

Sterling High School
"Home of the Black Bears"

On behalf of the faculty, administration and U.S.D. #376 Board of Education, let us welcome you back to Sterling High School for the beginning of a productive and successful school year. The decisions, influences and experiences you have during your high school career will follow you the rest of your life. Our goal is to provide each student with the best experiences possible. We stand ready to assist you in developing your gifts, talents and academic goals to their fullest potential.

This handbook has been prepared to assist you in having a productive school year. The information presented in this handbook cannot possibly anticipate every situation that may occur. It should serve as a guideline and reference for questions that may arise.

Have a great school year!

Sincerely,

Dr. Bill Anderson, Principal

ACADEMICS

STERLING HIGH SCHOOL FACULTY

Mrs. Cindy Anthony.....Music Assistance, Spanish
Mrs. Wendy CalderwoodSciences
Mr. Matt Perkins..... Sciences
Mrs. Jill Rowland.....Physical Education
Mr. Larry Brownlee.....Instrumental Music
Mr. Clark ComleyVocal Music
Mrs. Tina Wohler.....Counselor
Mrs. Betsy Dutton.....Language Arts
Mr. Ian Anderson.....Language Arts
Mr. Todd Vogts..... Yearbook
Mrs. Kathy Rich.....Language Arts
Mr. Eric Wenzel.....Business/Computer
Mrs. Linda CalderwoodMTSS Lab
Mrs. Jennifer Mantz.....Special Education
Mr. Derek Schneider.....Art
Mr. Joshua PoundsTechnology/Woods
Mrs. Sherilyn McPherson.....Library Aide
Mrs. Carol Prather.....FACS
Mr. Brian RichterSocial Sciences
Mrs. Christina RowlandSocial Sciences
Mrs. Robin WebbMathematics
Mr. Wes Laudermilk.....Mathematics/AD
Mrs. Amy BrownleeLibrarian

OUR MISSION

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

EARLY GRADUATION

Students wishing to graduate early must come in and talk with the high school counselor and pick up a form for approval. Filling out a form does not guarantee that the request will be approved. Student and parent must show a need and student must be on track to graduate.

ENROLLMENT – CHANGES/ELIGIBILITY

Final enrollment will be completed the week before each semester starts. Students will have five school days from the start of each semester to complete class change cards and turn them into the office. Classes may not be changed after this time, except at the discretion of the counselor and principal. Students requesting special circumstances regarding classes (teachers aids, work studies etc..) must pick up a form in the office.

All students participating in interscholastic activities must be taking at least five courses to be eligible to compete. Students must be passing all classes to remain eligible, on a weekly basis. Students cannot be failing any classes in any given week or they will be declared ineligible until they raise their grades to the required level. Ineligible students may be assigned to the after school program for tutoring.

Ineligibility applies to all activities the student is involved in.

Students must have also passed five subjects the previous semester as well, in accordance with KSHSAA guidelines. Further:

- A student receiving an “F” in any class is ineligible for all activities the following week. (“All activities” includes any athletic event, musical or theatrical performance, or academic contest)
- An eligibility report will be run at 12:00 each **Friday** to determine eligibility for the following week

- The ineligibility begins as soon as the list is run and continues until the next list is run the following week
- The first ineligibility report will be ran the 3rd week after school begins in August and beginning of 3rd nine weeks. (This allows time for a reasonable number of grades to accumulate so that a student is not unfairly penalized for a single poor grade.)
- At the end of the first/third 9 weeks the posted 9 week grade determines eligibility for the first 3 weeks of the 9 week grading period. The end of the mid year **SEMESTER** grade is what determines eligibility for 3rd nine weeks.
- An ineligible student can practice with the team, but may not travel to competition with the team or be on the bench, sideline, dugout, etc. (They may travel separately and watch with other spectators)
- If a missed activity is part of an assignment to be graded for a class the teacher may assign an alternate assignment
- Any student on the ineligibility list for 3 consecutive weeks will be required to attend after school tutoring from 3:15-4:15 until they are off the list
 - This applies to ALL students, even those not in an activity
- Parents/guardians of all students on the ineligibility list will be informed by email, phone call or text, even if their student is not involved in any activities

School dances (including Prom) are considered extracurricular activities. Students will be under the current eligibility guidelines set forth by Sterling High School. A final eligibility report will be at 4:00 two days prior to the dance to give students time to work with teachers.

