

Dress Code

Inappropriate dress, violation of school dress code.

Extortion

The acquisition of money, property, school work, or services of any type by threats or force.

Failure to Comply

Refusal to comply with reasonable request of school personnel (teachers, secretaries, substitutes, lunchroom paraprofessionals, bus drivers etc.) or behavior that challenges their authority.

Fighting

Purpose of inflicting physical harm on another person.

Flagrant/Intentional Lying or Omission

Giving false information to any school personnel.

Forgery

Writing and/or using the signature or initials of another person, or misrepresenting your identity in any fashion.

Gum/Candy/Food/Drinks

Consumption of gum, candy, food or drinks except as designated by teachers for special occasions. These treats shall be consumed only in the class that they are given.

Harassment

Incident of verbal teasing, ridiculing, and/or badgering of other students, including unwanted sexual attention and racial slurs.

Horseplay

Inappropriate physical actions with no intent to cause injury.

Precipitating a Fight

Statements or actions that encourage others to fight.

Profanity

Cursing, swearing, vulgarity, failure to use appropriate language, or the use of physical gestures that are disrespectful in nature, or the possession of inappropriate material.

Public Display of Affection

Inappropriate expressions of affection in a school setting.

Scuffle

Engaging in physical contact in anger.

Sign In/Out

Not reporting to the office and signing in or out as required by building attendance policy.

Theft

Taking or concealing property that belongs to others.

Misdemeanor - under \$1000 or a Felony - over \$1000

Threat

Any statement or action that is communicated with the intent to commit violence or terrorize another individual, or cause the evacuation of any building, facility or district vehicle.

Unnecessary Items

The possession of item(s) which could be used to cause a disturbance and is (are) unnecessary for school activities (cellular phone, beeper, walk-man, iPod, laser lights, electronic toys, etc.)

District Disciplinary Step Plan

This step plan will be used by the administration for all students who are referred to the office. Although disciplinary action is outlined in the steps below, the discipline taken may not necessarily follow in chronological order as listed. The action will be determined by the seriousness of the infraction.

Step 1— Informal Talk

A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. Parents may be notified if necessary.

Step 2— Conference/ Behavior Clinic

A formal conference is held between the student and one or more school officials. During this conference the student must agree to correct his/her behavior. This action may be recorded in the Student File. Parents may be contacted.

Step 3 —Detention/ Extended School Day (ESD)

Detention is assigned for one hour after school in the detention room. An ESD will be assigned for two hours after school in the detention room. Parents will be contacted. Parents will be notified by either telephone, personal contact, or letter (referral). A conference may be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned. This action will be recorded in the Student File. The counselor may conduct a follow-up visit with the student if deemed necessary.

Step 4—Saturday School or In-School Suspension (ISS)

As an alternative to short term out of school suspension, a student may be assigned Saturday School or ISS. An administrator will assign students to Saturday School or ISS when he/she has violated school regulations or has been involved in a major discipline infraction. Students will report to a designated area for Saturday School or ISS for an assigned time. This action will be recorded and the parents notified. Saturday School is from 8:00 a.m. until 12:00 noon.

Step 5—Short-Term Out of School Suspension (OSS)

According to Kansas Law 72-6115: A suspension may be for a short term not exceeding ten school days.

During an out-of-school suspension, students are not allowed on school property. Students will be allowed to make up work from a suspension for credit, but it must be turned in the day the student returns to class from the suspension. It is the responsibility of the student/parent to pick up the work from school.

Step 6—Long-Term Suspension/Expulsion

According to Kansas Law 72-6114: The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any student guilty of any of the following:

- A. Violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- B. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- C. Conduct which substantially impinges upon or invades the rights of others, or
- D. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- E. Disobedience of an order of a teacher, peace officer, school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Long term Suspension may be for a term of 11-90 days.

Expulsion may be for a term of 91-186 days.

An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

Disciplinary Action for Missing Detention/ESD

- Detention or ESD time doubled
- Failure to serve Detention/ESD time could result in Out of School Suspension

Disciplinary Action for Missing Saturday School

- Saturday School doubled
- Failure to serve Saturday School time could result in Out of School Suspension

DISCIPLINE GUIDELINES

Students may move progressively from one type of discipline to another in the discipline policy based on the total number of referrals that a student has compiled. Repeated referrals by a student will result in more severe consequences.

DRUGS, ALCOHOL, TOBACCO and WEAPONS

Drug and Alcohol

1. A student who is guilty of possessing, offering, selling, buying, or being under the influence of any illegal drug, alcohol, drug paraphernalia, simulated drugs, or other controlled substance on school property or at any school-sponsored activity, will be detained immediately.
2. The administration will contact the proper law enforcement officials and the student's parents or guardians.
3. An immediate short-term suspension of 10 school days may be imposed.
4. A formal hearing may be held. Disciplinary action will be administered as per B.O.E. Drug Free School Policy.
5. The student may be required to undergo a complete substance abuse evaluation by a licensed agency before he/she is allowed back to Rose Hill School as per Board of Education policy.

First Offense for Alcohol:

- A punishment up to and including short-term suspension
- Suspension from all student activities for a period not less than one month

Second Offense for Alcohol:

- A punishment up to and including long-term suspension
- Suspension from all student activities for a period of not less than one semester or four months

Third Offense for Alcohol:

- A punishment up to and including expulsion from school
- Suspension from participation and attendance at all school activities for a calendar year

First Offense for Drugs:

- A punishment up to and including long-term suspension
- Suspension from all student activities for a period of not less than one semester or four months

Second Offense for Drugs:

- A punishment up to and including expulsion from school
- Suspension from participation and attendance at all school activities for a calendar year

Tobacco

The use or possession of any tobacco product by a student at school or at a school-sponsored activity is prohibited. This includes electronic cigarettes, vaping devices, electronic nicotine delivery systems or any device, which simulates tobacco smoking. Vaping cartridges and pods may be tested for illegal drugs. If the contents test positive for an illegal product other than tobacco, the alcohol and drug policy will be enforced.

Students that violate this policy will be subject to the following disciplinary action. Law enforcement may be contacted.

