

FOREWORD

As a new school year begins, the school staff welcomes students and parents to a new school term.

“We provide the opportunity for all students to acquire the knowledge, skills and learning experience necessary for successful living in a changing world.”

The above mission statement was created by the Attica Public Schools adopted by the board of education. The board is committed to providing resources so that a successful education program can be realized. The educational program is designed to meet the needs of each student.

To increase the degree of educational success, it is imperative that teachers, parents, and administrators communicate openly and frequently concerning student progress and work together to continue the proud tradition of academic excellence.

It is hoped that this handbook will serve as an information guide to students and parents regarding the general policies, rules and regulations, and other matters pertaining to the school and its relationship with students.

This student handbook is an official school publication approved by the board of education and is designed to inform parents and students of the policies and procedures that govern Attica Public School operations.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record

as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Attica USD 511 to comply with the requirements of FERPA. The name of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

LCP Audit

USD#511 Attica Public Schools, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Per BOE policy, JBCA.

USD #511 Attica Public Schools

Parent Involvement for Title 1

- All school district policies shall be available to parents and patrons at the Clerk's Office.
- Opportunities for input on the Title I program, conferences with school staff and administration, observation of their child while in the program, and regular meetings to formulate input, make communications, and receive information relevant to the Title 1 program shall be facilitated.
 - a. An annual and regular meeting will be held for the parents of children participating in the Title 1 program, for the purposes of explaining the program and its activities and responding to the concerns of those parents. The provisions and regulations relevant to the Title 1 program will be explained at that time.
 - b. Reports will be provided to parents on their children's progress.
- Coordination of parental involvement activities with programs funded under the No Child Left Behind Act will be facilitated to the extent possible.
- Title 1 parents will be encouraged to become members of the district site council.

**Parents Right –To-Know
Title 1 Annual Notification
Puls Elementary School
2011-2012**

This notification is provided to inform you of your rights to request the following specific information concerning the school and teachers: Parents may request information regarding the professional qualification of their child's/children's classroom teachers and paraprofessionals.

Professional qualifications include:

- Whether or not the teacher has met Kansas licensing criteria for the grade levels and subject areas being taught;
- The baccalaureate degree and any other graduate certification or degree and the field of discipline of both;
- If services are provided by paraprofessionals, their qualifications;
- If the teacher is teaching under an emergency or professional waiver.

All teachers at Puls Elementary meet the above criteria. Each one is licensed for the grade levels and subject areas being taught. Each one has a baccalaureate degree and none are teaching under an emergency or provisional waiver. The paraprofessional(s), who work under the direction of the Title 1 and classroom teachers, meet required qualifications for the position.

Parent-School Compacts

Schools receiving Title 1 funds are required to make a Parent-School Compact or Learning Agreement available. This Learning Agreement is attached. If you choose to complete one for your child/children, contact your child's teacher.

Title I Schools Identified for Improvement

Puls Elementary met the No Child Left Behind standards regarding Adequate Yearly Progress (AYP) for the 2010-2011 school year and has not been identified for improvement. AYP is based on the scores from the Kansas Reading Assessments and the Kansas Math Assessments.

If you have questions or would like to request further information, please feel free to contact Mr. Troy Piper, Superintendent/Principal at (620)254-7915.

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SCHOOL PHONE NUMBERS

Puls Elementary School Office.....	254-7314
Attica High School Office.....	254-7915
Board of Education Office	254-7661
Toll-Free.....	800-498-1016
Fax	254-7872

ADMINISTRATION AND OFFICE STAFF

Troy Piper.....Superintendent/K-12
Lance Vandever.....Athletic Director/Head Teacher
Kristi Baird.....Board Clerk
Bonnie Heath.....Administrative Assistant
Amie Loreg.....District Secretary

BOARD OF EDUCATION

Rogena Grigsby Bruce Warren
Lloyd Summers Roger Goodman
Lynda Newberry Sue Catlin
Eric Dark

Attica Public Schools and USD 511 Board of Education Office

718 N. Main PO Box 415
Attica, KS 67009
620-254-7314

Principal's Welcome

Welcome! As you begin the new school year, the faculty and staff wish you well! With your cooperation and involvement, the school year promises to be one filled with fun, friendship, and lots of learning experiences.

We look forward to working with you as you prepare for your future, and encourage each of you to commit yourself to excellence in your studies and activities.

Attica Public Schools are fully committed to providing a safe, stimulating environment so that students can gain knowledge, skills, and values necessary for living, learning and working.

You have a Board of Education, staff, and administration that is concerned about your success in and out of the classroom. Please take advantage of your opportunities here at Attica Public Schools and challenge yourself to do your best!

Have a great year!

INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, administration, and Student Council. Not all policies and procedures can be included in this handbook. Additional questions should be directed to the principal.

USD 511 Attica Public Schools advises students, parents and patrons that all educational opportunities are offered without regard to disability Section 504/ADA. Applications for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Attica School District are hereby notified that this district does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment of employment in its programs and activities. Any person having inquiries concerning the Attica School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Troy Piper, Superintendent of Schools, 718 N. Main Attica, Kansas, 620-254-7915, who has been designated by the Attica School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

START OFF ON THE RIGHT FOOT...

Your classroom conduct is an important factor in your success at school. In your classes you have these obligations:

1. To be on time and prepared for class.
2. To plan ahead – use restrooms, get a drink, visit locker during passing period.
3. To have good manners and demonstrate good behavior.
4. To complete all assignments on time.
5. To use blue or black ink or pencil as directed for assignments.
6. To keep food, gum, beverages in allowed areas of the building only.
7. To leave gym bags, book bags, briefcases, etc. in your locker – do not take them to class.
8. To leave your coats, jackets, etc. and hats in your lockers – they may not be worn in class.

There will be consequences for breaking school rules.

IMMUNIZATION POLICY

Kansas Law KSA 72-5209 requires all students attending school in Kansas is immunized against certain diseases. This same law authorizes boards of education to exclude from school those students not in compliance with the law.