PROM/HOMECOMING DANCE

A sign up sheet is made available in the office for students bringing out of school dates. They must be enrolled in a Kansas high school or equivalent. **Students may not bring dates older than the age of 21.** The administration reserves the right to deny students based on concerns related to appropriate behavior or school safety.

STERLING HIGH SCHOOL GRADUATION REQUIREMENTS

Seniors need 27 credits to graduate from SHS. Any reduction of credit requirements must come by approval of the high school principal.

General Requirements:

English 4 units (including English I, II, III, and AV Production Fundamentals/Media and Public Relations or Debate/Forensics)

Soc. Studies 3 units (including one unit each: World History and American History, and one unit of United States Government/Particular Social Science Research)

Mathematics 3 units

Science 3 units (including a physical science unit and a biology unit which shall serve as the laboratory science requirement)

Phys. Ed. 1 unit
Fine Arts 1 unit

- ***The principal may waive or alter this sequence for transfer students coming in from out of state or in prior home school organizations based on student transcript records.***

VALEDICTORIAN/SALUTATORIAN GUIDELINES

To be eligible to be considered for the valedictorian and salutatorian, a student must take the **Kansas State Scholar curriculum**. Of those students, the one with the highest GPA will be the valedictorian and the next highest will be the salutatorian. If there is a tie, we will designate them as co-valedictorians (and no salutatorian). In addition, students who have met the stated requirements must have been attending Sterling High School for two full years and carrying the minimum of (5) Sterling High School classes each semester to be eligible for this distinction.

The Kansas State Scholar curriculum is:

4 units of English
3 units of natural science (must have biology, chemistry, and physics)
4 units of math (Algebra I in 8th grade does count)
3 units of social studies
1 unit of computer technology
2 units of foreign language (2 years of the same language)

Qualified Admission Requirements for State Schools (Kansas University is much more stringent)

Complete Qualified Admissions curriculum with a 2.0 GPA and meet one of the following requirements:

1. ACT score of at least 21
2. SAT score at least 980
3. Graduate in top 1/3 of your class

Qualified Admissions Curriculum:

(4) English

(3) Math and reach benchmark score of 22 on Math on the ACT or take 4th math class

(3) Social Studies

(3) Natural Science (One must be Chemistry or Physics)

(3) Electives

GRADES

Students will be issued grade cards on the Wednesday following each nine-week grading period.

- Grade cards reporting failing marks and incomplete grades will be mailed to the parents.
- Progress reports will be sent at the mid-term of each grading period to the home of all students.
- **Honor Roll:** Students having a GPA of 3.5 –4.0, with no grade lower than a “C” will be listed on the Honor Roll.
- **Honorable Mention:** Students having a GPA of 3.0-3.49, and no grade lower than a “C” will be listed on the Honorable Mention Honor Roll.
- Grade point averages (G.P.A.) will be figured on a four point scale with A=4, B=3, C=2, D=1 and F=0. Only semester grades are recorded on the student transcripts.
- **All incomplete work will be converted to a failing grade.**

- Grades obtained through on-line programs outside Sterling School district will be carefully reviewed.
Acceptance of grades on a USD 376 Sterling transcripts are at the discretion of the high school principal.

On-Line Learning Opportunities

Application – Students may apply for permission to enroll in an on-line course for credit according to the following guidelines.

On-line courses are approved mainly for the expressed purpose of allowing a student to recover credit from prior academic years.

Guidelines – The following guidelines shall be used by the administration:

1. Only approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor and other appropriate factors.
3. Enrollment in an on-line course will be allowed only if an appropriately certified or licensed teacher supervises the student's participation in the course either in-person or on-line.
4. **Students may not take on-line courses, where otherwise available through the junior high/high school curriculum without administrative approval.**
5. Suspended or expelled students may apply for permission to enroll in online course work.

6. The cost of on-line courses shall be borne by the student unless otherwise approved by administration.

Other Regulations or Guidelines – Approval by the administration shall also be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the request is made.

CREDIT RECOVERY

Course credit will be a part of a students schedule only as assigned by administration for credit recovery.

Summer classes are for credit recovery only and may be at a cost to students.