- First Offense: Three days OSS, parent notification possession ticket.

- Second Offense: Five days OSS and a conference with parents and possession ticket.
- Third Offense: 10 days OSS and a hearing for long term suspension possession ticket.

Weapons

Students shall not knowingly possess, handle, or transmit, any object that can reasonably be considered a weapon or simulation thereof:

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

Weapons are identified in two categories:

- a. Articles commonly used or designed to inflict bodily harm and/or to intimidate others. Examples are firearms, air gun, BB gun, slingshot (or any other instruments capable or accelerating a projectile), knuckles, knives of any kind, chains, clubs, stars, or any other weapon identified by K.S.A. 72-6131.
- b. Articles designed for other purposes, but are used to threaten, inflict bodily harm, or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, rulers, etc. A student acting in an aggressive or belligerent manner with any article as described in Section b. above shall be deemed to be in possession of a weapon. Disciplinary action will be taken. A student using, or in possession of, a weapon will be subject to suspension, possible expulsion proceedings, referral to law enforcement agencies, or other appropriate action.

Sexual Harassment

Sexual Harassment is a civil offense and a violation of an individual's right to education in an appropriate environment. The following actions may be considered sexual harassment:

- having sexual comments, jokes, gestures or looks made about one;
- being touched, grabbed, or pinched in a sexual way;
- being flashed or mooned;
- having sexual rumors spread about one;
- having clothes pulled in a sexual way;
- being shown, given, or left sexual pictures, photographs, illustrations, messages, or notes;
- having one's way blocked or being cornered in a sexual way;
- being told one was gay or a lesbian;
- having one's clothing pulled off or down;
- being forced to do something sexual including kissing;
- being spied on during dressing or showering at school.

Racism

Remarks, writings, or signs that are derogatory toward any ethnic group will not be tolerated. Any student who believes he or she has been subjected to harassment, sexual harassment or

racial harassment should discuss the problem with his/her principal or another certified staff member. Complaints regarding all forms of harassment shall be investigated under district policy, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

Gang Activity

Gang activity that threatens the safety or well-being of persons or property on school grounds or at school activities, or which disrupts the school environment is prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student shall not:

1. 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 educational objectives;
2. Present a physical safety hazard to self, students, staff, and/or other employees;
3. 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
4. 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.

Student Dress Code

Appearance does affect the learning atmosphere of a school. Neatness and good taste are emphasized as guidelines for understanding and interpreting this dress code. This code is not intended to impose a financial hardship on any student or family; neatness and good taste are emphasized, not expensive clothing.

General guidelines include:

- Shoes must be worn.
- Apparel that is excessively short or excessively tight may not be worn.
- Apparel that is excessively large or excessively long (examples: pants should not touch ground, robes, trench coats, etc.) may not be worn.
- No "bagging" or "sagging".
- Clothing designed for maximum exposure to the sun (mesh shirts, tank tops, spaghetti straps.) may not be worn.
- Clothing having vulgar or obscene language or gestures, inappropriate double meanings, racial slurs, symbols of violence or endorsements of alcohol, drug, weapons or tobacco products is unacceptable.
- Head apparel such as hats, bandanas, and sunglasses are not to be worn in the school building.
- Chains such as pant chains are not to be worn on school property.

Common sense and good judgment is to prevail in all modes of dress. This list is not intended to be all-inclusive. Students will be given the option of changing or going home with an unexcused absence. Any student involved in a co-curricular or extra-curricular activity in which the student represents the school must dress in accordance with the sponsor's requirements and be subject to the approval of the building principal.

GENERAL INFORMATION

ASSEMBLIES

A number of assembly programs will be selected, financed, and scheduled by the Student Council, faculty, and administration each year. Programs that are informative, educational, and entertaining will be selected. The organization in charge of the program may include the flag salute as a beginning exercise. Students are expected to attend the assemblies and demonstrate proper respect to the presenters. Students will be dismissed from the assembly by the administration or its designee.

AUDITORIUM GUIDELINES/ETIQUETTE

1. If you must exit, do so during intermission or between numbers.
2. Exit at the rear of the auditorium only.
3. Please do not talk while groups are performing.
4. Flash photography should not be taken during a performance.
5. Concerts and plays are special performances--please dress appropriately.
6. Hats are not appropriate for the auditorium.
7. Applause is appropriate at the end of a number; however, whistling, shouting, yelling, and screaming are inappropriate responses.
8. Food and drink are not allowed in the auditorium,
9. No climbing over seats.

AUTHORITY OF STAFF

The principal, administrative staff, and teachers are vested with legal public authority. Refusal to respect this authority shall be considered as insubordinate conduct and will be dealt with accordingly.

BUILDING HOURS

Students should not be in the building outside of regular hours, 7:30 a.m. - 3:30 p.m. unless a staff member directly supervises them.

TRANSPORTATION

Students will come to and from school many different ways. The most important thing to consider no matter how students arrive and depart from school is THEIR SAFETY AND THE SAFETY OF OTHERS.

