

WELCOME

The Board of Education, Superintendent, Principal, and Staff of Tescott High School extend a cordial welcome to the students, parents, and community patrons for the 2009-2010 school year.

We believe the purpose of Tescott High School is to help students gain skills and knowledge necessary to become contributing members of our society and that all students can achieve these skills. We, as educators, will use a well-developed curriculum, implement quality instruction, and maintain a clean, safe and orderly climate to help all students master needed knowledge and skills. All people should be treated with dignity and respect. We are all responsible for our own behavior and the effects of that behavior on others, the school, and our mission of learning. We owe our selves, our school, and our community every reasonable effort to make success in learning a reality.

USD 240 MISSION STATEMENT

The mission of USD 240 is to challenge and prepare all students to become responsible members of society dedicated to lifelong learning in an ever changing world through a network of interactions between staff, students, parents, and community.

TESCOTT HIGH SCHOOL MISSION STATEMENT

The mission of Tescott High School is to provide the opportunity for all students to gain the skills and knowledge necessary to become productive members of our society. The successful completion of this mission is enhanced by cooperation among students, parents, staff, and community.

TESCOTT HIGH SCHOOL SCHOOL IMPROVEMENT PLAN

Reading Goal:

All students will demonstrate improvement in reading comprehension across the curriculum. Each student will earn 15 AR points per 9 weeks period by reading and passing tests on AR books. If a student does not earn their AR points by the end of the 9 weeks, they will lose 10% of their English grade for that 9 weeks.

Math Goal:

All students will demonstrate improvement in problem solving across the curriculum.

Writing Goal:

Students will demonstrate improvement in writing skills across the curriculum.

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to inform students and parents about some of the academic offerings, requirements, policies, and related information concerning Tescott High School. We have attempted to provide information that will be most helpful to you; but we realize that the answers to all the questions you might have will not be found. In this event, you should feel free to contact the office of the high school principal at 785-283-4385 to seek this information.

This handbook is merely a guide and it should be realized that many of its provisions can be supplemented at any time by the administration, if the situation warrants it. This handbook does not contain all the rules and regulations of the school and the ones published here may be changed at any time by school board action.

TESCOTT HIGH SCHOOL BOARD OF EDUCATION, ADMINISTRATION, FACULTY/STAFF

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Nigel Primeaux, Head Custodian
Betty Ahlquist, Custodian and Bus Driver
Jan Schoshke, Custodian
Janet Castillo, Bus Driver, Library Aide
Joe Walle, Bus Driver
Teena Church, Bus Driver

Shirley Dennis, Cook/Custodian
Betty Loy, Head Cook
Kim Walle, Bus Driver
Linda Ahlquist, Bus Driver
Martin Helmer, Bus Driver

Daymon Walker, Head Football
Shawn Pecenka, Head Boys Basketball
Brandi McClure, Head Volleyball

Jeff Mick, Head Track and Cross Country
Bill Scheef, Head Girls Basketball

SCHOOL HOURS

Classes will begin at 8:15 a.m. and will be dismissed at 3:23 p.m. All students except those under the direct supervision of a sponsor will be out of the school building by 3:45 p.m. The building will be unlocked from 8 a.m.-4 p.m., except for special night activities. Permission from the office will be required for use of the building outside of these hours.

Only those students directly connected with an activity will be allowed in the building and they must be under the supervision of a sponsor. Students that do not ride the school buses will not be expected to enter the building before 8 a.m., unless arrangements have been made with a teacher for extra work.

FIRST DAY OF SCHOOL

The first day of the 2009-2010 school year, will be Monday, August 17. Buses will run at the regular time and lunch will be served. There will be an assembly in the south gym at 8:15 a.m. on the 15th to introduce the faculty/staff, and to make announcements.

ENROLLMENT PROCEDURE

Each year the high school Master Schedule of Classes is composed on the basis of student need and mandatory state requirements. Each freshman student must plan a tentative four-year high school program of instruction. Your principal or counselor will supply you with the necessary information and forms needed for this task. Long-range academic planning is very important and decisions must be made wisely.

The choices you make today regarding class enrollment may help you tomorrow. Review your enrollment schedule and make sure you are enrolled in what you will need for the future.

We strongly encourage you to take (4) years of math, (4) years of science, and have computer skills. Remember, no one pattern of subject choices is best for all students. Your ability, interests, and goals are important factors to consider when determining elective subject choices. Discuss your program with your parents, teachers, counselor, and principal. The enrollment guide can provide additional information concerning course descriptions.

Final enrollment and payment of fees will be held on Wednesday, August 5, 2009 at the Tescott School Office from 9 a.m.-Noon, 1 p.m.-4 p.m. and 5 p.m.-8p.m.

Students and parents may visit with the counselor, Mrs. Martin, about their child's class schedule anytime during enrollment day on August 5th. Any changes in a student's schedule must be

approved in the counselor's office. Class schedule changes will be considered until Tuesday, August 18, this will be the last day you may change your schedule. All students will be enrolled in 7 classes, unless waived by the principal.

All students will pay a textbook rental fee of \$34.00 and, if taken, a laptop computer equipment fee of \$50.00. These fees may be paid on enrollment day or during the first week of school at the principal's office. Students are responsible for any damaged texts or computers and will reimburse the school for the cost of such. Textbooks will be issued on the first day of school. **Workbooks, when needed, will be ordered through the school and will be sold to the student at school cost, please pay at the principal's office.**

GRADUATION REQUIREMENTS

All students, and especially seniors, should be certain that they are taking all the courses necessary to meet the following graduation requirements. The successful completion of 24 units of credit is required.

English Language Arts	4 Units of Credit
Mathematics	3 Units of Credit
Science	3 Units of Credit
Social Science	3 Units of Credit
Physical Education/Health	1 Unit of Credit
Speech	1 Unit of Credit
Fine Arts (Band, Vocal, or Art)	1 Unit of Credit
Electives	8 Units of Credit

CLASSIFICATION OF STUDENTS

Based on grades nine through twelve, students are classified by the number of credits received.

Freshmen:	Less than 6 units of credit completed.
Sophomores:	At least 6, but less than 11 units of credit completed.
Juniors:	At least 11, but less than 16 units of credit.
Seniors:	At least 16 units of credit completed.

RECOMMENDED COURSES OF STUDY

Freshmen Year	English, Math, Physical Education/Health, Science, Speech, and 2 Electives.
Sophomore Year	English, Math, Lab Science, and 4 Electives.
Junior Year	English, Science, Math, American History, and 3 Electives.
Senior Year	English, Science, Math, American Government, and 3 Electives.

GRADE CARDS/HONOR ROLL/ACADEMIC LETTERING

Grade cards will be distributed at the end of each nine-week grading period. Parents should examine the cards and note the teacher's specific comments as indicated. An Honor Roll will be published following each nine-week period. A student will be listed in the Alpha Club if they have a 4.0 grade point average, on the Principal's Honor Roll if they have a grade point average from 3.5-3.99, and on the Scholastic Honor Roll if they have a grade point average from 3.0-3.49. **One**

“C” on a report card will not eliminate a student from the honor roll if the grade point average remains high enough to qualify that student. At the close of the school year, those students that have been on the honor roll three of the four nine-week grading periods will receive an academic letter.

ATTENDANCE POLICY

Students at Tescott High School will be expected to be punctual and regular in their attendance. One of the major causes of failure in secondary schools is absenteeism.