HEAD LICE

K.A.R. 28-1-6 (1) Pediculosis: "Students infested with lice shall be excluded from school...until treated with an antiparasitic drug and until all nits have been removed." Periodic screening for head lice will be conducted. If live bugs are found, your child will be excluded from the classroom and you will be called to come pick up your child. Your child can return the next day following treatment. Please send the label from the product you used to verify treatment has been done. You will also need a release from a medical professional. Your child will be screened prior to returning to the classroom.

SCHOOL FEES

School fees are determined annually by the Board of Education and are available at enrollment time. Enrollment fees include textbook rental, and consumables. Students and parents may also purchase lunches and yearbooks at enrollment time.

YEARBOOK PICTURES

Seniors should make arrangements to have their senior pictures taken when school is not in session. Specifications for the senior pictures will be given to juniors in the spring of their junior year. **It is necessary that all pictures be turned in to the yearbook staff by November 15 of the student's senior year.** Seniors will need to have 2 color wallet pictures 1 for yearbook and 1 for hall panel. Seniors will need a photo release if pictures are not taken by Lifetouch. Seniors will also need 1 black and white photo for the newspaper and this photo will be returned.

All students will have their pictures taken during the school day on a time and date designated by the administration. Students will be required to have their picture taken. Students are not required to purchase any pictures.

PURCHASING MEALS

Each student is issued a lunch number to be used for breakfast and lunch. The cashier will circle their name and number on a checklist when the student goes through the breakfast or lunch line. The meal cost will be subtracted from the student's account.

A student may pay for the meal in advance or by cash each time a meal is purchased.

The Board of Education has established a meal charging policy to allow students to charge school lunch meals. The charging policy took effect on January 1, 2008 and is as follows:

No student of Attica Public Schools will be allowed to eat a school lunch meal if their individual meal account balance is a negative \$10.00 or more. Individual student lunch account balances are sent by mail to all parents on a weekly basis (usually each Monday following lunch) if the student's balance is less than zero.

Students will be informed each morning if their funds are in the negative \$10.00 or more. Students will be allowed to phone their parents, either at work or at home, to inform the parent and to request them to bring funds for their lunch prior to their lunch time that day or bring a sack lunch from home. Students will be allowed to call their parents a total of three times.

If the student does not receive lunch money or a sack lunch from home the student will be furnished with graham crackers and a milk. **THERE WILL BE NO EXCEPTIONS TO THIS RULE!**

This policy is made at the recommendation of the Kansas State Department of Education School Food Service department.

A student who brings a sack lunch may purchase a half pint of milk for 35 cents.

USD 511 participates in the national school meal program and requests students try a little of each food on his/her tray, unless they are allergic to a particular food and has turned in a written statement from his/her medical doctor to the head cook of the school kitchen. Such statement is to be renewed at the start of each school term and/or as the situation changes. Free and reduced applications can be used for breakfast and lunch.

MILK PROGRAM

The school will operate a milk program for students in grades kindergarten through sixth. These students will have the opportunity to purchase one-half pint of milk (Grade A). The school staff feels the milk period is a vital part of the total school program and urges all children to participate.

BEHAVIOR EXPECTATIONS

Students at the junior/senior high level are expected to behave in a respectful and appropriate manner. Each teacher will explain behavioral expectations to the students. The following is not an attempt to list all possible rules, rather to provide general guidelines by which students are expected to conduct themselves.

Students are expected to abide by the following:

1. Respect and obey all school rules and policies.
2. Attend school on a regular basis.
3. There will be no swearing or using obscene language or gestures.
4. Maintain and demonstrate respect toward teachers, employees, and other students.
5. Follow any reasonable request from a faculty or staff member (teacher, secretary, custodian, cook, etc.).
6. Demonstrate respect for school property by not engaging in vandalism or other destructive acts.
7. There will be no use or possession of any controlled or dangerous substance (alcohol, drugs, tobacco, etc.) on school premises or at school-sponsored events.
8. Exhibit controlled and courteous behavior at all times.
9. There will be no engaging in affectionate behavior at school or at school activities.
10. Certain situations, such as defiance/disrespect shown toward staff, fighting, vandalism, theft (against other people or against the school), possession of tobacco, or other drug products, and fireworks of any kind may call for immediate suspension or expulsion from school.
11. In as much as possible, teachers will handle individual classroom student discipline situations. Teachers are encouraged to seek parental input in resolving behavioral situations. When necessary, teachers will file a disciplinary report that may require the involvement of the building principal. Continued instances of misbehavior may create the need for suspension or expulsion of the student.

Students who do not meet these expectations will be subject to administrative disciplinary action up to and including expulsion.

USD #511 ATTICA ANTI-BULLYING POLICY

What is bullying?

- Continued intentional hurt to another specific person
- Persistent, offensive, abusive, intimidating or insulting behavior, abuse of power which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress

Bullying can be:

Emotional -being unfriendly, excluding, tormenting, threatening,gestures

Physical - pushing, kicking, hitting, punching or any use of violence

Racist - racial taunts, graffiti, gestures

Sexual - unwanted physical contact or sexually abusive comments

Verbal - name-calling, sarcasm, spreading rumors, teasing

Cyber - any bullying using technology

Our Aim:

- To prevent bullying so we can create a safe, peaceful and respectful atmosphere in and around school
- To encourage everyone at our school to take responsibility for stopping and preventing ALL bullying
- We want our school to be bully free, where people co-operate with one another
- We want our school to be a welcoming and happy place, where no student dreads coming to school

How our school can prevent bullying?

- By treating allegations of bullying very seriously
- By promoting positive attitudes towards each other
- By punishing bullies to show it is unacceptable and helping them to change their behavior
- By everyone following the same guidelines

As a student of our School I can...

- Expect to be treated with respect & to be safe from persistent bullying
- If I see someone being bullied to help them not ignore it
- Tell a teacher if I see someone being bullied
- Become a friend to the person being bullied to show the bully it is not acceptable
- Expect that serious action will be taken against me if I bully others

As a victim of bullying, there are a number of things I can do...