Transportation Procedures and Rules

1. The driver and/or sidewalk monitor are in full charge of students when they are riding, loading or unloading the bus. Students must follow the driver and/or sidewalk monitor promptly.
2. No running on sidewalk or in loading and unloading areas.
3. Students must remain seated and the students back must be against the seat at all times. **Sitting sideways is not permitted.**
4. Rough conduct or fighting will not be permitted. Students will be permitted to talk quietly with seatmates while on the bus. **Profanity is absolutely prohibited.**
5. **No food or drink is allowed on the bus or in the loading area.** It is encouraged and permitted for students to bring bottled water on hot days. No flavored water or flavor additives are permitted.
6. **The use or possession of any tobacco, alcohol, and illegal drugs is prohibited.**
7. Students will not open or close the bus windows without permission of the driver.
8. Students will not throw any objects or extend any portion of their bodies through the bus windows.
9. Vandalism of any kind will not be tolerated and will result in the suspension of all USD 394 bus riding privileges (including Activity/Field Trips). Student's parents will be billed for the cost of repairs.
10. Students will stay out of the driver's seat and shall not tamper with equipment.
11. No animals, firearms, knives, weapons or glass containers of any kind are allowed. Nothing can be brought on the bus that cannot be placed on the students lap. **Seating assignments are at the Transportation Departments discretion.**
12. Any student wishing to ride a **different** bus must have a note signed by their parent and principal. Only then may they ride the bus if a seat is available, parents need to call to see if a seat is available.
13. All aisles, doors, and emergency exits shall remain unobstructed at all times. Any object that will take up an additional seat is not allowed and parents are required to provide alternate transportation for those items (i.e. large musical instruments, golf bags/clubs, and large school projects).
14. Students must wait at their bus stop at the scheduled time. **The bus driver will not wait on you, be on time.**
15. Students must remain at least **10 feet** away from the roadway while waiting for the bus.
16. **The use of cell phones, laptops, and gaming devices for any purpose is prohibited while riding in the school bus or in a school van.**
17. The School Bus is an extension of the school buildings, therefore once a student is on the bus, they may not exit the bus other than their normal drop off without written or verbal consent of parent/guardian. You may call your child's building or the Transportation office to get the message to the bus driver. Please do not call your child's cell phone, since that would put them in violation of Rule #16.

Transportation Discipline Procedures

The following discipline procedure will be used on all Rose Hill school buses, vans, and in the loading areas. If a student breaks one or more of the transportation rules, the bus driver will give a verbal warning. If another offense occurs, a "discipline notice" will be given to the student to take home. A parent must sign the notice before the student can ride again. If a third notice is needed, the student will be suspended from riding for one to three days. A fourth notice will result in suspension of transportation privileges for five days and the Transportation Director may request a conference with the parents, principal, student, and driver before the student will

be permitted to ride again. Additional offenses may result in suspension of transportation privileges for an indefinite period of time, which could include the remainder of the semester or school year. Parents are encouraged to call the Transportation Director if they have any questions regarding school bus policy or procedures. (316-776-3390)

BICYCLE

The same traffic laws as those for automobiles regulate bicycle riders. If a student rides a bicycle to school, he/she should practice all bicycle safety rules. Bicycles must be parked in the racks that are provided. Bicycles, skateboards, or scooters are not to be ridden on the sidewalks. Rose Hill High School is not responsible for damage or theft that occurs while bicycles are parked in the racks. Students are encouraged to lock their bicycles in the rack.

CAFETERIA

Rose Hill Schools participate in the National School Nutrition Program. We encourage all students to eat breakfast & lunch. Breakfast and lunch are served in all school cafeterias. Our goal is to provide the students with nutritious meals. Call the Food Service Director at 776-3370 with questions.

All students will be assigned an account number. Students must use their lunch card (K-8) or their lunch ID number (9-12) to purchase all foods & beverages in the cafeteria. Receipts will be issued for cash received in the line. Each time the student purchases lunch, milk or extras the cost is deducted from the account balance. Payment should be sent in an envelope with the following information: the students name, grade & teacher. District policy requires driver license numbers on all checks. Payments are collected in the classrooms each morning in K-8. Checks may be given to the cashier at lunch. Payments received during lunch will be credited the following day. Payments may also be made on the Rose Hill Web Site by going to the School Store.

Power Lunch - You may check your student's lunch account balance at any time by logging into PowerSchool and clicking on the green dollar sign icon to the far right of the screen. K-8th Grade students will have cards kept in the cafeteria. 9th-12th Grade students will be issued a Lunch ID number. Students will enter their ID number & the cashier will charge the meals to the students account. Student photos will appear on the screen to insure the student is using the correct account ID number.

STUDENTS SHOULD NOT SHARE THEIR LUNCH ID NUMBER WITH OTHER STUDENTS or Siblings. STUDENTS ARE ALLOWED 1 BREAKFAST & 1 LUNCH PER DAY ON their lunch ACCOUNT. Students are not allowed to buy additional meals due to HHFKA regulations.

Menus & meal prices are posted on the Rose Hill School Web Site. Parents may bring lunch to their student. The lunch must be brought to the office and the student will be called to the office. Bringing lunch to students other than your own child is **NOT** allowed. Federal Regulations prohibit private business (local restaurants) from selling or delivering food or drinks on school property during the school day.

Allergies-Disabilities: Please contact the food service director for an allergy/disability form. 776-3370

Unpaid Meal Charge Policy adopted by the Rose Hill Board of Education 3/13/2017

The Rose Hill School district wants children to be nourished and prepared to learn.

However, the district must also be financially responsible to the patrons. Federal policy guidance memo SP-46-2016 requires the district to inform families of the delinquent and bad debt policies for unpaid meal charges. Rose Hill Schools will implement the following charge policy beginning July 1, 2017:

Students who do not have money in their lunch accounts will be allowed to charge \$10 for meals before their account is closed. Principals will be notified when the student reaches the charge limit and may contact the family to evaluate if there are other challenges facing the family.

Alternate meals will not be served. Automatic low balance alerts will be sent on Monday when the student account has a + \$3 balance. Delinquent reminders will be sent Monday, Wednesday and Friday automatically when the student's account is negative. Lunch accounts should be in a positive balance on the last day of school. Collections for delinquent debt will begin immediately. Payment plans for delinquent debt will be set up through the food service department.

Students who continue eating meals after they reach the -\$10.00 limit must bring money to cover the meal each day. Bad debt, not recovered by the end of the fiscal year, may be sent to an outside agency for collection.

Free/Reduced Meals: Application for free/reduced meals should be completed each year before the first day of school. Applications are available after July 1st at Central Office & school offices. Applications may be turned in at school offices or Central Office. Students who qualify for free/reduced meals must use their lunch cards to receive the free/reduced price for breakfast & lunch. **A La Carte purchases & extra milk ARE NOT free or discounted and the full price will be charged to the students account. Parents will be responsible to pay these additional charges.** Additional entrees are available at the Middle School & High School.

Meal Account Refunds: Students who leave the district or graduate and have money in their lunch accounts, will receive a meal refund. Refunds up to \$10.00 may be obtained in the food service office in each school. Refunds over \$10.00 may be obtained by completing a refund form in the school office. Refund checks will be mailed within 4 weeks of completing the form. This institution is an equal opportunity provider.