COMPUTER USE / INTERNET ACCESS

All students in USD #376 must sign an “Acceptable Use of Computing Resource Policy” before accessing the internet. This policy is to be signed by the student and the parents. The following guidelines will apply:

- Students shall have no expectation of privacy when using district e-mail or computer systems.
- E-mail messages shall be used only for approved educational purposes.
- Students must use appropriate language in all messages.
- Students are expected to use the system following guidelines approved by teachers or the administration.
- Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and / or administration.
- The school retains the right to duplicate any information created by students in a computer system or any individual computer.

Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action, up to and including, suspension from school.

PARENT-COUNSELOR CONFERENCES

All students and parents will be scheduled for a conference with our Counselor, during each year. The conference will assist all parties in measuring the student's academic growth and creating an individual educational plan for the students' future. Please notify the office ahead of the scheduled meeting time if you desire any specific information or teacher's attendance at that time.

FORWARDING OF RECORDS

We hope that you will be able to stay in the Sterling schools for your entire education, but if you should have to move and need to have school records forwarded to your new school, please fill out the proper forms from our office at the time of withdrawal. This will enable us to eliminate any delay in forwarding records. All bills must be paid before any records will be recorded or forwarded.

SEMINAR

Each student will be assigned an academic advisor. The advisor will discuss with the student academic concerns and be responsible for contacting parents. It is our goal that every student has a supportive faculty advisor that continually meets with students to ensure academic success.

PARENT CONFERENCES/ENROLLMENT INFO

Twice per year, there will be a parent/teacher conference day where (Student/Parent/Advisor) conference with his/her parents and their academic advisor will take place. At this conference, the teacher will discuss their academic concerns or successes, and continue to build a relationship between home and school. Parents and the

advisor will then set up individual meetings with teachers as needed.

ATTENDANCE

TARDY POLICY

To promote good school records related to punctuality, SHS will operate the following procedure to establish good habits:

1. Students should report to the classroom as soon as possible.
2. Students late because of a valid school excuse must pick up a slip from the office.
3. Being over 15 minutes late to class will count as an absence for the student.
4. Students with excessive tardies in a classroom may be subject to detentions or referral to the office. **Students are to remain at home the day they are ill and not attend or participate in after school activities.**

ATTENDANCE POLICY

Students may be excused up to ten days per school year subject to parent approval. Absences in excess of the described annual limits may be posted as “unexcused absences” subject to the discretion of the principal. Students who are absent due to medical reasons will need to provide the office documentation explaining illness and days excused. Absences not confirmed by the student’s parent or doctor would be posted as unexcused. Excessive unexcused absences will lead to filing truancy charges as required by Kansas’s law.

1. Parents/guardians are responsible for notifying the school office by 10:00 AM the day the student is absent.
2. SHS will contact the parent by phone, at home or work, about the student's absence if parent notification does not occur by 10:00 AM the day of the absence.
3. If a student knows of an absence in advance, the parent or guardian will notify the office by phone or note prior to the absence.
4. A student who enters class after the tardy bell has rung, but before 15 minutes of class has elapsed, shall be considered tardy. After 15 minutes of class, the student shall be considered absent.
5. Any student leaving the school early **must check out** at the front office
6. Forged notes or false phone calls to excuse students will result in an office referral and disciplinary action will be taken.
7. Truancy will be filed with the County Attorney's office when a student under the age of eighteen accumulates unexcused absences on three consecutive days, or a total of five days in a semester or seven days during the school year.

LEAVING THE SCHOOL BUILDING

Students are expected to be in school from the time they arrive until school is dismissed. The exception would be school-sponsored activities. If it becomes absolutely necessary to leave the building during school hours, students must check out through the office, and have a release form on file from parent/guardian. Leaving the building without permission will result in discipline points according to policy.

VISITORS TO OUR SCHOOL

We encourage parents of SHS students and patrons to visit our school. We request they check in at the office

upon arrival and obtain a visitor pass. Only SHS students and approved visitors may attend classes.

COLLEGE VISITATIONS

Students are encouraged to visit colleges for possible post-high school education. Each senior is permitted two college visitation days provided arrangements are made in advance through our counselor. The student is to return a completed form to the office at least one week before the visit in order for it to be excused. Any college visits not cleared through the counselor's office will be counted as an unexcused absence. **Students must clear all visits with the guidance office in advance, even if the student sets up his/her own visit.** Juniors are allowed two visitation days.