- Expect help if I am being bullied
- Tell my friends to help share the burden
- Tell my family
- Speak to my teacher
- Speak to the Principal

If I bully someone, I can expect...

- My teachers to be aware that I am bullying
- To be spoken to and dealt with by the Principal
- Help towards changing my behavior and attitude so I can stop myself from doing it in the future
- The incident to be investigated and appropriate action to be taken against me, verbal warning, and parents informed, detentions, in-school or out-school detention (dependent on the seriousness and number of incidents.)

Staff is expected to deal with the situation by...

- Intervening as early as possible
- Recording exactly what was seen or heard, pupils involved, date and time
- Using the no blame approach. Hear both sides. There may be more to this than meets the eye.
- If necessary, record the incident on the appropriate form and return to the office.
- Reporting it to the Principal.
- Speaking with the bully so they are aware that teachers know what is happening.

COMMUNICATIONS

Oftentimes parental complaints or misunderstandings can be solved through a personal discussion between the parent and the professional employee. Administrators and members of the Board of Education shall attempt to bring about such conferences whenever possible.

ATTENDANCE

The faculty, administration, and the board of education believe that a direct correlation exists between regular school attendance and academic achievement. Attendance is clearly necessary for success in the classroom. Likewise, attendance is equated with job performance. Potential employers are consistently concerned with attendance and punctuality. High school graduates who fail in their jobs usually fail because of poor work habits, tardiness, and unreliability. We subscribe to the philosophy that good work habits should be learned in school - starting with attendance and punctuality.

Due to concern for student safety, a call will be placed to the parents or guardian of any student that is not excused from school by written permission or a documented phone call from the parent or guardian of the residence. A building secretary will place that call by approximately 9:00 a.m. Should conditions exist which prevent these calls from occurring in a timely fashion, help will be sought from the building administrator, school counselor, or district office personnel.

Calls will first be made to the home of the students absent without communication, then to the places of employment of the mother or father, whichever is indicated on the student information sheet. If parents cannot be called to the telephone for some reason, a message will be left. To assist in the success of this process, it is imperative that the building office is kept informed of changing telephone numbers at homes and at places of employment.

All absences will be placed in one of two categories: excused and unexcused absences. Absences may be excused for the following reasons: (1) personal illness, (2) serious illness or death of a family member, (3) professional appointments (arranged in advance with the school), and upon student's return documentation that the appointment was kept, (4) participation in a district-approved or school-sponsored activity, (5) when prior arrangements have been made with the principal and supported by a written request from the parent, emergencies calling for the student's services or presence at home, obligatory religious observances (s) prior to the absence.

When students are absent for reasons in **Nos. 1-3** above, they will have the number of days absent plus one day to make up missed assignments. However, the principal may make exceptions as to length of time to turn in missed assignments. Students who have absences approved in advance will obtain assignments before the absence and have their work completed and turned in at the beginning of each class on the day of return.

No more than seven excused absences per semester will be granted for any one student except for personal illness. Each absence after the seventh excused absence must be verified by a doctor's statement explaining the reason for the absence. After a student has missed five or more days during a semester, no excused absences will be granted for No. 5 cited above.

Students who are absent for any reason will not be allowed to participate in co-curricular activities on the day of the absence unless arrangements have been made through the office in advance. Students must be in school by **11:00 AM**, (dr. appt. are exempt) in order to participate in that day's activities/practices.

STEPS TO FOLLOW WHEN STUDENTS ARE ABSENT

1. Upon returning to school, the student will deliver to the school secretary a note from the parents or guardian, signed and dated, stating the days of the absence and the reason, or the parent may telephone the school office and explain the absence. If the school office does not receive any communication regarding the absence, the absence will be considered unexcused.
2. Generally speaking, students will be allowed the number of days absent plus one day to submit make-up work. Exceptions to this policy to be determined by the building principal. Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. The office will handle tardies to first hour and assign appropriate detention. Individual teachers will govern tardies to their particular classes after first hour and assign appropriate detention.
3. On the day of an absence, parents are asked to call the office by 9:00 AM with the information about the absence. Absences approved by prior arrangement by the principal and parent do not require a phone call. Parents may request assignments when they call by 9:00 AM and every effort will be made to get the work home to the student. Parents are asked to request homework on the second day of an absence. Arranged absences: students need to get work from teachers and turn it in as directed. All make-up work is the responsibility of the student.
4. Upon returning to school, the student needs to report to the office for an Admit Slip for classes. A note needs to be presented at this time if the parent did not call in the absence or have it pre-arranged.
5. Make-up work: generally speaking, a student will receive 2 days to do make-up work for the first day absent and 1 day for each consecutive day out. Example: out 1 day = 2 days to get work in; out 2 days = 3 days complete work. Make-up work is the responsibility of the student. **Grades will be entered as a 0 until work is made up.**

TARDIES

If a student is late to school he/she should report to the office. TARDY IS TARDY. There are no excused or unexcused tardies when you come to school late. **For tardies received during first period of school, the student will receive from the office:**

A) A thirty minute detention for every third tardy up to 9 tardies total for the semester.

B) An ISS for every third tardy after 9 tardies for the semester with a detention for every other tardy.

Example: 9th tardy – 30 minute detention, 10th tardy – 30 minute detention, 11th tardy – 30 minute detention, 12th tardy – ISS, and so on.

Tardies to class during the school day are in the teachers' domain and will be handled as per the teachers class rules.

ARRIVAL AND DISMISSAL TIMES

Students should **NOT** arrive at school earlier than 7:30 a.m. Buses unload students at 7:35 a.m. Breakfast will be served from 7:30 a.m. until 7:50 a.m. School hours are from 8:00 a.m. until 3:13 p.m. No student is to be in the hallways prior to 7:30 a.m. Students staying after school, unless for discipline, must report either to the teacher who has requested a meeting time or to the office for approval to be in the school building after hours. On the days of inclement weather and late start of school, breakfast will **NOT** be served. Please have your child eat breakfast at home before coming to school.