CARE OF PROPERTY

Students are expected to refrain from marring desks, tables, hall lockers, walls, floors, laptops and other acts that destroy public property. All books, laptops and equipment checked out in the name of the student are the responsibility of that student. Any acts of vandalism or destruction of school property may result in payment for damaged property, detention, and possible short-term, or long-term suspension or expulsion.

CELL PHONES

Students shall be in control of their personal cell phones for proper use. Cell phones should be silenced or on vibrate while in the building. Teacher's discretion will be in effect during class time.

CLASS DUES

Each student will be charged \$5.00 to offset the cost of class expenses. Class dues will be collected the by class officers at the start of the school year. Dues will be used to pay for lunch during community service day and to help with class expenses during the year.

CLASS SPONSORS

Class of 2028 (So.)

Kathy Dunphy
Darian Eshelman
James Madison
Jeff Henry
Riley McKee
T'Allyn Smith
Mark Blausen
Nate Hills
Stephanie Arbogast

Class of 2029 (Fr.)

Ashley Allison
Jenny Page
Austin Eastman
David Penner
Jerry Treat
Amber Holdaway
Ryan Hill
Becki Evans
Rashad Daniels

Class of 2026 (Sr.)

Brandon Barger
Alexa Madden
Chris Saferite
Courtney Wilson
Jessica Dutton
Andrea Holland
Laura Peele
Cherith Mock

Class of 2027 (Jr.)

David Glennemeier
Levi Barton
Ross Nolan
Doris Reed
Megan Demel
Matt Browning
Jonnell Johnson
Lorri Westbrook
Stephany Coffey

CHAIN OF COMMAND

The procedure for contacting staff members with concerns, complaints and questions is as follows:

1. Contact teacher;
2. Contact building administrator;
3. Contact superintendent; and
4. Contact Board of Education.

COUNSELORS

The purpose of the guidance counselors is to aid students in solving problems and making adjustments to the various situations they meet such as personal problems, careers, testing, scheduling and post-secondary information. To see the counselor, the student should sign up in the counselor's office between classes and then go on to class. The counselor will call for the student when the counselor is available. Only in cases of an emergency should the student seek the counselor during class time. In this case, the student must first obtain permission from his or her teacher. Students may be requested to report to the counselor's office by the counselor, a teacher, or an administrator.

DANCE GUIDELINES

1. Parents are welcome and encouraged to attend all dances.
2. Anyone leaving a dance may not return without permission from a sponsor or administrator.
3. The doors will close 30 minutes after the beginning of the dance, with no admittance after that time. Exceptions may be made if prior arrangements are made with the principal or sponsor.
4. Each student will be limited to one guest. Out of school guests must be registered in the office and approved in advance. Out of school guests are required to present identification at the door prior to entering the dance. Guests will not be allowed to attend an event without the Rose Hill student being in attendance at that event. Rose Hill High School students are responsible for their guest's behavior. Guests are to be governed by the policies set forth in this handbook. Middle school students are not allowed to attend.
5. All school policies are in effect at all dances.

DELIVERIES TO SCHOOL

Flowers, balloons, food, etc. for students are to be delivered to the office. Students will then be able to pick up deliveries at the appropriate time.

DEMONSTRATIONS

Demonstrations, which interrupt classes or the operation of the school, are not allowed. Students who participate in demonstrations may face disciplinary consequences. Students who have a concern should visit with the appropriate staff member prior to any demonstration.

FIRE DRILLS

According to state regulations, fire drills will be held monthly. When the alarm is sounded, leave everything and proceed quickly and quietly in an orderly manner to the designated area. When possible, students are to go a minimum of 150 feet from the building. Students will be notified by the staff when to reenter the building. All students are expected to act accordingly during all fire drills. Students who unlawfully activate fire alarms or impede the progress of any safety drill will be subject to discipline.

FIREWORKS

The possession of fireworks on school property or at any school-sponsored event will not be allowed.

FOREIGN EXCHANGE STUDENTS

As per the rules and regulations established by the United States Information Agency, foreign exchange students may enroll in Unified School District No. 394. Foreign exchange students will not receive a diploma but may receive a certificate of attendance.

GRADUATION CEREMONIES

Commencement is a ceremony in which families, friends, colleagues, etc. honor the graduating students. It is a formal ceremony. Proper decorum and appropriate dress is necessary. If a student does not want to abide by appropriate decorum and dress standards, then the student should not participate. Dress clothing is required. No sunglasses or other attention getting apparel or accessories are permitted.

HALL PASSES

Students shall report to their class first and then, with permission from the teacher, obtain a hall pass to go to another class, the office, the nurse, or the counselor. **Hall passes for going to the restroom, locker, phone, or water fountain will be at the discretion of the staff member.** Failure to comply with this procedure may result in an unexcused absence or unexcused tardy. When a hall pass is granted, the student must report back to his or her teacher before the end of the hour. No student should be in the halls during class time without a pass from a teacher or the office.

ILLNESS AT SCHOOL

The school nurse is here every day that school is in session. The nurse welcomes students' questions and requests for answers to health concerns but cannot diagnose conditions. If a student becomes ill or is injured at school the nurse will notify the parents. Students will not be sent home without parental or guardian permission and must check out through the nurse's office and building office.

Kansas State Law (K.S.A. 65-118) requires schools to report known or suspected cases of infectious diseases to the Health Department. Parents are requested to report infectious diseases when they report an absence to the office, or they may call the nurse directly at 776-3380 or 776-3385.

An infectious disease may require a physician's order for your student to return to school.

1. The following communicable diseases MUST be reported to the Butler County Health Department. Students will be excluded immediately until health department disease investigators provide additional directions regarding exclusions, readmission, contact exposure, and preventative measures: chicken pox, hepatitis A, tuberculosis, measles, mumps, rubella, meningitis, shigella, salmonella, pertussis (whooping cough), and Shigatoxin producing E. coli.