(Compulsory Attendance K.S.A. 72-1106(d) Required/Mandatory Summer School and/or Additional Days) Additional days can be required for students in need of remedial education or those who are subject to disciplinary measures, including excessive absences, imposed under the local disciplinary policy. These days can be scheduled on weekends or during the summer months. If a student is assigned such days and fails to show up, the student is inexcusably absent for purposes of the truancy laws. K.S.A. 72-1106(d)

1. A call from the parent/guardian is needed each day a student is absent from school, so that there is no misunderstanding as to the type of absence the student has. Students are required to obtain an admit slip from the office before they re-enter classes. Take the admit slip with you to each class you missed and get the assignment from the teacher.
2. The following absences are excused: personal illness, serious illness in the immediate family; death or funeral in the family; medical or dental appointments; extraordinary family hardships, as approved by the principal; and family requested trips, as approved in advance by the principal. ALL OTHER ABSENCES ARE CLASSIFIED AS UNEXCUSED.
3. **If a student’s absence is unexcused, they will be required to make up the time missed from school. If a student wants to receive credit for work missed during an unexcused absence, or out of school suspension, the work is due to the teacher immediately upon their return to school, from the unexcused absence. The student is responsible for obtaining the assignments.**
4. Students with excused absences will be given one day to complete make-up assignments for each day absent. The student is responsible for getting assignments when they are absent.
5. Students missing classes for a school activity will not be counted as absent from school; but all work missed in the classes must be made up. If a student is absent from school (except for school-sponsored trips) they will not practice, participate in, or attend any school sponsored activities, unless approval is obtained from the building principal prior to the event.
6. Students may not leave school grounds during the school day without permission from the office. If a student becomes ill or has any other emergency, they must report to the office to seek assistance and permission to leave the building.
7. Senior students will be allowed two days to visit a school of higher education. Arrangements must be made through the counselor and the principal. The visits must be taken before May 1.

8. Students at Tescott High School are expected to take final examinations the last two days of the school year. These final exams will be counted as 10%-20% of the final semester grade average. Students who have accumulated five or less absences during the course of the school year, or have an “A” in the class, will be excused from taking the final examinations.

9. A significant part of the school day is defined as 2 class periods in the high school. Whenever students are absent from school for more than 2 class periods in the high school they will be marked absent. Students returning to school after 5th hour will be counted absent a full day.

TARDINESS

Most occasions of tardiness to school are avoidable. Three tardies of up to 15 minutes will be allowed per quarter. All tardiness beyond 15 minutes will count as an absence from that class. When a student is tardy three times to school or class, detention time will be assigned and the following steps will be followed:

<u>Tardy</u>	<u>Consequences</u>
1, 2, 3	None
4	30 Minute Detention and Home Contact
5	30 Minute Detention and Home Contact
6	1 Day ISS and Home Contact
7	2 Days ISS and Home Contact
8	2 Days ISS and Hearing

If a teacher detains a student after class, which causes the student to be late to the next class, the teacher will send a pass with the student stating the reason for the delay and the time the student was excused. Do not admit a student to class without a pass or tardy slip.

STUDENT BEHAVIOR

For any organization, such as a high school, to meet its obligation and live up to expectations there must be certain standards met. School discipline is essential if an orderly school climate is to be maintained. Rules of conduct are made for the benefit of the entire student body and if any student feels that these rules are unjust, he or she should seek an orderly change through correct channels of student government. Without school discipline, we would have nothing but chaos. The State of Kansas permits the suspending or expelling of any student for “just cause”. It is our hope that it will not be necessary to exercise this option, but it should be understood that if it seems to be for the best interest of the student body as a whole, it will be done. Student conduct, while attending school or school activities reflects each student’s character and background. Always remember to respect yourself, your school, your parents, and the school’s staff. Some of the policies and rules of conduct to be aware of are:

1. Each teacher has full authority over all students in the classroom, any place in the building, on school grounds, and at any school activity, home or away. Only when necessary will the principal be called upon and each teacher will have the support of the administration. Courtesy and good manners are expected of all students at all times.

2. Defacing of school property will not be permitted. This includes marking on desks, walls, books, etc.
3. A student shall not use language or exhibit actions or gestures that could reasonably be considered profane, indecent, or obscene.
4. A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, controlled substance of any kind, or drug paraphernalia. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
5. Smoking by students and/or possession and use of tobacco products by students is prohibited in any attendance center, on school grounds, or at school-sponsored activities.
6. A student shall not knowingly possess, handle, or transmit any object that can be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.
Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation)
7. A student shall not fail to comply with any reasonable request of school personnel during any period of time when they are under the supervision and authority of school personnel.
8. Running in any part of the building except gymnasiums will not be permitted.

Violation of any part of this behavior code may result in detention, suspension or expulsion from school.

Remember that teachers are hired for their ability to help students gain an education and students are here to learn. When you mix the proper attitude with these two ingredients, great things can happen.

PROCEDURES FOR SCHOOL CONDUCT

Students are expected to assume their share of responsibility in maintaining an atmosphere conducive to teaching-learning situations in all classes and activities in which they participate under school control.

Acts of behavior, which interfere with the maintenance of a good learning environment or are antagonistic to the welfare of other students will not be tolerated. Students will be held responsible and accountable for their own actions at all times. The specific acts of behavior applicable to students in respect to school activities or on school property which are deemed to be grounds for detention, suspension, or expulsion are:

- Breaking school rules repeatedly
- Extortion and/or intimidation
- Failure to comply with a reasonable request from a school employee
- Fighting, Stealing, Bullying, Threats by word or deed
- Obscenity and/or Profanity
- Open Defiance, Unruly conduct that disrupts school
- Possession, use of, under the influence of, or selling of alcoholic beverages or drugs
- Possession, use, or threatened use of lethal weapons
- Use or possession of tobacco on school property
- Vandalism of school property; real or personal property
- Verbal and/or physical assault of a school employee
- Physical abuse of a person not employed by the school

This list is not all-inclusive. Other acts, which disrupt the normal educational environment will be dealt with according to the merits of the individual situation.

DETENTION TIME

Detention time assigned by instructors must be completed within two school days. Teacher-assigned detention time must be completed with the teacher that makes the assignment. Failure to complete the time will result in progressive suspension assignments. **Students who are out for any activity must serve detention time prior to reporting to that activity.**

DRUG FREE SCHOOLS

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the **Drug Free Schools and Communities Act, P.L. 102-226, 102 St. 1928. (Cf.LDD)**

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to the following sanctions:

First Offense. A first time violator shall be subject to the following sanctions:

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

Second Offense. A second time violator shall be subject to the following sanctions:

- a. A punishment up to and including long-term suspension;
- b. Suspension from all student activities for a period of not less than one semester or four months.
- c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program (Names of acceptable programs are on file with the board clerk).

Third and Subsequent Offense A student who violated the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- a. Punishment up to and including expulsion from school for the remainder of the school year.
 - b. Suspension from participation and attendance at all school activities for the year.
 - c. A student may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.
- Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, KSA 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all students, and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

SUSPENSION OF STUDENTS

The principal may suspend any student from school for violations of Section 1 KSA 72-8901. Such suspension shall be subject to the limitations set forth in the adopted policies of the Board of Education. Parents of any suspended student will be contacted within 24 hours to be informed of the reasons for the suspension and may schedule an appointment for a private conference to discuss the matter.