JUNIOR AND SENIOR HIGH SCHEDULE

8:00 A.M. – 9:00 A.M.	First Hour
9:03 A.M. – 9:58 A.M.	Second Hour
10:01 A.M. – 10:56 A.M.	Third Hour
10:59 A.M. – 11:54 A.M.	Fourth Hour
11:54 A.M. – 12:15 P.M.	Lunch Period
12:18 P.M. – 1:13 P.M.	Fifth Period
1:16 P.M. – 2:11 P.M.	Sixth Period
2:14 P.M.- 3:09 P.M.	Seventh Period

K-6 SCHEDULE

8:00 A.M. – 11:05 A.M.	Classroom
11:05 A.M. – 11:45 A.M.	Lunch/Recess
11:45 A.M. – 3:13 P.M.	Classroom

EMERGENCY AND EARLY SCHOOL CLOSING

The schools of USD 511 will not be open on those days that school buses cannot travel the assigned routes. Announcements regarding school closing will be made via radio and television. The superintendent of schools determines when school will be closed due to inclement weather.

When school is dismissed early in the day due to weather conditions, the following radio and television stations will be contacted, and students will be allowed to call their parents. School personnel will be on duty until students reach home.

The following radio and television stations will carry school-closing information for USD 511.

<u>Radion Stations</u>	<u>TV Stations</u>
KWLS-FM (93.1)	KSNW channel 3
KZSN-FM (102.1)	KAKE channel 10
KFDI-AM(1070)-FM(101.3)	KWCH channel 12

If school is dismissed early in the day for a scheduled vacation, students and parents will be notified through a note from the school.

LEAVING SCHOOL

If it is necessary for a student to leave school, written permission from the student's parent must be presented to the office. In the case of unavoidable medical appointments, the student takes the written excuse to the office before school and secures a permit to leave the building. **Parents must sign all students out in the High School office before they leave the building.**

STUDENT APPEARANCE

Neatness, decency and good taste are the general district guidelines.

Students wearing inappropriate clothing or body artifact to school may, after contact has been made with parents, be sent home to change. Proper dress at activities and school events is expected at all times.

Inappropriate includes:

1. Clothing or artifacts that may be a danger to the health or safety of the student or other students.
2. Clothing or artifacts that cause others to feel uncomfortable.
3. Clothing or artifacts that are obscene.
4. Clothing or artifacts that create a distraction from the learning process at school.
5. Skirts, dresses or other garments should not be over 4 inches above the knee.
6. No shirts with cut out arm holes (muscle shirts) will be allowed.
7. No pajama pants

Students will be expected to keep themselves well groomed and neatly dressed at all times, school activities included. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance, or detrimental to the purpose of the school will not be permitted.

We are a drug free school – shirts advertising alcoholic beverages, tobacco products, illegal drugs, or obscene or questionable remarks will not be permitted.

No undergarments will be worn as outerwear. Clothing with unnecessary holes, boxer shorts, gym shorts, tank tops, halter tops, or swimwear will not be permitted. No bare shoulder, bare back, or bare midriff shirts are permitted. Credit card width will be the rule for straps. If you can put your hands over your head and your shirt covers your pant top you are appropriately dressed. Sunglasses are not to be worn in the building. Caps and bandanas are to be removed from the head when entering the building, and placed in school lockers. Caps can be put back on the head when not in the building. Coats are to be put in lockers and not worn to class. Sweaters/sweatshirts are appropriate.

Clothes worn to PE class are not to be worn to other classes. **Due to health regulations shoes must be worn at all times.** Wearing open-toed shoes to welding/shop classes is not appropriate.

Medical emergencies may make exceptions for some dress – see the principal.

If Lycra or stretch shorts are worn to school, an outer pair of shorts shall cover the stretch shorts. See-through, fishnet fabrics, tight, or short garments are prohibited. Pants are to be worn pulled up.

No personal appearance code can seem 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, he/she will be asked to change their dress/attire.

A coach or activity sponsor has control over the length of hair, dress, and appearance while the student is participating in the school-sponsored activity of which he/she is a coach or sponsor.

The principal has the right to establish a judgement on items listed above or any items not covered by this policy.

Teachers and staff have the right to manage and report any violations to the principal.

Students in violation of the dress code will be given an opportunity to correct the inappropriate dress. If the student fails to comply, the parent/guardian will be informed that their child is being sent home. The time that the student is gone from school will be considered as an unexcused absence and disciplinary consequences will be administered accordingly. Please refer to "Unexcused Absences" section of this handbook.

OUT OF DISTRICT STUDENTS

Students living outside of USD 511 may enroll only after they apply and are accepted by administration. The five areas that will be checked on by administration are (1) discipline (2) academic performance (3) attendance (4) supervision and (5) bills.

After being accepted, a student developing problems in any of these aforementioned areas may have the privilege of attending revoked. The five areas will be evaluated each nine weeks to determine if the student is to be allowed to continue attendance in this district.

WITHDRAWAL FROM SCHOOL

In order for all necessary records to be completed, parents or legal guardians should notify the principal's office stating their intentions to withdraw their son/daughter from school. The notice should be given at least two days before the move. Students are required to turn in all books on the last day of attendance. All bills must be paid before leaving school.

CLASS CHANGES/DROPS AND TRANSFERS

Students may change their class schedules during the first week of the school year with the permission of their parents, teachers, and counselor. Students who wish to make changes in their second semester schedules may do so during the first week of that semester.

Students who have failed a class will be allowed to obtain credit at an alternative institution.

STUDENT CLASSIFICATION

For the purpose of classification of high school students the following will apply:

Freshmen: 0 - 6 credits
Sophomore: 7 - 13 credits
Junior: 14 - 20 credits
Senior: 21 or more credits

COLLEGE COURSES

College Speech, College Comp I and II, and Survey of Literature will be offered through Pratt Community College. Students are responsible for the tuition and enrollment fees and will be provided any necessary textbooks.