SCHOOL LUNCH PROGRAM

Students, teachers, and visitors interested in our hot lunch program should purchase their meals through our office, preferably in the morning before school starts for the day. Visitors are encouraged to call prior to coming so adequate portions are prepared. Our school lunch program's finances are computerized for greater efficiency and accuracy. Notices will be sent home with the student if account balances are depleted. Low balances are sent to parent through automated e-mail.

The School Board of U.S.D. #376 endorses the following food service guidelines:

1. Sterling Secondary School has a closed lunch period. Our students will eat in the lunch area and remain on campus during lunchtime.
2. Students will not be allowed to leave the campus during lunchtime, except for medical appointments, illness, or any other reason accepted by the principal.
3. Students may not order food and have it delivered to school grounds without approval from the principal.

ALA CARTE PROGRAM

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

FOOD AND BEVERAGES AT SCHOOL

We are very proud of our school building. In order to help keep it attractive, we do not allow food or beverages into the classroom unless authorized by the teacher or principal in advance.

STUDENT APPEARANCE

The Board of Education and staff expect parents and students to exercise discretion in selecting the clothing to be worn to school. **Proper appearance includes such factors as cleanliness, neatness, simplicity, modesty and good taste on the part of students.** The following guidelines will apply:

- Clothing with suggestive or profane pictures or language shall be prohibited at school or at school-sponsored activities.
- Any sexual suggestive clothing is inappropriate.
- References to illegal controlled substances or alcoholic beverages on clothing are inappropriate.
- **No undergarments should be visible at any time.**
- No headwear shall be worn while in the building, including hats, visors and bandannas.

Administration reserves the right to expect students to change or cover up any inappropriate clothing.

LOCKER POLICY

The lockers at Sterling High School are considered public property and are assigned to individual students. There should be no more than two students assigned to an

individual locker. The locker is considered jointly accessible to the assigned student(s) and school officials. The following guidelines should be followed:

- Only administratively approved decorations may be placed on the outside of the locker.
- The students may place only appropriate personal decorations inside lockers. Inappropriate materials may be removed by the school administration.
- The lockers may be subject to reasonable searches and seizures at anytime.
- Damage to a locker beyond that expected from normal use will be assessed to the student.
- It is recommended not to keep valuables and money in your locker. **SHS is not responsible for lost or stolen items.**

OTHER REQUESTS OF STERLING HIGH SCHOOL STUDENTS

Some of the basic expectations and regulations of Sterling High School are determined by common sense and are not written as laws. The requests listed below are additional items that students should be aware are requested, and therefore, expected of all students.

1. Do not arrive at school earlier than 7:45 a.m. each school day unless you have been requested to do so. Doors will not be unlocked until 7:00 a.m.
2. **Park only in designated parking areas. Follow good safety with vehicles around all schools.**
3. The use or promotion of drugs, tobacco, or alcohol is prohibited at school or any school functions or trips. Being under the influence of alcohol or usage that can be observed from school grounds will be considered usage.
4. Lockers are to be kept latched when unattended. Do not open another student's locker without permission. Keep lockers clean. We will do a general locker clean out each semester.

5. Please report to the office before leaving the building and upon your return. We have a sign out sheet that the student must sign, and a blank for the person granting permission to leave the building, if the parent is not present. If permission has not been given, the student will be declared off campus without permission, and is subject to discipline.
6. Do not take any food or drink containers into any area without arrangements with the principal through your instructor. The lunch area is for food and drink.
7. Do not loiter outside the school or on any property adjacent to the school. Report directly to the inside of the school when coming to school in the morning and at noon. Leave all school grounds and adjacent property immediately after leaving the building.

DISCIPLINE POLICY

It is our goal at Sterling Secondary Schools to provide a safe environment for all students so that the learning process is at its highest level at all times for all students. We ask all students at Sterling High School to follow four basic guidelines, and to make personal choices with these guidelines in mind:

- Respect Yourself
- Respect Others
- Respect Others Property
- Respect the Learning Process

Students are assigned discipline points for violations reported to the office, with proper documentation. An accumulation of points will be made for the entire year. Once certain point totals are reached, more severe consequences are incurred.