IN-SCHOOL SUSPENSIONS (ISS)

The ISS room is provided as an alternative to out-of-school suspension (OSS). **Students assigned to ISS will report to the principal's office at 8:15 a.m. and will be dismissed from ISS at 4:00 p.m.** In many cases students who are suspended will be assigned to the ISS room. While there, the student will be required to complete regular classroom work and any other work assigned by the ISS instructor. Failure to complete assigned work will result in a zero being assigned for all classes missed. Failure to cooperate in the ISS room will result in the student being placed on (OSS). While students are suspended into ISS, they are to leave the campus when dismissed at 4:00 p.m. Suspended students in ISS may practice for any extra-curricular activity; but may not participate while suspended. Students given OSS will not practice or play in activities. **Students that have ISS or OSS may not attend school activities.**

The goals of ISS are to teach students to accept logical consequences for their actions, give them time to evaluate their behavior and become actively involved in finding positive alternatives to their irresponsible action.

IN - SCHOOL SUSPENSION CHART

	A	B	C	D	E	F	G
Failure to comply with a reasonable request (willful disobedience)			1	2	3	4	
Fighting				1	2	3	
Threats and intimidation				1	2	3	
Obscenity or profanity toward an employee or class						1	
Other obscenity or profanity		1	2	3		4	
Use/possession of tobacco				1			*
Stealing				1		2	*
Truancy			1	2		3	*
Unruly conduct that disrupts class	1	2	3			4	
Unruly conduct that disrupts school			1	2		3	
Vandalism/destruction of school property				1	2	3	
Open defiance				1	2	3	
Sexual Harassment			1		2	3	

- A Remainder of period
- B Detention and ISS remainder of period
- C One Day ISS
- D 1 Day Out of School Suspension
- E 2 Days Out of School Suspension
- F 3-5 Days Out of School Suspension
- G * Police Notified

- 5 Office Referrals or Incidents - Hearing
- 5 ISS Assignments - Hearing
- Truancy - Hearing

(3 consecutive days unexcused absence or 5 or more school days of unexcused absence in any semester).

OUT OF SCHOOL SUSPENSION CHART (OSS)

	3 Days	5 Days Hearing	Police Notified
Assault/battery with a dangerous weapon		1	*
Violations of the drug/alcohol code		1	*
Possession of a dangerous weapon (other than a fire arm)		1	*
Verbal or physical assault upon another person		1	*
Major vandalism and property damage		1	*
Use/possession of tobacco	2	3	*
Fireworks, including incendiary devices	1	2	*

These steps will normally be followed in order; but past history and/or the severity of the violation can dictate steps being omitted in either the ISS or OSS chart, at the discretion of the principal.

Students suspended on an OSS will be released to the custody of their parents, they will not be at school, on school property, nor attend any school activities until their suspension is over.

DRESS CODE

Each student attending USD #240 Tescott schools shall be responsible for maintaining appropriate dress and appearance. Students are expected to keep themselves well-groomed and neatly dressed at all times during school hours and school activities. Any form of dress or hairstyle which is considered contrary to good hygiene or which is disruptive to the purpose or conduct of the school will not be permitted. Hair shall be clean, combed, and styled in a manner to conform to health, hygiene and safety requirements.

We are a drug-free and tobacco-free school: shirts advertising alcoholic beverages, tobacco products, illegal drugs, or obscene/questionable remarks will not be permitted. Clothing which is obscene has a double meaning or is suggestive, will be determined inappropriate, by an administrator.

Skirts, dresses, slacks and shorts should be of modest length and are acceptable for school wear. No undergarments will be worn as outerwear, including any shirt with wide-cut armholes. Boxer shorts, biker shorts, halter-tops, spaghetti strap shirts, bare midriff clothing, and “fish-net” clothing, are not acceptable to wear for students in grades 7-12.

- Hats will not be worn in the school building during the school day.
- Colored glasses are permitted only on designated days or with a doctor’s prescription.
- Appropriate footwear will be worn at all times.
- Chains and chain billfolds, etc are prohibited at school and school events.

Dress up days and other special apparel days will be held as approved by the building principal.

The standards of dress indicated above are also extended to participants in and at all school activities. Furthermore, teachers of lab classes or other specialized classes and activity sponsors may require more specific dress for that individual class or activity.

No personal appearance code seems to cover all situations. If a student by his/her behavior or appearance, interferes with the learning of others, or constitutes a threat to the safety or health of others, they will be asked to change their dress/attire. Final interpretation of the dress code, including the appropriateness of any item of clothing not mentioned above, is at the discretion of the building principal. Disciplinary action may result from actions of willful disobedience following initial counseling. Faculty and staff are asked to immediately report to the principal's office any student whose dress is not in compliance with the following general guidelines.

AUTOMOBILE REGULATIONS

The safest transportation, by far, is the school bus. Whenever possible students should ride on the bus. When cars are driven to school they should come directly to the school grounds, and will remain there during school hours unless special permission is obtained from the office. This will include the noon hour also. Student cars will not be parked on the north side of the parking lot because of the bus-loading zone. Cars will not be parked on the south side of the band room, as this is designated as parking for the handicapped.

Students are not to sit in, loiter around, or drive cars during school hours. Students, who are observed driving recklessly, on or near school property, will be reported by any school district employee to the high school principal. The principal will warn the driver of the vehicle involved at the first opportunity and a written notice will be mailed to the parents of the driver. After a second warning, the student will be reported to the local civil authorities. Further violation of these rules and regulations may result in disciplinary action by the school principal according to the disciplinary code.

TELEPHONE

There is a telephone in each outer office for the convenience of students needing to call home or parents needing to call students. Students need to secure the permission of the principal or school secretary before using the phone. Students will not be called out of class for a phone call unless it is an emergency. The principal or school secretary will determine the emergency cases. The use of the telephone should not be abused or the privilege of using it may be denied.

Phones located in the classrooms are for the use of school personnel, students are not to use these phones.

ELECTRONIC DEVICES

No electronic devices such as beepers, cellular telephones, laser pointers, tape or disc players, electronic games, etc. will be allowed in the classrooms between 8:15 AM to 3:23 PM at THS unless approved by the principal or a supervising teacher. Calculators and PDAs used appropriately are approved. These items will be confiscated on the first incident and returned to the student. The second incident will result in the confiscation and parent or guardian retrieving

the item. Subsequent infractions will result in parent or guardian retrieving the cell phone, (in particular), and additional consequences and a possible hearing with a committee of teachers, parents, and the principal.

INSURANCE

The school district will carry blanket student accident insurance on all students. The insurance will cover listed medical expenses resulting from accidents at school or in any school-sponsored activity, including football. The football coverage is part of the basic coverage and will not be an extra cost to the parents. The coverage is no deductible, so payment begins with the first dollar. However, the coverage is “scheduled” in that set amounts are allowed in payment of listed medical procedures. The school insurance coverage is “secondary” coverage and will pay those bills left unpaid by the parents’ insurance coverage. Insurance claims will not be processed through the central office. When an accident happens at school requiring medical attention, insurance claim forms will be sent home with the student. Parents will complete the form, attach any medical bills, and forward it directly to the insurance company. Any further correspondence will be directly between the school insurance company, the parents, and the parents’ insurance company.