DUAL CREDIT

Students enrolling in the PCC college classes at Attica High School will be issued dual credit and the hours will be counted toward graduation requirements. College classes taken during the summer or on campus during the regular school year will not be counted toward Attica graduation requirements. Exceptions will be evaluated on an individual basis if this situation interferes with an internship possibility or if a student has taken all available classes in a given academic area. Students will receive the same grade for both college and high school credit.

GRADUATION REQUIREMENTS

To be eligible for graduation from Attica High School, students must pass a minimum of 24 credits. The following are specific requirements for graduation:

The following guidelines for completing graduation requirements:

1. Four (4) units of English Language Arts. Students will be enrolled in English Language Arts in grades 9-12. These sequential units of credit must be composition and literature. The unit of speech/communications cannot be used as one of the four (4) English Language Arts credits for graduation. Seniors wanting to take college credits for High School English IV must enroll and pass college Composition I and Composition II and Introduction to Literature and Directed Studies: Literature to fulfill High School English IV requirements.
2. One (1) unit of speech/communications.
3. Three (3) units of mathematics. Students will be enrolled in Mathematics in grades 9-11. These sequential units of credit will be determined by the high school math department, school counselor, and building principal.
4. Three (3) units of social studies. All sophomores must be enrolled in World History, juniors must be enrolled in American History, and seniors must be enrolled in American Government.
5. Three (3) units of science including one as a laboratory course. Students will be enrolled in Science in grades 9-12. These sequential units of credit will be determined by the high school math department, school counselor, and building principal.
6. One (1) unit of physical education/health. All freshmen must be enrolled in physical education/health.
7. One (1) unit of keyboarding. All freshmen must be enrolled in keyboarding.
8. One (1) unit of Fine Arts (Art or Music)
9. Any other units required by the Board of Education.

REGENT INFORMATION

	Regents Qualified Admissions Curriculum	Recommended Curriculum for Scholarship Consideration
ENGLISH	4-UNITS	4-UNITS
NATURAL SCIENCE	3-UNITS	3-UNITS
MATH	3-UNITS	3-UNITS
SOCIAL SCIENCES	3-UNITS	3-UNITS
COMPUTER TECH	1-UNIT	1-UNIT
FOREIGN LANGUAGE	0-UNITS	2-UNITS

In order to receive a diploma from Attica High School, a student must complete the required number of credits. Since walking in the graduation ceremony is synonymous with graduating, all credits must be completed by the Tuesday previous to the ceremony.

GRADUATION REQUIREMENT AS RELATED TO THE STATE ASSESSMENT AND STUDENT PERFORMANCE

Please See Diagram On Previous Page

Overview:

The whole thrust of the performance criteria as related to State Assessments and Graduation is to improve student efforts thus gaining a more true assessment of student performance as well as a realistic assessment of our curriculum.

- Assessment will be tied to classroom grade
- Must perform at the Basic level or above
- There are five (5) performance areas: Unsatisfactory, Basic, Proficient, Advanced, Exemplary
- If performance is in the Unsatisfactory category then the student must remediate

Remediation:

- Occurs during At-Risk class time for those that are "flagged" on the State Assessment
- A list of "tested indicators" can be viewed/printed from the CETE and will serve as the curriculum for the remediation

Restricted items as a result of "Unsatisfactory" performance

Sophomores:

- Reduced elective opportunities
- Graduation in question

Juniors:

- Lose elective
- Graduation in question

Activity Funds

Any funds remaining in the activity fund account of a graduating class following their graduation may be transferred by the Board of Education into the Student Council Account prior to the end of that fiscal school year to be used for the betterment of the school.

State Assessment Rewards Day

All Students from grades 3 – 12 who achieve proficient or above on the State Assessment Testing will be awarded the same day out of school which will be included each year in the School Calendar.

NO FINAL EXAMS (GRADES 9-12)

A student who does not miss more than 3 days in each class for the school year, and is carrying at least a "B" average for the school year will not be required to take final exams. All students will take first semester exams.

PROPOSAL FOR SELECTION OF VALEDICTORIAN/SALUTATORIAN

The Valedictorian/Salutatorian award shall go to the students with the highest accumulative GPA (based on a 4.0 scale) respectively, and who have met the following criteria:

1. Meet the Kansas Regents recommended curriculum as certified by the High School Counselor.
2. If two or more students are tied for Valedictorian then no Salutatorian will be selected.
3. Valedictorian and/or Salutatorian must attend Attica High School and **must have a 3.5 grade point average or better to be named.** If neither Valedictorian or Salutatorian

- have the grade point average the President and/or Vice President of the class will speak at graduation.
4. If two (2) students tie for Salutatorian, both students will be awarded.
 5. Class rank will not be computed prior to the completion of 7³/₄ semesters of school.
 6. Students will be eligible for these awards only if they have completed two (2) full years as a student at Attica High School or have made a bonafide move into the district from outside the district for a period of not less than one (1) full school year.

QUALIFIED ADMISSIONS

Beginning in the fall of 2001, any student enrolling as a freshman must meet one of the following criteria to be admitted to any one of the six Kansas Regents universities:

- an Act composite score of at least 21
- rank in the top third of their high school graduating class
- A grade point average of at least a 2.0 on a 4.0 scale in the pre-college curriculum as outlined by the Kansas Board of Regents.

The pre-college curriculum includes the following requirements:

- 8 semesters of English (2 semesters of English must be taken each year), 2 semesters of Speech.
- 6 semesters of natural science from Physical Science, Biology, Chemistry, or Physics. At least 2 semesters must be in Chemistry or Physics.
- 6 semesters of math: Algebra I, Algebra II, and Geometry.
- 6 semesters of social sciences: 2 semesters of American History, 2 semesters of U.S. Government, 2 semester of World History.
- 2 semesters of Computer Technology Regents

REGENTS RECOMMENDED CURRICULUM

The Kansas State Scholarship program is a need-based financial aid award for students who are designated as State Scholars during their high school senior year. Students become State Scholars if they take the Act Assessment by December of their senior year and if they complete the regents recommended curriculum. This curriculum includes the following courses: 4 years of English; Algebra I, Algebra II, Geometry; Trigonometry/Pre-Calculus, 3 years of Social Science; Biology, Chemistry, Physics; one year of Computer Applications; and 2 years of Foreign Language.