2. The following diseases and environmental concerns are not reportable to the health department. Contact the nurse in your building to find out if an order is needed for your student to return to school.
 - Influenza: Requires a 5-day isolation period. Day 1 is the first day with fever or influenza symptoms. May attend school on Day 6 as long as symptom and fever free for 24 hrs without fever reducing medication.
 - Impetigo: May attend school once prescribed therapy is started.
 - Pinkeye (bacterial conjunctivitis): May attend school 24 hours following initiation of antibiotic therapy.
 - Ringworm of the skin and scalp: May attend school if receiving treatment. Needs to be covered.
 - Staphylococcus aureus (MRSA): Unless directed by physician, should not be excluded. Wound should be covered.
 - Streptococcal disease, including strep throat: May attend school 24 hours following initiation of antibiotic therapy. Infected person shall remain in isolation for 10 days if untreated.
 - Scabies: May attend school once prescribed therapy is started.
 - Bed Bugs: Will be addressed by school. Administration as needed.* The principal of the school where these environmental concerns exist may discretely and appropriately communicate with the families of those students who may be affected.
 - Pediculosis (head lice): May attend school. Treatment with an insecticidal drug needs to be administered at home. Nits may persist after treatment, but successful treatment should kill crawling lice. Parents will be notified if their student is found to have head lice while at school.

Head lice

Kansas regulations do not require individuals with head lice or nits to be excluded from school or child care. The Centers for Disease Control and Prevention (CDC) advocate that children should not be excluded for lice or nits. Head lice can be a nuisance, but they have not been shown to spread disease and are not considered a public health hazard. CDC states that the burden of unnecessary absenteeism to the students, families and communities far outweighs the perceived risks associated with head lice.

Medication at School

The school does not provide any over the counter medication without parental consent. Students that have a need to take prescription medication at school must have a note signed by a parent and a signed doctor's order. Nonprescription medications must be sent to the nurse in its original container. Permission from the parent/guardian releases the school district and personnel from liability. The district reserves the right to refuse to administer nonprescription medication should school personnel deem it to not be in the best interest of the student. Forms are available from the nurse, or a written parental note will suffice. Doctors may fax an order to the High School or may send a note with the prescription. All medication must be in the original container with

recommended dosage or in a current prescription bottle. **NEVER** send medication to school in an unmarked container.

IMMUNIZATION

Kansas Law requires students to be compliant with the current immunization requirements and to provide that information to the student's attendance center. Our district policy requires that this documentation be brought to or sent to the office prior to final enrollment in any school year. The current requirements by the State Department of Health are as follows:

- Four- (4) doses-D.P.T. (diphtheria, pertussis, whooping cough and tetanus)-the last one must be after the 4th birthday. A booster DT is required at 10 years after the 4th or 5th DT.
- Three- (3) doses-Polio vaccine-the last one must be after the 4th birthday. If not a 4th is required
- Two (2) doses-M.M.R. (mumps, measles and rubella) vaccine.

If for medical, personal, or religious reasons your child is unable to receive any immunizations, or part thereof, you must have your doctor sign the back of the KCI for legal exemption. The superintendent of schools could exclude any student failing to provide the necessary documentation from school.

INITIATION

There will be no initiation of any form at Rose Hill High School. Any student found to be intimidating and/or embarrassing a student may be disciplined. This discipline may include suspension at the discretion of the administration as determined by the circumstances.

INSURANCE

The school does not carry insurance for property or personal injury of students. However, insurance may be purchased through a carrier designated by the school. Forms will be available in the office.

INTERNET GUIDELINES

Rose Hill Schools offer limited Internet access. In order for students to take advantage of the vast resources of the Internet, parents and students must first sign a user contract. Any use of the computer and Internet beyond acceptable practices may result in loss of privileges and/or other appropriate consequences.

LIBRARY MEDIA CENTER

Hours of Operation:

The High School Library will be open from 7:30 a.m. to 3:45 p.m. on Monday, Tuesday, Thursday and Friday. On Wednesday, it will be open from 9:00 am to 3:45 pm. The Library

will also be open until 8:00 pm several evenings a week when Butler Community College is in session.

Circulation of Collection:

Books	2 weeks
Reference books	Overnight
Periodicals (current)	Overnight
Periodicals (back issues)	Overnight
AV software/equipment	Teacher request

Library materials are checked out using automated circulation. Students **are responsible** for any library materials checked out in their name. Materials from the library may be checked out as follows:

1. Each student will have a bar-coded library card in the library to use when checking out library materials.
2. Library materials are bar coded for check out. Damage to the bar code label will result in a charge to the student for replacement of the label. The replacement charge for lost or damaged bar codes will be \$1.00.

Overdue:

- a. Library services will be discontinued to a student as long as he/she has any library materials overdue.
- b. A charge will be assessed at \$.05 per school day/per overdue item. When replacement of the item is necessary, the student must pay the actual cost of replacement.

LOCKERS

Upon enrollment, each student will be assigned a locker, and are not to change lockers without approval from the office. Lockers are expected to be kept clean and neat. Any locker decorations are subject to administrative approval. Each locker is equipped with a lock; therefore, personal locks are not allowed on school lockers. Students are not to remove the school lock from any school locker. All books and equipment not in use should be kept in the student's locker. Students are advised, however, not to keep money or valuables in their locker. **The school is not responsible for lost or stolen items.**

PARKING/USE OF VEHICLES

Cars should be parked in an orderly fashion and take up one parking space only. Student parking is in the main parking lot in front of the school. Cars may not be moved during school hours except with special permission from the principal's office. Students may not sit in their cars during the school day or during the lunch hour. Students are not to go to the parking lot area without office approval. The approved speed limit in the parking lot and on school property is 10 miles per hour.

PERSONAL ITEMS

Students are encouraged not to bring valuables or money to school. It is recommended that personal clothing be labeled with the student's name. **THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR THE LOSS OF PERSONAL ITEMS.**

POSTERS/FLYERS/SIGNS

An activity sponsor or the building administration prior to being displayed must approve all posters, flyers and signs. All non-school agencies must receive administrative approval for all flyers and/or posters prior to displaying or making them available to students.

SCHOOL CLOSING

The district will utilize the Swift K-12 automated notification system for weather related school closures.