SCHOOL LUNCHES

The cost of breakfast will be \$ 1.00. The charge of a complete meal in the lunchroom is \$2.00 per meal for high school students. If students prefer to bring a lunch from home it will be eaten in the lunchroom, no food is to be taken out of the lunchroom without the principal’s permission. It is preferred that all lunches be paid for in advance, by the month. The lunch period is a “closed” lunch period requiring the student body to remain on school grounds during this time.

Students have the opportunity to choose only food they intend to eat in the school lunch program. This provision of the school lunch program is designed to reduce food waste and to give students the opportunity to select the food they want to eat. Each day student’s will be offered the complete lunch which includes a serving of: **Milk, Bread, Meat, Fruit, and Vegetable.** The servings of fruit and vegetables may be a combination of a serving of a fruit and a serving of a vegetable, or two servings of different fruits, or two servings of different vegetables.

The five food items shown above comprise the school lunch pattern and provide approximately one-third of the daily nutritional needs. Students may take all five items, or may select full portions of four items or a combination of any three different items. However, the price per meal remains the same whether the student selects the minimum of three food items or takes all five items.

SCHOOL HEALTH INFORMATION

COMMUNICABLE DISEASES

Any student diagnosed by a physician as having a communicable disease shall be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. Students will be readmitted to regular classes upon termination of the illness. Also, parents should notify the school when their child acquires a communicable disease. Every week the school reports the incidence of communicable diseases to the state health department.

Students who are ill should never be sent to school. If a student is running a temperature of 100 degrees they are to remain home until they have been temperature free for 24 hours. If your child has a rash or infectious looking skin disorder, the school has the right to ask the parent to obtain a physician's note indicating the child is not infectious and can remain in school.

ILLNESS OF A CHILD

When a student gets sick at school and wants to go home, the parent or guardian should be contacted. Under no conditions will a child be sent home during the school day without the knowledge of parents or guardians. If the parents cannot be reached and the illness is not of a critical nature, we will simply do the best we can in caring for the sick child. The school strongly urges parents to keep the office updated with a contact number and an emergency contact number.

ATHLETIC/PE PHYSICALS

All students engaged in athletic/cheerleading activities governed by the KSHSAA and/or board policy, shall be required to have a physical examination every year before they may practice. It is recommended that students participating in physical education activities in grades 9-12 have a current physical examination prior to the first day of school. Physical forms can be obtained through the school offices.

IMMUNIZATIONS

The immunization law as enacted by the Kansas Legislature applies to every pupil enrolled in a Kansas school. The law also provides that students who do not comply with the provisions of the law within 90 days may be excluded from further school attendance. Forms for the purpose of securing this information will be distributed from the office to parents of students who do not presently meet the provisions of the immunization law. The school maintains health records for all students including a record of communicable diseases, immunizations, and health screenings at school.

Parents shall be notified if children need additional immunizations. These notifications shall include a statement establishing the date after which inadequately immunized children will not be allowed to attend school. Parents will be informed of the reason for exclusion, the conditions under which the pupils may return to school, and the opportunity for a hearing on the matter upon request of any parent or guardian.

Kansas Law (K.S.A. 72-5209 requires that every pupil enrolling in any school shall present certification from a physician or local health department that the pupil has received the following immunizations:

4 DTP (Diphtheria, Tetanus, Pertussis), 3 Polio, 2 MMR (Measles, Mumps, Rubella), 2 varicella, 2 Hep A, (1 varicella required grades 1-9), Td Booster (given 10 years after the last DPT) Td immunizations are recommended every 7-10 years and required every 10 years. Legal exemptions to the immunization laws are found on the Kansas Certificate of Immunization. Medical exemptions must be signed by a physician each year.

Scoliosis Screening

Scoliosis screening will be given to identify students with spinal curvature at the earliest possible time and refer them for appropriate treatment and/or medical monitoring. Screening will be given to girls in grades 5 & 7 and boys in grade 8 to see who might be at risk for developing scoliosis.

MEDICATION

In order for the school to dispense medication to your child, we must have the following:

Prescription Drugs:

1. An original prescription from the doctor
2. Medication in the original container
3. A note from you requesting the administration of the medication
4. First dose of medication already given at home

Non-Prescription Drugs:

1. A note from you requesting the administration of the medication
2. Medication in the original container
3. First dose of medication already given at home

NOTE: Prescription and non-prescription medication should not be in the control of the student at any time. If you and/or your doctor feel medication is required at school, it should be taken to the school office by an adult.

INHALERS

Inhalers are permitted to be carried by students from Kindergarten through 12th grade, provided a release form is signed by a physician and the parents of the student. Pick up and return these signed release forms during enrollment at the high school office.

HEAD LICE

Kansas Law (K.A.R. 28-1-6) requires students who are infested with head lice be excluded from school until they have been treated with an adequate head lice shampoo. All nits should be removed. Check your child's hair regularly for lice. If head lice or nits are discovered, please notify the building principal.

HEARING AND VISION TESTING

Students are tested for hearing every two years and vision, yearly to identify students at risk of poor school performance due to hearing and visual problems. This service is performed by the Central Kansas Co-op and the School Nurse. Parents will be notified if the child is recommended for further evaluation by a medical doctor. Records of these tests become a part of the child's permanent health records.

HOME/SCHOOL SPECIALIST-SCHOOL SOCIAL WORKER

The position of Home/School Specialist at Bennington and Tescott schools, is filled by a Licensed Master of Social Work who is certified by the Kansas State Board of Education as a School Social Worker. Social workers adhere to specific regulations as determined by the National Association of Social Workers and the Kansas Behavioral Sciences Regulatory Board (BSRB).

As of July 1, 2000, several changes in legislative law impacted social workers. Please be advised that Social Work practice includes therapeutic techniques and social workers are licensed to practice therapy. It is not the intention of the Bennington or Tescott Schools to provide extensive psychotherapy to students, staff or family members; however in the services provided counseling and/or transitioning to more intense emotional, drug and alcohol and social resources services are available. In accordance to K.S.A. 2213, the public should be advised that medical services, including but not exhaustive, or prescriptions, surgery, etc. are not available from this office. Social workers are required to work closely with other providers for best overall health of client, and therefore clients and/or parents may be asked to provide a Release of Information so that the primary health physician may be contacted.

In accordance with best social work services, it should be understood that CONFIDENTIALITY of information received from clients is top priority. The social worker's primary responsibility is to clients. The social worker should make every effort to foster maximum self-determination on the part of clients. The social worker should promote the general welfare of society. The social worker should respect the privacy of clients and hold in confidence all information obtained in the course of professional service. Sharing of information may be done, with consent, only for compelling professional reasons.

In accordance with best social worker services there exists DUTY TO WARN and DUTY TO REPORT. Please be advised that exceptions to CONFIDENTIALITY do exist, and it is a MANDATED REQUIREMENT to report and warn to parents and/or social authorities in the cases of danger to self or others as well as reports of sexual, physical, or mental abuse to child protective services for the State of Kansas.

LOCKERS

Lockers are provided for each individual student for the storage of books and personal belongings. Each locker is for that individual and for no one else. Do not be guilty of getting into someone else's locker. Locker doors should be kept closed when not in use. Lockers should be kept clean and neatly arranged. Stickers and other such material placed outside the lockers are not permitted. Tops of lockers and the hall floor should be kept free from articles at all times.