The Ethnic Minority Scholarship program is a need-based financial aid award for students who are identified as members of any of the following ethnic/racial groups: American Indian or Alaskan Native, Asian or Pacific Islander, black, or Hispanic. Students must have an ACT score of 21, a cumulative g.p.a. of 3.0, rank in the top third of their graduating class, and complete the Regents Recommended Curriculum as listed above.

The Kansas Teacher Scholarship program is for those students who plan to teach in Kansas and to teach in a specific curriculum area in which there is a shortage of teachers. Minimum criteria include completion of the Regents Recommended Curriculum as listed above, ACT scores, high school g.p.a., high school class rank.

NCAA DIVISIONS I AND II FRESHMAN ELIGIBILITY REQUIREMENTS

In Kansas, Division I schools include Kansas State University, University of Kansas, and Wichita State University. Division II schools include Emporia State University, Ft. Hays State University, Pittsburg State University, and Washburn University.

To play sports as a freshman in NCAA Divisions I and II, you must meet specific standards. You must graduate from high school and make at least a 2.0 g.p.a. in 14 core academic courses. You must also earn a sum of scores of at least 68 on the Act or a combined score of at least 820 on the SAT.

Core Units for NCAA Certification	Division I	Division II
English Core	4 YEARS	3 YEARS
Math Core	3 YEARS (Alg I or Higher)	2 YEARS
Natural/Physical Science	2 YEARS	2 YEARS
Social Science Core	2 YEARS	2 YEARS
From English, Math, or Natural/Physical Science	1 YEAR	2 YEARS
Additional Core: (English, Computer Science)	4 YEAR Math, Science, Social Science, Foreign Language,	3 YEARS
TOTAL CORE UNITS REQUIRED	16	14

Students wanting to participate in Division I or II sports in college must register with the NCAA's Initial-Eligibility

Clearinghouse. Registration forms can be picked up from the guidance counselor's office. Student-athletes should start the certification process when they are juniors.

FOREIGN EXCHANGE STUDENTS

Any foreign exchange student who attends Attica High School for a year will receive a certificate of attendance in place of a certificate of graduation. The Attica School District is not able to honor requests from foreign exchange students to translate grades from their home school to American grades.

USD 511 GRADING SCALE

The Attica Board of Education has adopted a standardized grading scale for all schools in the district. Grades will be determined according to the following scale:

- 90 -100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- 0 - 59 = F

GRADE CARDS

Grade cards for each student will be distributed quarterly. Grade cards are mailed home to parents or guardians unless picked up by them at a regularly scheduled parent-teacher conference.

Parents are encouraged to go over each grade card with you, and if they have any questions, they should call the school.

Students who owe money for fees, fines, projects, or lost books will not receive a grade card until the fee is paid.

Progress reports are sent home weekly for any student who has a 'D' or an 'F' in any class.

INCOMPLETES

Not made up within five (5) school days of day one of the next nine-weeks will be recorded as F's unless special arrangements have been made with the principal and teacher. **If a student's allowed make-up time, falls into the period between grading periods, it is that STUDENT'S responsibility to make arrangements with the principal and teacher to avoid an incomplete.**

PLAGIARISM AND ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

UNIFORMS AND EQUIPMENT

The district provides certain equipment to participants of activities. This equipment (uniforms) is to be worn only at these school activities. School property must not be used for personal use or for P.E. classes. Warm-ups are not to be worn during the school day, except by coach request.

Uniforms and equipment are purchased at considerable expense to the local taxpayers for use by participants. Students who elect to steal this equipment will be disciplined by the administration or reported to the local law enforcement agency.

Students must assume responsibility for uniforms that are issued to them. Lockers are issued to students who have uniforms. Uniforms should be kept secured in the student's locker when not in use. Should a uniform be stolen or damaged, it is to be reported immediately to the coach in charge. The student will be responsible for the replacement cost of any missing or damaged uniform or for equipment issued. Students failing to return equipment or uniforms will not be issued additional equipment until the cost of the missing equipment or uniform is paid to the district. Uniforms cannot be purchased by students because of the difficulty in replacing them with exact duplicates.

SCHOOL DISCIPLINE

In the office of the principal, a discipline record will be kept for every student who is sent to the office for a discipline problem. A copy of this record will be sent to the parents notifying them of the nature of the problem and the actions taken to correct it. (This record will not be included in the student's permanent record. All files will be destroyed when the student withdraws from school.) If a student is on probation and becomes a habitual offender of rules and regulations involving misconduct and interferes with the learning process, he/she will be suspended. (Severe infractions may bring about immediate suspension prior to probation.) If suspension occurs the parent or guardian will be notified immediately by phone and/or certified mail that the student was suspended and the reason for the suspension. If after suspension the situation is not corrected, the student will be subject to expulsion.

In-School Suspension (ISS)

Administration will not assume expected disciplinary duties of the classroom teachers. Behaviors that are not being modified by normal classroom disciplinary consequences can be referred to the administration for possible in-school suspension. Students in ISS are to be given all assignments and tests the same as an excused absence.

Out-of-School Suspension (OSS)

Out-of-school suspension will be used for only the most severe misbehavior. Administration will not reward misbehavior with a vacation from school. However, the administration reserves the right to give OSS if needed. Students in OSS will not have the opportunity to make up any assignments missed.

Detentions

Thirty (30) minute detentions may be given by the classroom teacher for academic ineligibility or as a consequence for inappropriate behavior and/or non-compliance of classroom rules. In such cases, at least 24 hours notice will be given to a student in order that transportation can be arranged for by the student. Detentions may be served either before school or after school at teacher preference.