1 point/referral:

- Excessive talking; classroom learning environment disturbed
- Chronic tardiness (chronic defined as 5 times or more per semester)

2 point/referral: *Teacher and/or administrator assigned detention time:*

- Class disturbance beyond excessive talking
- Leaving class without permission
- Skipping a teacher assigned detention
- Public display of affection
- Inappropriate language/use of profanity (may be 3 points)
- Abusive language (may be 3 points)

3 point/referral: *Teacher and/or administrator assigned detention time:*

- Defiance of authority (could be 5 points as well)
- Computer network violation (may result in loss of computer privileges)
- Disrespect to staff (May be 5 points)
- Refusing a reasonable request
- Leaving campus/school grounds/ building without administrative permission
- Destruction of school property (could be 15 points)
- Driving violation; reckless; parking violation
- Inappropriate conduct (may be 5 point referral also, depending on incident)
- Hazing (forcing others)

- Harassment/Bullying (may be sexual or racial; depending on incident, may be 5, or 15 points) (May be reported to legal authorities depending on severity and may result in suspension/expulsion depending on severity of incident or continued incidents.)

5 or 10 point/referral: *short term O.S.S., depending on severity of incident:*

- Disrespect to staff member
- Acts of aggression (will be reported to the authorities)
- Fire alarm pull (could be 15 points)

15 point/referral: *Automatic suspension of up to 10 days with possible recommendation for long term suspension or expulsion:*

- Possession, consumption or sale of alcoholic beverages, narcotics, marijuana, addictive drugs, or drug paraphernalia (Legal authorities will be notified)
- Weapon(s) on school grounds (will be reported to authorities)
- Tobacco, use or possession (will be reported to authorities) (*Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property. For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer*)
- Fighting (will be reported to authorities)
- Assault, (will be reported to authorities)

- Any and all threats that disrupt the safety and security of school (will be reported to authorities)
- Accumulation of 15 points or more on referral system for behaviors
- Theft (Items of value/severity of theft will be reported to authorities)

Once a student reaches 15 discipline points, a long-term suspension will be invoked with possible expulsion.

SUSPENSIONS

The Board of Education has authorized the administration to suspend or expel from school any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education,
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any school,
3. Conduct, which endangers the safety of others or substantially impinges upon or invades the rights of others, at school, on school property or at a school supervised activity,
4. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil were a juvenile, would constitute the commission of a felony if committed by an adult,
5. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult,

6. Disobedience of any order of a teacher, peace officer, school security officer, or other 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,
7. Possession of a weapon at school, on school property, or at a school sponsored event (186-day expulsion).

All suspensions will be in compliance with K.S.A. 72-8901 through K.S.A. 72-8908 and in accordance with due process as outlined by Kansas's statute.

Acts of unacceptable behavior that may result in suspension or expulsion with notification made to the legal authorities upon the first offense or for repeated infractions include but are not limited to the following:

1. Possession, consumption or sale of alcoholic beverages, narcotics, marijuana, addictive drugs, or drug paraphernalia (Legal authorities will be notified).
2. Possession, threat or use of a weapon. In addition to the definition in KSA 72-9001, BB guns, pellet guns, knives, cross-bows, bow and arrows, sling shots, or any object (i.e. scissors, pencil, etc.) that is used in an aggressive manner with the intent to harm, threaten, frighten, or intimidate will be considered a weapon.
3. Vandalism or destruction of school property and/or personal property.
4. Theft of property and/or extortion of any type or amount.

Out-of-School Suspension (OSS) will be served away from the school building. Students are not to attend school or school-related activities while serving a suspension. Doing so will result in further discipline. Students will be

afforded the opportunity to make up work during suspension.

BULLYING

Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 376 will not tolerate these actions by students or staff. Any act of bullying by either an individual student or group of students is prohibited on or while utilizing school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

WEAPONS AT SCHOOL

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

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 not less than one year (186 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).

K-9 POLICY

USD #376 has contracted with a company that provides detection canines (drug dogs) to perform random sweeps of the building, book bags, parking lots, and grounds for the purpose of providing a safe and secure environment for learning. **Parking in or around designated parking**

areas is considered school campus and shall be subject to search procedures as outlined in board policy

OUT OF DISTRICT FORM

Students attending Sterling High School from other school districts may be denied attendance due to failing grades, or discipline problems. Forms will be filled out annually and continued attendance will be at the discretion of the school principal.