PROVIDENCE DETECTION CANINES

Providence detection canines have been contracted by the school district to provide random, unannounced visits to campus and school locations. The people-friendly canines are scent-trained for weapon, drug and contraband detection. Classrooms, hallways, restrooms, locker rooms, parking lots are areas that could be searched by the canines. The program is intended to assist with school security, provide a tool for substance abuse prevention, and to send a message to students, parents and the community that our school district has initiated a proactive position on the presence of prohibited items.

STORM AND EMERGENCY DISMISSALS

When for any unforeseen reason it is necessary to dismiss school without prior notice, or if school will not take up due to stormy weather, patrons will be notified over **Radio Station KSAL 1150/KY 94 in Salina**. Parents should never send their children to school if, in their opinion, the weather or roads are too bad.

VISITORS

Visitors during school hours will be limited to students' parents and other persons that have school business to transact. All visitors, upon arrival at the school, will come to the principal's office for permission to visit and for directions.

BUS REGULATIONS

Students that are transported by bus, either on a regular route or on any activity trip, should be aware of the fact that there are prescribed regulations by the State of Kansas for the transporting of students. Each bus will have a set of these regulations posted and each student shall abide by them or may be denied the privilege of riding the bus. This decision to suspend bus privileges will be made by the principal. The bus driver, working through the sponsor, has complete jurisdiction over any passenger at any time in the school bus.

The non-discriminate use of pop, sunflower seeds, and food on the buses has resulted in the following regulations. **Food and beverage shall not be allowed on school buses except for the following: Lunches brought to school, activity/field trips, and special functions designated by the principal and the sponsor.**

TORNADO DRILL

Tornado drills will be scheduled throughout the school year on a regular basis to alert students to the procedure and to remove the student body to an area of safety. The signal will be a series of pulsating tones from the alarm system. When the alarm sounds, proceed to the designated area of safety using the lanes of travel as directed below. The procedure listed below will be followed:

1. Keep silent.
2. Female members of the student body and faculty will proceed to the girl's dressing room in the old gym through the entrance doors leading to the old gym area.

3. Male members of the student body and faculty will proceed directly from the classroom area to the upper level of the old high school basement area, using the east and west stairwells to the high school basement.
4. Students are to be seated in a crouched position with their backs against the wall.
5. Your head should be placed between your legs and your arms placed over your head.
6. Listen for the teacher's instructions and remain in this location and position until instructed to do otherwise.
7. Handicapped students shall be escorted to the shelter by the teacher of the class they are in at the time of the drill.

FIRE DRILL

There will be regularly scheduled fire drills throughout the year. The signal is one continuous blast on the alarm system. Three short blasts is the ALL CLEAR signal. When the alarm sounds, obey the instructions given to you and KNOW YOUR FIRE EXITS. It may be the real situation. Handicapped students shall be escorted to the exit by the teacher of the class they are in at the time of the drill.

DAILY BULLETIN

Daily bulletins will be handed out and read by the second period classroom teachers each day. Please read the bulletin and be informed.

STUDENT ACTIVITIES

Students at Tescott High School have the opportunity of participating in many activities. All activities will be under the sponsorship of the school. Participants in activities will comply with all school rules and regulations, including the dress code. All students participating in any of the interscholastic activities are expected to comply with the rules of the KSHSAA.

ELIGIBILITY POLICY

In order to participate in any extra-class activity that is adjudicated (athletics, music, speech, quiz bowl, drama, etc.), in Student Council, or serve as a class officer or president of a student organization, a student must be passing seven of their seven classes.

Eligibility would be on a three-week basis, with a one-week probationary period. If a student were not passing six classes, they would be ineligible for one week. If after one week, the student has raised the grade or grades to passing in at least six subjects, the student would be eligible for the remaining two weeks. If the grades were not passing at the end of the first week, the student would also be ineligible for the next two weeks.

By 8:15 a.m. on the first day of each three-week grading period, all teachers will notify the office of any students doing failing work during the prior three weeks. The teacher will also notify the student of their failing grade. The office will notify the parents, coaches and sponsors of any students who are not eligible for participation in activities during the three-week eligibility period.

EXTRA-CURRICULAR ALCOHOL/TOBACCO/DRUG GUIDELINES

Any student who is a member of a team or participates in any activity adjudicated by the KSHSAA at Tescott High School shall be subject to the following alcohol/tobacco/drug policy guidelines: No student may be in possession of or use the following at any time during the season of the activity:

1. Alcoholic beverages
2. Tobacco or tobacco products
3. Drugs or drug paraphernalia that are not prescribed by a licensed physician.
4. Any controlled substance prohibited by law.

These violations will be cumulative and will cover all athletics, scholar's bowl, music, forensics, etc. or anything that is adjudicated by the KSHSAA or any other extra-curricular activity as determined by the administration. The administration reserves the right to require additional conditions to be met before reinstatement after any suspension.

1st time violation will result in a suspension from all contests for 2 weeks and at least two activities. If the suspension happens at the end of an activity and there are not 2 contests left in that season, then the suspension may be longer than 2 weeks, because they will not have missed two activities.

2nd time violation the student will be suspended from all activities the student is currently in, for the remainder of that sport/activity. In the event a season is almost completed, the suspension must cover at least 4 weeks and 4 activities. At the end of the sport/activity, they could go out for another sport/activity, provided they have met all conditions from the 1st and 2nd suspensions. The student will not be able to participate in any practices until being reinstated. Before being reinstated the student may be asked by the administration to under-go an alcohol/drug evaluation (at their expense) in an approved drug/alcohol program.

3rd time violation the student will be suspended from all activities for the remainder of the year. The student suspended must under-go an alcohol and drug evaluation program and complete all the recommendations of the program at their own expense. Proof of completion will need to be provided to the administration before reinstatement can occur the following school year.

The suspension begins at such time as a student is judged by the Principal to have violated the rule and continues from that date. A student may continue to practice if the coach desires. At the conclusion of the suspension, the student may be reinstated provided he/she has met any and all additionally agreed upon conditions during that period.

The Following year the student/athlete will be on a probationary status. If during that year a 4th incident occurs the student will be suspended for the remainder of that school year. The Student/Athlete must complete a substance abuse program at their expense and provide documentation before any possible reinstatement for participation for the next school year.

Proof of violation shall be defined as follows:

1. Admission of a violation of rules by the student or their parents to the coach or administrator.
2. Being observed in violation of Tescott training rules by any certified Tescott coach, teacher, or administrator.
3. Being observed or cited by a law enforcement officer.

These rules become effective with the 1st day of practice and remain in effect until the completion of the last contest for a respective sport. The head coach of each respective sport may have additional non-alcohol/tobacco/drug related rules for team members that they will be expected to follow.

In addition, students found in possession or use of these items on school grounds or at school activities will be in violation of Board Policy JDDA-R (Drug-Free Schools Act) and shall suffer the consequences thereof (See Student Handbook).

Alcohol, Tobacco and Drug Testing Policy and Procedures

POLICY FOR TESTING STUDENTS PARTICIPATING IN INTERSCHOLASTIC ACTIVITIES

I. POLICY

A. Overview

The procedure for initial and random testing of students is accomplished in conjunction with a third party administrator selected by the USD 240 Twin Valley Board of Education. USD 240 Twin Valley Schools will provide the testing provider a list of eligible students. From that list the testing provider will randomly select students for drug testing at regular intervals. The testing provider will send qualified collectors to the school that will conduct and oversee the collection of all specimens as outlined in this document. Specimens are collected as split specimens. The testing provider will provide Medical Review Officer (MRO) services for interpretation and verification of results.