SUSPENSION AND EXPULSION PROCEDURES

A student may be suspended, or expelled for reasons set forth in Kansas Law, by the following certified personnel: Principal or Superintendent. Any suspension or expulsion shall be according to the procedures as set forth in Kansas Law.

Short-Term Suspension

Except in an emergency, a short-term suspension (not exceeding five school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than seventy-two (72) hours after imposition of a short-term suspension. Written notice of any short-term suspension, including the reason for the suspension, shall be given to the student and the student's parents or guardians within 24 hours after the suspension has been imposed. At the formal hearing, the student shall be notified of the following:

- The right to be present at the hearing
- To be informed of the charges
- To be informed of the basis of the accusation
- To make statements in defense of or in mitigation of the charges or accusations.

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

The principal may establish appropriate requirements relating to the students' future behavior at school and may place the student on probation.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The principal shall designate a hearing office from a list approved by the Board. The person conducting the hearing shall explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based, and to provide an opportunity for the student, the student's parents or guardians, counsel and witnesses to present information pertinent to the case.

Long-Term Suspension or Expulsion Hearings

Formal hearings shall be conducted according to procedures outlined in current Kansas Law. The student and parents or guardians shall be given written notice of the date, time, and place of the hearing. The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks. The hearings may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearings, a written report and the findings will be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents or guardians according to Kansas law. Any student suspended for more than ten (10) days or expelled from school shall be provided with information concerning services or programs offered by public or private agencies which provide services to improve the students attitude and behavior. Failure of the student and the students parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Students' Rights during the Hearing

The student shall have the right:

1. To counsel of his/her own choice;
2. For parents or guardians to be present;
3. To hear or read a full report of testimony of witnesses;
4. To confront and cross-examine witnesses who appear in person at the hearing;
5. To present his or her own witness;
6. To testify in his or her own behalf and to give reasons for his or her conduct;
7. To an orderly hearing; and
8. To a fair and impartial decision based on substantial evidence.

Students who are suspended for more than 5 days or expelled from school may appeal to the Board within 10 days of receiving written notice of the hearing results.

Special Education Suspension and Expulsion Procedures

See State Plan

TEXTBOOK & PLANNER CARE

Care must be exercised in the use of textbooks and planners. Students who choose to be careless or purposely damage school property will be subject to disciplinary action and will be expected to pay for all damages. **Student planner must be carried at ALL times when students are outside of the classroom as it is the students hall pass or a regular hall pass can be issued by the teacher.**

LOCKERS

Lockers and combination locks are issued to students at the beginning of the year. Lockers should be kept locked at all times. Students are cautioned against sharing their combinations with other students. **The school will assume NO responsibility for items stolen from the locker.** Junior and Senior High students are expected to properly care for their property. Damages caused by misuse of tape, etc. will be charged to the students responsible for damage. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Such items may be turned in to the office for safekeeping. Lockers are school property, and as such, may be searched at any time the school feels there to be legitimate reason to do so.

PASSING PERIODS

There is a three-minute passing period between each class. Students should come to class prepared to be in the room for the entire period and should have adequate work to keep them busy should the teacher finish instruction early.

Students will not leave the classroom unless on an errand for a teacher. Students will not leave the school building for any reason unless permission is granted through the office.

Students are not to go to their cars in the parking lot without permission from the office.

HALLS

Students are to be in the halls only at the beginning and at the close of school and while moving from one class to another, unless they have permission or special duties that require them to be there. Students in the hall during class time must have passes. Students are asked to be courteous at all times and keep to the right when moving in the halls. **Running and shouting in the halls is never permitted.**

VISITOR'S POLICY

Parents and patrons are welcome to visit our school. However, they must first report to the office when they arrive to receive a visitor's pass. If students wish to bring other students to school as visitors, they should make proper arrangements through the office. Visiting students will be asked to abide by the following guidelines:

1. Visitors must be the approximate age of the host.
2. The principal must approve the visitation prior to the date of visitation.
3. The visit will be limited to two hours.
4. Arrangements for lunch must be made, if needed.
5. The visitor will be expected to observe rules and regulations.
6. Violations of the rules may lead to removal from the building and denial of further access to the building.
7. Students must ask each teacher prior to the visitation if the guest may observe.
8. The school district will not provide transportation to visitors.

USE OF PARKING LOTS

Driving to school is a privilege and use of our parking lots requires safe and considerate drivers. Students are asked to park straight in rows not at angles. Exit lanes are to be left at the end of each row of cars. Reckless driving or misuse of facilities will carry consequences plus loss of driving privileges on school property.

Students who are injured and need to park in Handicapped Parking need a permit from the principal's office. Parking in these areas without a permit from the office will result in a call to the appropriate law enforcement agency. Your car may be towed and ticketed if these areas are misused. **The school assumes No responsibility for theft or vandalism in parking areas.**

SCHOOL BUS CONDUCT CODE

- 1st incident: Verbal warning by driver.
2nd incident: Verbal warning by driver and change of seat.
3rd incident: Behavior slip issued. Driver informs student the slip will be issued. Principal discusses slip with student and contacts parents by phone or mail. Student loses bus privileges for three (3) days.
4th incident: Behavior slip issued. Student referred to the office. Parents notified by principal.

Consequences to be determined by the principal, depending on severity of student offenses. Student loses bus privileges for five (5) days.

Student can and will be suspended from bus riding privileges at any time, depending on the severity of the misbehaviors. The length of the suspension can be up to one calendar year.

FIELD TRIP PARTICIPATION

Field trips are defined as "Trips sponsored by school staff member(s) for purposes of extending the classroom learning experience."

Trips such as community functions, college visitations, paging, etc. are not considered field trips. Students wishing to participate in these trips will be permitted to use an excused absence if attendance guidelines have been met. (Each situation will be judged individually.)

Parental release for (or phone call), allowing the student to be absent from school for a field trip, must be signed by the parent before the student is allowed to go on a field trip. Parental release forms are not necessary for co-curricular competitive events.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be conducted periodically as specified by Kansas law. Students should check the drill plan in each room to see where they are to go during drills.