SUBSTANCE ABUSE POLICY

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance including tobacco or alcoholic beverage of any kind:

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

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Students needing to take prescription medications at school need to have their parent(s)/guardian(s) fill out the proper forms in the office and the medications need to be stored in the office.

HARASSMENT

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall promptly be reported to a teacher, the principal, or other appropriate

school official for investigation and corrective action by the compliance officer.

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

**SCHOOL BUS SAFETY AND DISCIPLINE
- INSTRUCTIONS FOR PUPILS AND PARENTS**

The bus driver and/or the activity sponsor need complete cooperation from all students riding the bus. All rules of common sense are to be followed when riding the bus, including but not limited to: no objects outside the windows, no loud noises, no moving from seat to seat, no distractions of the driver, etc. Bus violations may result in discipline points or bus privileges being revoked.

DUE PROCESS

When appropriate circumstances dictate, students will be afforded due process as required by current law.

CLOSING OF SCHOOL

In the event schools must be closed due to inclement weather, we will notify the following radio and TV stations:

KAKE-TV, channel 10	KHCC-FM, Hutchinson (90.1)
KWCH-TV, channel 12	KHUT-FM, Hutchinson (102.9)
KSNW-TV, channel 2/3	KSKU-FM, Lyons (106.1)

Notification of a school closing will also be posted on the district website and through an automated message. In case of bad weather while school is in session, we may need to dismiss early in order to get rural children home safely. We have instructed our staff to follow these procedures:

1. Teachers of non-bus riders in the elementary grades will make every effort to ensure that someone is at home if we dismiss early.
2. Bus drivers have been instructed to see that the children riding buses get to their houses and that someone is home before they leave. In case no one is at home, the child will be left with a neighbor or with someone specified by the parent(s)/guardian(s).
3. All buildings will remain open and supervised until regular school dismissal hours. Students may remain at school until parents arrive to get them.
4. Whenever school is dismissed early, there will be no organized activities/practices.

Parents wishing to have their children dismissed early, or to make some special arrangements, should call the principal of the building.

If the weather and/or road conditions are hazardous and it is deemed advisable, school may start one hour later in the mornings. All buses would begin their routes and make pick-ups approximately one hour later than normal. Any such decision will be announced either to students when school is dismissed the previous day, prior to 7:00 a.m. on the day starting late, or both. Announcements about school starting later would be made over the same stations listed above. Even if school starts later, the buildings will be open at the regular time, and school personnel will be at the buildings to take care of students.

NOTICE OF DIRECTORY INFORMATION

The following categories of information designated as "Directory Information" with respect to each student will be released by Sterling Unified School District #376 to those showing a need for such information, unless a written request by the parent or guardian to withhold such

information is received on or before September 1 of that school year.

“Directory Information” includes the following information about the student:

1. The student’s name, address, phone number, and date of birth.
2. The student’s participation in officially recognized sports.
3. The student’s weight and height as members of athletic teams.
4. The dates of attendance.
5. The most recent educational agency or institution attended by the student.
6. Awards won by the student.

CELL PHONE USE

Classes are not interrupted to deliver non-emergency messages. **Cell phones may not disrupt the learning environment.** Cell phones must be turned off and put away during class time. Violation of use will result in phone being confiscated and brought to the office.

MEDICATIONS AT SCHOOL

It is the opinion of the State Board of Health, the State Department of Education, the Kansas School Health Advisory Council and the board that the public school should never provide students with aspirin or any other medications.

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use; but the medical person authorized the prescribed medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school’s cooperation in such supervision and releasing the school district and personnel from liability.

IMMUNIZATION POLICY

Students are required to have up to date immunization records. Students new to the district or current students requiring booster vaccinations have sixty days from the time of enrollment to provide proper documentation meeting state immunization laws.

Any student not compliant with immunization requirements after the sixtieth day will be excluded from school attendance and school sponsored activities. The student will be allowed to return when they have met the requirements and are in compliance with Kansas immunization laws. (See district website for further information)

WHERE TO CALL FOR INFORMATION

Sterling Jr. High.....278-3646
Dr. Bill Anderson, Principal
McKenzie Flickinger, Secretary

Sterling High School.....278-2171
Dr. Bill Anderson, Principal
Pam Smith, Secretary

U.S.D. #376 Office278-3621
Jim Goracke, Superintendent of Schools