B. Statement of Need and Purpose

Recognizing that observed and suspected use of alcohol, tobacco and illicit drugs by USD 240 students is increasing, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, through participation in interscholastic activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is

Threefold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. The program is academically non-punitive. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. For the purpose of this Policy, the term “student” shall be any student enrolled at USD 240.

C. Supporting Data

Random urine drug testing of a public school interscholastic activity is legal, as determined by the United States Supreme Court, in the case of Vernonia School District 47J (Oregon) v. Wayne and Judy Acton.

D. Definitions

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

Principals– The person designated the responsibility to receive random selection names and drug test results.

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

GC/MS – Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds with 100% accuracy.

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

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

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

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

Student – A qualified enrolled student participating or attending any sanctioned interscholastic activity or athletic team, and any USD 240 school sponsored activities both home and away.

Third Party Administrator (TPA) – Any person or entity, other than an employee of the employer, who provides services specified under this policy to employers and/or employees in connection with student drug testing requirements.

E. Procedures for Students

1. Informed Consent for Testing.

At the beginning of each school year, students and parent/guardian/custodian will complete and sign the USD 240 Code of Conduct and Expectations Informed Consent Agreement (Exhibit A) and the Affirmation and Consent form (Exhibit A). No student may participate in events, practice or competition until these forms are properly executed and on file with the Principals or designee.

2. Urine Drug Testing Frequency.

At the beginning of each school year, all students wishing to participate in school events may be subject to urine testing for illicit or banned substances as specified in section g-part 3 below. Up to 30% of eligible students will be randomly tested anytime during the school year. Any student who refuses to submit to urine drug testing program will not be allowed to practice or participate in any school activities as listed in Exhibit D.

3. Sample Collection.

Samples will be collected following collection procedures utilized by 49 CFR Part 40 of the DOT regulations. Any eligible student selected randomly for urine testing who is not in school on the day of testing will be tested at the next available testing time. Likewise, any student unable to produce an adequate specimen of urine during the collection period will be subject to retesting at the next selected testing date. Students not able to provide an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this Policy's actions in that regard.

Arrangements may be made for special collections at a collection site with prior approval of the Principal or designee.

F. Confidentiality of Results

All test results are considered confidential information and will be handled accordingly. Those persons having results reported to them, as set forth by this Policy must sign a Confidentiality Statement (Exhibit C).

G. Program Requirements

1. Random Selection of Students.

Once provided a list of eligible students the testing provider, by use of a computer random generator program, will select the required number of students for testing. The selected student's names will be given to the Principal or designee who will arrange for these students to report to the collection area.

2. Collection of Urine Specimens.

The testing provider's specimen collectors will follow the procedures set forth in 49CFR part 40 of the Code of Federal Regulations.

3. Testing of Urine Specimens.

All specimens will be sent to a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (DHHS). All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectrometry (GC/MS) confirmatory test.

The laboratory will test for the following substances or their metabolites in the collected urine specimens.

Alcohol, Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, Methaqualone, Nicotine, Opiates, Phencyclidine, Propoxyphene.

4. Medical Review Officer (MRO) Services.

The testing provider will provide MRO services by a licensed physician who has proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review

Officer. The MRO is responsible for final verification of all urine specimen test results. Positive test results will be reported by telephone to the Principal or designee. All test results will be reported to the Principal by first class mail.

H. Procedures in the Event of a Positive Result

1. Whenever a student's test result indicates the presence of illegal drugs or banned substances, the following will occur:
 - a. The MRO will contact the parent/guardian/custodian first to confirm that there is no medical reason for the positive result of the test. If a medical reason is discovered, the MRO will make appropriate contacts to confirm the information. If the information is confirmed the result will be verified as negative. If no medical reason is found, the result will be verified as positive and the Principal will be notified by telephone of the positive result.
 - b. In the case of positive test result, the MRO will inform the parent/guardian/custodian that they have 72 hours in which they may request in writing a retest of the specimen. If this action is taken, the laboratory will send the specimen to a second laboratory for testing. This is done at the parent/guardian/custodian or student expense.
 - c. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

2. First Positive Result.

For the first positive result, the student will be:

Suspension from all District Activities for two weeks and at least two activities. If the suspension happens at the end of an activity season and there are not two activities remaining in that season, then the suspension may be longer than two weeks or until the individual has missed two activities. Student may practice with the team at the discretion of the individual coach.

3. Second Positive Result.

For the second positive result, the student will be:

Suspension from all District Activities for the remainder of the activity season. If the suspension happens at the end of an activity season and there are not at least four activities remaining in that season, then the suspension may be extended up to four weeks or until the individual has missed four activities. Student may not practice during this suspension. Before being reinstated the student may be asked to under-go an alcohol/drug evaluation (at their own expense) in an approved drug/alcohol program.

4. Third Positive Result.

For the third positive result, the student will be:

Suspended from participation or attendance at all District Approved Activities for the remainder of the year. Before being reinstated the following year the student will be asked to under-go an alcohol/drug evaluation (at their own expense) in an approved drug/alcohol program. Proof of complete of the program will be required. No practice will be allowed during this suspension.

I. Non-Punitive Nature of Policy

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information, regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process, which the USD 240 school district board will not solicit. In the event of services of any subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified before response is made by the USD 240 Board of Education, to the extent permitted by such subpoena or legal process.

J. Illicit or Banned Substances

For the purpose of this Policy, the following drug classes, substances, or their metabolites that can be tested for, are considered illicit or banned for USD 240 student activities:

Alcohol, Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, Methaqualone, Nicotine, Opiates, Phencyclidine, Propoxyphene.

II. PROCEDURES

A. List of Eligible Students

The Principal will prepare a list of eligible students participating in activities. This list will be forwarded to the testing provider for the random selection of students who will submit urine specimens for testing.

B. Random Selection of Student for Testing

The testing provider will use a system to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.

C. Scheduling of Urine Drug Tests

Urine drug testing is unannounced. The date and time are selected by the testing provider and confirmed with the Principal. Random testing of a student may occur at any time during the year.

D. Activity Testing

At the beginning of each year, all eligible students may be subject to urine drug testing. This testing may begin the first week of the school year and on a date and time coordinated with the collector. The Principal is responsible for seeing that all students and their parent/guardian/custodian properly sign the Agreements (Policy Exhibit A & B) prior to testing. Once a student is entered into the program, any refusal to submit to the testing program will result in their test being considered as a positive. Any student moving into the District shall be placed into the testing pool upon giving consent. Any student not joining the pool at enrollment, but asking to join the pool at a later time will be required to take a Urine Drug test (at the students/parents expense) before they are allowed to participate and/or attend District Approved Activities.

Any student in the pool may be asked to submit to a Urine Drug Test because of reasonable suspicion as determined by the appropriate principal. Failure to comply will result in a First Positive Result action.