The following stations will broadcast school closing information:

Television: KAKE Channel 10, KTVH Channel 12, KSNW Channel 3

Radio: KKRK 107 FM, KZSN 102.1 FM, KFDI 101.3 FM.

SNOWBALLING

Snowballing is not permitted at school because of the danger of personal injury. Students caught throwing snowballs are subject to disciplinary action.

SOLICITATIONS

All solicitations must be approved by the building administration.

STOLEN ITEMS

Any lost or stolen item should be reported to the teacher, sponsor, coach, school resource officer, and or principal. Students are responsible for their own personal items and should never leave their lockers open or unlocked.

TELEPHONE USE AND MESSAGES

The office telephones are for business use only. Incoming calls for students will be accepted and a message delivered at a time that will limit the disruption of the educational process. Emergency messages will be delivered immediately. A student must go to his/her class and receive permission to come to the office to use the phone.

TIME SCHEDULE

<u>Regular Start</u>	<u>Late Start</u>
1st Hr..... 7:50- 8:55	1st Hr 9:05-9:35
2nd Hr 9:00-9:50	2nd Hr..... 9:40-10:15
3rd Hr 9:55-10:45	3rd Hr 10:20-10:55
4th Hr 10:50-12:20	4th Hr..... 11:00- 12:30
“A” Lunch..... 10:50-11:20	“A” Lunch 11:00-11:30
“A” Class 11:25 -12:20	“A” Class 11:30- 12:30
“B” Class..... 10:50-11:20	“B” Class 11:00-11:30
“B” Lunch 11:20-11:50	“B” Lunch..... 11:30-12:00
“B” Class..... 11:55-12:20	“B” Class 12:00- 12:30
“C” Class..... 10:50-11:50	“C” Class 11:00-12:00
“C” Lunch 11:50-12:20	“C” Lunch..... 12:00- 12:30
5th Hr 12:25- 1:15	5th Hr..... 12:35- 1:10
6th Hr 1:20- 2:10	6th Hr..... 1:15- 1:50
7th Hr 2:15- 3:05	7th Hr..... 1:55- 2:30
.....	TEAM Time 2:35-3:05

TORNADO PROCEDURE

Tornado drills will be held in accordance with state regulations. Notification of a tornado drill or severe weather will take place over the intercom. In the event of a tornado drill or severe weather, leave everything where it is and proceed in a quick, orderly manner to the designated area. Remain calm, alert, and in the "tornado position." Remain quiet so that all announcements may be heard. Students will be notified by the staff when to reenter the classroom.

VENDING MACHINES

Food and beverage items are not allowed in the classrooms and are to be consumed only in the commons/cafeteria area.

VISITORS TO SCHOOL

Students may not bring friends, former students, cousins, brothers, sisters, etc. to school for purposes of attending class. Parents and guardians or other adults who wish to visit a classroom must make prior arrangements with the administration. Children will not be allowed to accompany the adult on such visits.

*The parking lot is off limits to visitors without official business--loitering in the school parking lot is not allowed.

WITHDRAWAL FROM SCHOOL/TRANSFER

Any student who is withdrawing from school during the year must check out through the office. A check out sheet will be issued to the student to obtain the necessary signatures. All books and equipment must be accounted for and all fees must be paid.

Students that withdrawal from school and are not planning on continuing their education are encouraged to enroll in a credit recovery program approved by the Kansas State Board of Education.

WEDNESDAY NIGHT

Wednesday night is family night in the Rose Hill community. Students are encouraged to participate in activities with their families. All school activities, functions, and practices are encouraged to be complete by 6:00 p.m.

YEARBOOK

The yearbook is a student-produced publication printed by Jostens. Lifetouch Pictures will provide the photos for the yearbook and for the senior panel. Seniors wishing to use their senior portraits must provide a vertical head shot by the first of November or their Lifetouch portrait will be used. Seniors must have their portrait taken by Lifetouch for the senior panel.

Yearbooks will be on sale throughout the school year based on availability. Prices may vary depending on the time of year that the book is purchased. Ordering yearbooks is recommended so secure a copy.

ACTIVITIES/ATHLETICS

ORGANIZATIONS, CLUBS AND ATHLETICS

Rose Hill High School sponsors a wide range of student activities for the purpose of providing students with additional opportunities.

<u>GROUP:</u>	<u>SPONSORS:</u>
KAYS.....	Stephany Coffey/ Katie Anholtz-Mitchell
National Honor Society.....	Andrea Holland
Thespians	Mark Blausner
Student Council.....	Becki Evans/ Matt Browning
Debate	Mark Blausner
Forensics.....	Stephanie Arbogast
Scholars Bowl.....	Doris Reed
TSA/Robotics.....	Ryan Hill
Journalism.....	Matt Browning
Renaissance.....	Greg Welch
Drama.....	Mark Blausner
Green Club.....	Roger Grier
FBLA	Megan Demel
FCCLA.....	Becki Evans

ATHLETICS

Volleyball.....	Cherith Mock
Football	Reece Petty
Boys Soccer	Jerry Treat
Cross Country	Brandon Barger
Cheerleaders.....	Alessa Werbin
Boys Basketball	Zach McDanial
Girls Basketball.....	T'Allyn Smith
Boys Swimming.....	Robert Roach
Wrestling.....	Chris Saferite
Golf.....	Matt Browning
Track & Field.....	Brandon Barger
Softball.....	Brooke Heumann
Baseball.....	Scott Carr
Girls Soccer.....	Shelby Kaba
Girls Swimming.....	Tori Kaiser

KSHSAA ELIGIBILITY REQUIREMENTS

According to the Kansas State High School Activities Association, students are eligible:

1. If you are a bona fide student in good standing. A student incurring discipline problems is not in good standing.
2. If you are not yet nineteen years of age. Consult your activities director if you have questions in regard to this requirement.