Exhibit A
USD 240 TWIN VALLEY SCHOOL
CODE OF CONDUCT AND EXPECTATIONS
Informed Consent Agreement

Student Name _____ Grade _____

Please Print

As a Student:

- I understand and agree that participation in interscholastic activities is a privilege that may be withdrawn for violations of the Code of Conduct and Expectations, hereinafter Code of Conduct.
- I have read the Code of Conduct and thoroughly understand the consequences that I will face if I do not honor my commitment to the Code of Conduct.

- I understand and realize that there is risk of injury in participation in activities.
- I understand that when I participate in any school activities as approved by USD 240, I will be subjected to initial and random urine drug testing, and if I refuse, I will not be allowed to practice or participate in any activities. I have read the consent form and agree to its terms.
- I understand this is binding while a student at a USD 240 school

_____ Date _____

Student Signature

As a Parent/Guardian/Custodian:

- I have read the Code of Conduct and understand the responsibilities of my son/daughter/ward as a participant in interscholastic activities in the School District.

- I pledge to promote healthy lifestyles for all students of the School District.
- I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in activities.

- I understand that my son/daughter/ward, when participating in any program, will be subjected to urine drug testing, and if they refuse, will not be allowed to practice or participate in any activities. I have read the consent form and agree to its terms.
- I understand this is binding while my son/daughter/ward is a student enrolled at a USD 240 school.

Parent/Guardian/Custodian Signature

Date

Parent/Guardian/Custodian (Print)

Home Phone

Work Phone

I choose not to participate in USD 240 Random Drug Testing Plan.

Parent/Guardian/Custodian Signature

Date

Parent/Guardian/Custodian (Print)

Home Phone

Work Phone

Exhibit B

USD 240 Twin Valley Schools
AFFIRMATION AND CONSENT
To Perform Urinalysis for Drug Testing

We hereby consent to allow the student named below to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the Policy and Procedure for Random Urine Drug Testing of USD 240 Twin Valley School District Students Participating in school activities as approved by the USD 240 Twin Valley School Board.

We understand that the collection process will follow strict guideline as set forth in the Code of Federal Regulations 49 CFR part 40.

We understand that any urine samples will be sent only to a certified laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the testing provider, selected by the USD 240 Twin Valley School Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the testing provider. To perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permissions to the testing provider, selected by USD 240 Twin Valley School Board, its doctors, employees, or agents to release all results of these tests to the Medical Review Officer (MRO). We understand these results will be forwarded to the appropriate Principal and will also be make available to (us).

We understand that consent pursuant to this Informed Consent Agreement will be effective for all school activities as approved by USD 240 in which this student might participate during the current school year.

We hereby release the USD 240 Twin Valley School Board of Education and its employees from any legal responsibility or liability for the release of such information and records.

----- Date -----

Student Signature

----- Date -----
Parent/Guardian/Custodian Signature

USD 240 TWIN VALLEY SCHOOLS BULLYING POLICY

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. 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. A complete plan is available online at www.usd240.org.

PROGRESS REPORTS

A progress report will be sent to the parents of any student doing D or F work at the end of the fourth week of each nine weeks period (September 15, November 17, February 2, and April 13).

This communication will invite the parents to confer with the teacher; and if necessary with the principal, to attempt to correct the problem.

PHYSICALS

Those students participating in any school-sponsored sport, cheerleading, or dance, must have a physical on file at the principal's office before they may practice. August 17 is the first day of practice for high school football and volleyball.

Parents are responsible for seeing that their student presents a completed form to the school office prior to any practice. Current forms may be picked up at the office.

ADMISSION TO ACTIVITIES

Students will be required to pay student admission price at all activities, including all home football, volleyball, and basketball games. The only students who will be admitted free are members of the athletic squads, cheerleaders, concession workers, and the pep band when playing at home games.

CONDUCT AT ATHLETIC CONTESTS AND OTHER SCHOOL SPONSORED EVENTS

High standards of sportsmanship are to be encouraged at all times. The student body will determine, to a great extent, the reputation that the school will have with other schools. The attitudes of the student body will do much to determine the attitude of the crowd. "Booing" and improper language toward officials, team members, and opponents will not be tolerated. Students will be expected to take good care of all facilities provided for them at home or away from home. Any student found guilty of marring or defacing property belonging to the school may face dismissal from the group and will pay for any damage done. Let's all work together to promote good sportsmanship at all times.

TRANSPORTATION TO SCHOOL ACTIVITIES

Transportation will be provided by the school for all school activities away from home. Students may not drive or ride in personal cars. It is understood that all students will return to Tescott by school transportation, unless their parents want them to ride home with them. The sponsor will release the student to the parent after receiving written permission from the parent to take the child with them. **Any circumstances other than these must be discussed with the principal prior to the event for special transportation permission.**

MUSIC

The vocal and instrumental music departments will be under the direction of Mrs. Barbara Johnson. It will include solos, small ensembles, and groups. The instructor will organize a program that will be beneficial and enjoyable.

LETTERING

To letter in any time sport, an athlete must play in at least one-half of the sets or quarters of varsity competition for which they are eligible. In track, an athlete must score 15 points in varsity competition. Failure to complete the season, except in the case of serious injury, will result in forfeiture of the athletic letter.

It should be remembered by all that extra-curricular activities require considerable time and effort on the part of both the participants and the sponsors, in addition to the expense involved. It is a privilege and an honor to represent one's school in any activity. We encourage all students to participate in the activities we offer. The sponsors of each activity will have definite standards to be lived up to.

PEP BUS

In order to promote school spirit and good sportsmanship, a pep bus will be provided for the student body to most away activities. Bus transportation to away games is a privilege, which a student may lose for the rest of the school year if strict standards of conduct and common courtesy are not maintained by the student as a guest of another school or as a rider on the bus. The following list of bus rules is important; but is not intended to be all-inclusive:

1. Where a student sits on the bus, will be determined by the coach or sponsor.

2. All students will return to Tescott by school transportation unless their parents want them to ride home with them. The sponsor will release the student to the parent after receiving written permission from the parent to take the child with them.
3. Noise on the bus will be kept to a minimum. Bus safety is the first consideration.
4. Students must be prompt to board the bus immediately after the conclusion of the game or activity.
5. No display of poor sportsmanship, attitude, or misbehavior will be permitted.
6. The bus driver, working through the coach/sponsor will have complete jurisdiction over any passenger.

STUDENT COUNCIL

The Student Council is comprised of 11 members of the student body, an elected President, Vice-President, and Secretary-Treasurer; plus two member from each class. Student Council members can have a profound effect on the attitude of the student body. Only those students that will provide the right kind of leadership should serve on the Student Council. Good citizenship is as important in school as in our society. It is hard to promote good citizenship without good leadership.

2009-2010 Student Council Officers:

President: Angela Graves Vice-President: Chelsea Jonte
Secretary-Treasurer: Jerica Parker
Members: Brittnay Pennington, Dustin Hillegeist, Alecyia Gremmel, Kodee Wood, Josh Martin, Jenny Pennington, Allison Rush and Samantha Rush

SCHOOL DANCES

There will be at least two dances sponsored by the school during the school year. One will be a Homecoming dance and one will follow the Junior-Senior Banquet. During the school dances, students will not be permitted to leave the building. Once the student leaves the building, they will not return unless permission has been obtained before leaving. Additional rules on school dances may be issued by the principal as the need arises.

CLASS ORGANIZATION AND MONEY MAKING PROJECTS

Other groups and activities provide an opportunity for students to show the proper kind of leadership. Each class will have its own organization and will be permitted one class party per year. To be considered as a class party it must be planned with the class sponsors and attended by them. All dates for class parties must be approved in the office at least one month in advance of the party. The dates for class parties will occur within the scheduled school year.