3. If you have not completed eight semesters of competition or more than four seasons in one sport. This includes grades 9-12.
4. If you have not completed eight semesters of high school attendance. This includes your total attendance beginning with the ninth grade.
5. If you passed in five subjects of unit weight your last semester in attendance. The last two semesters of possible eligibility must be consecutive.
6. If you have passed an adequate physical examination by a physician and have written consent of your parents or legal guardian.
7. If you do not engage in outside competition during the season in which you represent your high school in a sport. Consult your coach or activities director before you participate in any game, training session, or tryout conducted by an outside organization.
8. If you have met the requirements of the transfer rule, in case you are a transfer student.
9. If you are not a member of a high school fraternity.
10. If you have not competed under a false name or for money or provisions of the amateur rule.
11. If your attendance is regular and your conduct and standard of sportsmanship are satisfactory.

NOTE: Summer school may not be used to make up credit for the purpose of becoming eligible.

ROSE HILL HIGH SCHOOL ELIGIBILITY POLICY

To compete in extra-curricular activities, including athletics, cheerleading and other events adjudicated by the KSHSAA, Rose Hill High School students must meet standards set by the KSHSAA and the following standards set by USD #394:

- have a 2.0 grade point average from the previous 9 week time period

Grades will be checked at the end of each quarter. Students who meet KSHSAA eligibility standards can gain or lose eligibility based upon grades at the end of each semester. The above standards must be met to be eligible for the next quarter. Quarter grades earned at the end of each quarter will be used to determine eligibility for the following quarter. As per KSHSAA guidelines, summer school cannot be used for the purpose of becoming eligible. Once a nine weeks grade is posted, students may not make-up work for the purpose of becoming eligible.

Students who are taking college classes or vocational technical classes along with high school classes must meet the KSHSAA standard of being enrolled in and passing 5 classes to be eligible. The purpose of this exception is to allow for the loss of up to two classes due to driving time. A student may count a 3-hour college class as one high school class, and a 5 hour college class as 2 high school classes. This is the KSHSAA maximum.

Students must be classified as full-time students to be eligible to participate in athletics (including cheerleading) or in extra-curricular activities that are adjudicated by the KSHSAA. It's recommended for Orion and homeschool students that they be enrolled half a day at the high school to help with KSHSAA eligibility policies.

Students that are early graduates, or graduating at semester, are not eligible to participate in any extra-curricular activity that carries over in to, or begins, in the second semester.

EQUIPMENT/UNIFORMS

All equipment and uniforms checked out through the school must be returned at the end of the season. Report any damaged or lost items immediately. Students and athletes will be responsible for replacing any lost items.

INSURANCE & WAIVERS

Rose Hill High School does not carry insurance for personal injury of athletes. However, any athlete through a carrier designated by the school may purchase insurance. Forms will be available in the high school office. All athletes MUST have a waiver form on file in the high school office. The athlete and the parent or legal guardian must sign the waiver. Forms will be available at enrollment and in the high school office.

LETTER REQUIREMENTS

The coach or sponsor of each activity will determine the requirements for lettering. The first time a student or athlete letters he/she will receive a chenille letter (RH), the gold emblem representing the activity, and a bar representing each year of lettering.

OUTSIDE PARTICIPATION

Students who are members of an athletic squad representing Rose Hill High School may not participate as a member of an outside team or as an independent competitor in the same sport during the school's season for the sport. Violation of this rule shall make a student ineligible for the remainder of that sport's season. Check with your coach or activities director before you participate in ANY outside competition. **Ignorance of the rule will NOT be a satisfactory defense with the KSHSAA. "Fun Runs," church tournaments, etc. that are participated in during a sport's formal season are a violation.**

PHYSICALS

Student athletes are not eligible to practice a sport or to represent their school in interschool athletics until there is a physical on file with the activities director prior to the first practice. The physical must be on the form supplied by the KSHSAA. The form must be signed by a doctor, the student, and the parent or legal guardian of the student to be able to participate. Any physical dated before May 1 of the current school year will not be valid for the following school year.

SPORTSMANSHIP

Rose Hill High School and the Kansas State High School Activities Association stress sportsmanship and good citizenship. Good sportsmanship is resisting any negative behavior that tends to influence the outcome of a contest. Sportsmanship is conduct that imposes self-control involving honest rivalry, courteous relations and graceful acceptance of results. Positive school and community spirit is a reflection of these attitudes and behavior. We urge students, participants, and guests to keep the purpose of athletics in perspective. Cheer for your team, not against opponents or officials. Students are expected to abide by Rule 52 as stated in the KSHSAA handbook.

Please keep the following fundamentals of sportsmanship in mind when you are representing Rose Hill High School at all contests home and away.

1. Gain an understanding and appreciation for the rules of the contest.
2. Exercise representative behavior at all times.
3. Recognize and appreciate skilled performance, regardless of affiliation.
4. Exhibit respect for officials, coaches, and players.
5. Display openly a respect for the opponent at all times.
6. Display pride in your actions at every opportunity.
7. Yell with the cheerleaders and pep club, not at them.
8. Never "BOO" regardless of the situation.
9. Show respect for the flag by standing, removing your hat and remain at attention until the end of the anthem.

Students who do not abide by the fundamentals of sportsmanship may lose the privilege of attending Rose Hill High School activities.

PLAYER EJECTIONS

Any player ejected from a contest at any level of play for unsporting conduct or behavior will have to miss the next game/ contest, and successfully complete the free NFHS Sportsmanship Course prior to being eligible to return to competition.

TRANSPORTATION TO ACTIVITIES

1. Transportation to all activities sponsored by Rose Hill High School will be provided. Students are expected to ride to and from the activity with the team in the school provided vehicle.
2. Students may be allowed to ride home from an activity with their own parent(s) or guardian(s) with the permission of the coach, sponsor, or administration.
3. In extenuating circumstances, a parent may request administrative approval that their child be allowed other arrangements. This request should be made two to three days in advance of the event.
4. Violation of the policy may result in a student being denied transportation and participation in future out of town events, detention, ESD or OSS.