Classes organized into four grade levels will be involved with money-making projects throughout the school year. Guidelines listed below are to be followed:

Freshmen Class: 1 Money making project for the year.
Sponsors: Daymon Walker and Bert Facklam
Sophomore Class: 1 Money making project for the year.
Sponsors: Barbara Johnson and Shawn Pecenka
Junior Class: 1 Money making project in addition to the concession stand.

Sponsors: Trudy Berthelson and Dave Butler
Senior Class: 1 Money making project for the year.
Sponsors: Cathryn Wenthe and Jeff Mick
Student Council: Pop/candy machine proceeds.
Sponsor: Brandi McClure

School clubs and organizations will be allowed one money making project throughout the school year, as approved by the building principal.

NATIONAL HONOR SOCIETY

Tescott High School has been granted a charter from the National Honor Society. This society was founded in 1921 to stimulate high scholarship, develop leadership, provide service, and to recognize worthy character among its high school members. Students must be in the 10th-12th grades and maintain a 3.5 cumulative grade point average to be considered for membership. The final selection of candidates is made by a faculty committee of five members, selected by the principal. The faculty committee also considers the candidates character, leadership, and service. Selections will be made in February each year, followed by a formal induction ceremony. NHS offers the opportunity to encourage students to strive for excellence and to recognize outstanding student achievement. Mrs. Kay Good is the NHS advisor.

YEARBOOK STAFF

Juniors and seniors may participate on the yearbook staff under the supervision of Mrs. Marla Abell. Students will be active in the planning and publication of the school yearbook, the Trojan, by enrolling in the DeskTop Publishing class.

VOCATIONAL-TECHNICAL SCHOOL

USD 240 has adopted the policy that members of the Junior and Senior classes may attend the Area Vocational-Technical School in Salina for credit toward high school graduation. Any student that is interested in the program should check with the principal or counselor. Credit earned from the Vo-Tech School cannot be substituted for any course that is required for graduation.

GUIDANCE SERVICES

The counselor, Mrs. Valarie Martin, will be available, full-time for counseling both students and faculty members. Only as students avail themselves of the services of the counselor, can she be of help to them. Several tests will be given which should help students and parents as well as members of the faculty in working with the students. Some of these tests will be optional and others will be given to all students in a grade or class.

Following is a list of scholarships that are available. Please note that the application dates are approximate. Contact your counselor for further information. **Students applying for local scholarships are required to submit an ACT test score**, therefore students should take the **ACT so that test scores are on file in the district office by March 1 of the year of their graduation.**

<u>NAME</u>	<u>TYPE-AMOUNT</u>	<u>Approximate Date</u>
1. College and university or institutional scholarships.	Merit and departmental scholarships are available at all schools. Check with financial aid office early in fall. Apply for admission and complete a scholarship application.	Varies
2. Federal and State Funds	Majority of financial aid will be obtained through Federal, State, and College sources.	FFS after Jan. 1.
Dane G. Hansen	Leaders of Tomorrow - \$3500. Hansen Student - \$1500. Vocational - \$500	Oct. 1 Oct. 1 Oct. 10
Coca-Cola	Scholars Program. 50 - 4 yr - \$20,000 100 - 1 yr. \$1,000	Oct. 30
Masonic Lodge Essay Contest	Local - State - Varies	Nov. 3
Voice of Democracy	Local \$50. State awards totaling \$1500. National awards totaling \$33,500.	Nov. 15
Aid Association for Lutherans AAL Members	All College Scholarships - Varies Nursing Scholarships - Varies Vo-Tech Scholarships - \$500	Nov. 30
ROTC 4-year Scholarships	Tuition, books, lab fees, monthly stipend.	Nov. 1
Kansas National Guard Achievement Program	Varies	Varies
State of Kansas Scholars	ACT on or before Dec. test date senior year. 167 weighted score.	ACT Dec. or before
State of Kansas Vocational	Register and take test fall or Spring. \$500	Nov. or March
Westinghouse Science Talent Search	Math - Science \$1,000 - \$2,000	Dec. 15

Knights of Columbus Speech Contest	Local, Regional, and State Awards	Jan. 7 Reg. Feb. 8 St. Feb. 22
Elk's Most Valuable Student	Local, State, National awards Academics, Leadership, Need	Jan. 20
<u>American Legion Scholarships:</u>		
Oratorical	Local - District - State	Jan. 15
Ted & Nora Anderson	4 - \$500. Members	Feb. 15
Hugh A. Smith	1 - \$500. Members	Feb. 15
Albert A. Lappin	1 - \$1000. Members	Feb. 15
Music Scholarships	1 - \$1000. Any eligible student	Feb. 15
John & Geraldine Hobble	1 - \$250	Feb. 15
LPN Scholarship		
Paul E. Flaherty Athletic Scholarship	1 - \$250. Any boy or girl who participated in athletics.	July 15
Dr. Click Cowger Scholarship	1 - \$500. American Legion Baseball	July 15
National Society Daughters of American Revolution.	Memorial - Nursing - Therapy - College Jr. or Sr. majoring in Social Science.	Apr. 1 or March 1 Deadlines
Phi Delta Kappa	Education	Feb. 1
Kansas Society of CPA's	Accounting: 1-\$500, 1-\$400, 1-\$300 1-\$200, 1-\$100.	Mar. 1
Walmart	1 - \$1,000	Mar. 1
Byrd Scholarship	10 per Congressional District	Apr. 14
Paul Douglas Teacher Scholarships	Top 10% of class - Varies	May 1
4-H Scholarships	3 Ottawa County	Dec. 1 Ext. Office
Disabled American Veterans Kansas Legion Auxiliary	\$500. Children and spouses of deceased veterans	May 1 varies
Veterans of Foreign Wars and Ladies Auxiliary	1-\$500 to \$2,000 Grandchild or Grandchild of active auxiliary member. Voice of Democracy (scriptwriting).	Nov. 15 Nov. 15

Young American Creative Patriotic
Art Award.

LaVon B. "Smitty" Schmidt Scholarship. Graduates of Ottawa County High Schools.	\$250. Cloud County Community College	May 1
The H.J. (Jack) & Paulina E. (Polly) Berkley Memorial Scholarships.	At University of Kansas preference to applicants in business, law or medicine. Ottawa & Surrounding Counties	----
Bill and Sophie Werries Family Scholarship		TBA
Bank of Tescott Scholarship		TBA
David and Marguerite Parker Scholarship		TBA
Robert H. and Vera Berkley Family Scholarship		TBS
Tescott Lions Club	2-\$250.	April TBA
Tescott High School Student Council	2-\$250.	May TBA
Tescott Ambulance Fund Scholarship		
Tescott Alumni Association		
Tescott Booster Club		
Additional Scholarships to be added		

Visit the Tescott High School Website at <http://tes.usd240.k12.ks.us>

Visit our District Website at www.usd240.org.

STATEMENT OF NON-DISCRIMINATION

The Twin Valley School District, USD 240, does not discriminate against any applicant, employee, or student in the admission or access to educational programs, activities, or employment on the basis of race, color, religion, creed, national origin, marital status, veteran status, gender, age, or the presence of a non-job related medical condition or disability.