ROSE HILL HIGH SCHOOL EXTRA CURRICULAR SUBSTANCE ABUSE POLICY

The Rose Hill High School substance abuse policy is designed to create a positive, healthy, drug-free atmosphere for athletics and activities. Rose Hill High School recognizes the use of alcohol, tobacco, and drugs, all of which shall be referred to as “substances”, increase the chances of a long-term injury and physical damage, and lessen the chance for a student to reach his or her full potential. The primary goal of this policy is student safety and welfare, as well as preventing the use, possession, purchase, sale and transfer of these substances. The policy and penalties will be based on a calendar year, and this policy will be an extension of the current Board of Education Substance Abuse Policy for all students involved in extra-curricular activities.

Rose Hill High School encourages students to participate in a variety of academic, social, and athletic activities while maintaining healthy, drug-free lives.

Extra Curricular Substance Abuse Policy

During the calendar year (including out of season) a student shall not:

- Use, possess, sell or distribute a beverage containing alcohol
- Use, possess, sell or distribute tobacco products
- Use, possess, sell, distribute or abuse illegal drugs
- Use, possess, sell or distribute drug simulations

Confirmation of Violation:

1. A violation is confirmed by a USD 394 staff member, admission of the student or by a signed written statement by an observer who is not a staff member.
2. The reliability and validity of an observer shall be determined by a majority vote of a panel consisting of the high school principal, athletic director, one faculty member, and the coach/sponsor of the student in question, and one impartial coach/sponsor.
3. The Rose Hill High School Principal and Athletic Director will be responsible for documentation and implementation of this policy.

Penalties will be enforced based on a calendar year following administrative recognition and confirmation of the violation.

Violations and Penalties:

1st Violation - After confirmation of the first violation, the student will be ineligible to participate for the next competition date. The student will be required to continue practice and prepare for their sport or activity.

2nd Violation - The student will be ineligible to participate for 30 calendar days from the administrative recognition of their second violation.

3rd Violation - The student will be ineligible to participate in any sport/activity for one calendar year from administrative recognition of their third violation.

ACCEPTABLE USE POLICY FOR INTERNET ACCESS

Rose Hill Schools are pleased to offer limited Internet access to our students. In order for students to take advantage of the vast resources of the Internet, parents and students must first sign a contract. All users must share the responsibility for seeing that our computer facilities are used in an effective, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with these rules.

1. I will use appropriate behavior.
2. I will be courteous to others on the network and on the Internet.
3. I will use the equipment with care.
4. I will use only software which my teacher has assigned to me.
5. I will connect only to sites which have been allowed by the teacher.
6. I understand that the computer systems have been set up for me and may not be changed in any way.
7. I will use only "school-appropriate" language, pictures, and other data on the computers or network.
8. I will follow the copyright laws, which protect programs, data, books, and pictures.
9. I will report problems to a teacher.
10. I will leave all materials, equipment, and parts in the lab or computer area so that the systems will be in good working order for the next user. I will remember to keep all food and drinks out of the lab or computer area.
11. I will help to keep the lab or computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.
12. I will have a teacher's permission for using the Internet, computer, or lab.
13. I will have and complete an "Internet Research Form" prior to beginning an online search.

**Internet use is monitored and filtered by Two Trees Technologies.*

I have read the Acceptable Use Policy for Internet Access and agree to abide by the set guidelines for internet use. Failure to comply with this agreement will result in loss of technology privileges for the year.

Parent Signature

Student Signature

Date

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School district No. 394. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The rights to review and inspect all of your educational records except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - We have your prior written consent for disclosure;
 - The information is considered “directory information” and you have not objected to the release of such information;
 - Disclosure without your prior consent is permit by law.

The school district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

The district will disclose a student’s educational record to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have requested or forwarded.

3. The rights to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education, if you believe Unified School District No. 394 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington D. C. 20202-4605.

5. The right to obtain a copy of Unified School District No. 394 policies for complying with FERPA. A copy may be obtained from: Rose Hill Schools USD 394, 104 N. Rose Hill Road, Rose Hill, Kansas 67133.

DIRECTORY INFORMATION

For purposes of FERPA, Unified School District No. 394 has designated certain information in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 394 at 104 N. Rose Hill Road, Rose Hill, Kansas 67133-9785 within five (5) days of student's first day of attendance. If a refusal is not filed, Unified School District No. 394 assumes you have no objection to the release of the directory information designated.

RECRUITING INFORMATION

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name address, and telephone number released without your written consent, we will honor that request.

NOTICE OF NONDISCRIMINATION

The Rose Hill Public schools does not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with disabilities Act, the Age discrimination Act may contact Shannon Haydock, high school principal, at 316-776-3360 or Julie McPherron, the school district's ADA and Section 504 coordinator, 104 N. Rose Hill Road, Rose Hill, KS 67133, at 316-776-3300.

USD 394 TITLE IX NOTICE

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 of employees or students of the district in any district education program or activity 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.

Asst. Superintendent, Julie McPherron, 104 N. Rose Hill Rd. Rose Hill, KS 67133, jmcpheffron@usd394.com, (316)776-3300, has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972. Information concerning the provisions of Title IX, 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 or 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.

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. Further information regarding reporting sex discrimination, including sexual harassment, and regarding the District's procedures for handling such complaints can be found in School Board Policies GAAC and JGEC. Copies of these board policies can be obtained on the school district website at www.usd394.com in the Bullying and Harassment tab.

Student ID's/ Athletic Pass

New Student ID Program for Rose Hill Students (Grades 6–12) Starting with the 2025–2026 School Year

Beginning this school year, all Rose Hill students in grades 6–12 will have their photos taken during the first two weeks of school for Student ID cards. These ID cards will be available for a one-time fee of **\$25** and will grant students **free admission to all middle and high school home activities**, with the exception of dances. This includes events at both schools—so high school students can attend middle school events for free, and vice versa.

To gain entry, students must present their Student ID card. If a student does not have an ID card, regular admission fees will apply. **Replacement cards** will be available for **\$5**.

Why This Change?

As a district, we want to ensure that **cost is never a barrier** for our students to participate in and enjoy school events. In previous years, many students spent upwards of **\$100 annually** just to attend a few activities. This new program significantly reduces that cost and encourages greater student involvement.

If you choose not to purchase the Student ID card, that's completely fine—your student can still attend events by paying regular admission and will not receive an ID card.