CAFETERIA AND LUNCH

USD 511 Attica Schools has a closed lunch policy. Students are asked to bring, or eat the lunch provided by the school in the designated area provided. Soda pop and candy are discouraged and are not allowed in the cafeteria. Students will remain in the cafeteria until the lunch period is over unless given permission to leave by the supervisor.

PROHIBITED DEVICES AT SCHOOL

Cell phones, laser lights, pocket knives, radios, ipods/MP3 players, CD players, cameras, skateboards, and roller blades are not allowed in the school building. **Items of this nature will be confiscated and returned to the parent when they come to school to get the confiscated item. Repeated violations may result in suspension time.**

MEDICINES

Students are to keep all medicines, both prescription and non-prescription, in the office. This medicine will be dispensed to the student only if we have a written statement on file from the parent (for non prescriptions) and from doctor or pharmacist for prescription medicine. Note: The office will not keep Tylenol and aspirin products for student use on hand.

LOST AND FOUND

1. Remember to put your name on everything you bring to school.
2. Take found items to the office.
3. If you lose an item, please report it to the office immediately.
4. Report any lost textbooks to your classroom teacher.
5. Do not bring large amounts of money or valuable items to school. Lost or stolen cash or valuables are seldom recovered.

STUDENT USE OF TELEPHONES

The school phones are business phones and are not to be used by students. Except in the case of an emergency, students will not be summoned to the office to receive phone calls. Phone messages left with the office will be forwarded to the students at the earliest convenience. Messages from employers and friends should be left at the student's home.

GUIDANCE AND COUNSELING

The guidance counselor is here to help you with any of your concerns or problems. If you find your school work too hard, your grades are too low, or you want to just talk about your educational goals, or for any personal problem (home or school), make an appointment to visit with the counselor.

Parents are urged to call the counselor for any guidance or counseling concerns.

STUDENT INSURANCE

Students be advised that the school district does not carry any type of medical insurance (except catastrophic insurance required by the KSHSAA). Especially those students who plan to participate in sports and whose parents do not have medical insurance are urged to subscribe to a medical policy that would defray some costs due to an injury. Brochures explaining different types of student medical insurance can be picked up in the office.

KANSAS LAW

Kansas law has recently been strengthened in an effort to protect our children. Kansas statutes dealing with drug trafficking, K.S.A. 65-4127b, have been amended to make it a class B felony with a penalty up to life imprisonment for trafficking offenses by persons 18 years of age and older and on or within 1,000 feet of any school property utilized for instructions, attendance or extracurricular activities of students enrolled in kindergarten through grade 12.

Further, the unlawful possession of a firearm statute, K.S.A. 21-4204, has been amended to make it a criminal violation to possess a firearm in or on any school property or grounds used by either public or non-public schools for student instruction or attendance, grades kindergarten through 12, unless the possession falls within certain designated exceptions, e.g. law enforcement officers.

FEDERAL LAW

Federal laws have also been passed providing for gun-free school zones. This law makes it unlawful for anyone to possess a firearm at a place they know or have reasonable cause to believe is a school zone. A school zone includes those areas in or on the grounds of a public, parochial or private school, or within 1,000 feet of such schools.

The statute, 18 USC Section 922, also prohibits anyone from knowingly or with reckless disregard for the safety of others to discharge or attempt to discharge firearms in a school zone. Each of these provisions contain exceptions, e.g. law enforcement officers.

If you have questions or need further clarification on either the laws or the signs, please contact the Anti-Crime Unit of the KBI.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees 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 School and Communities Act, P.L. 102-226. This policy,

and any curriculum, used in conjunction within, shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board.

All the district's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol are both wrong and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

DRUG/ALCOHOL POSSESSION

First Offense

1. Parents will be notified.
2. Law enforcement agencies will be notified if the offense is criminal in nature.
3. A punishment up to and including short-term suspension. (From 3 days to 30 days)
4. Student will be required to meet with school counselor three times. These meetings will be on a weekly basis and each meeting will last one hour each.
5. The student's teachers will be asked to fill out a checklist of the student's classroom behaviors.
6. Suspension from all extra-curricular student activities as set forth by the KSHSAA. This includes activities that are KSHSAA sanctioned, and all school sponsored or school operated activities (those activities for which the district provides sponsors).

Second Offense

1. Parents will be notified.
2. Five days out of-school suspension, conference with parents, law enforcement agencies will be notified if the offense is criminal in nature.
3. Suspension from all extra-curricular student activities as set forth by the KSHSAA. This includes activities that are KSHSAA sanctioned, and all school sponsored or school operated activities (those activities for which the district provides sponsors).

Third Offense

1. Parents will be notified.
2. Ten days out of-school suspension, conference with parents, law enforcement agencies will be notified if the offense is criminal in nature.
3. Suspension from all extra-curricular student activities as set forth by the KSHSAA. This includes activities that are KSHSAA sanctioned, and all school sponsored or school operated activities (those activities for which the district provides sponsors).

The provisions of this policy shall apply to all USD 511 students during the regular day and at all school activities on and off the school grounds.

VIOLATIONS OF TOBACCO PRODUCTS

Possession and/or use of any tobacco product by students are prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. Law enforcement and parents will be contacted immediately in all cases.

First Offense

Three (3) days of out-school suspension.

Second Offense

Five (5) days of out-school suspension.

Third Offense

Ten (10) days of out-school suspension.

USD 511 WEAPONS POLICY

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 a facsimile of a weapon. (pocket knives included)

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.

As used in the policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, term "destructive device" means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

ATTICA HIGH SCHOOL EXTRA CURRICULAR ACTIVITIES GOALS & PHILOSOPHY

Current High School activities include: basketball (girls' and boys'), football, track, volleyball, cheerleading, forensics, National Honor Society, quiz bowl, student council, art, music, debate, and yearbook. This list may change due to student participation and student needs.

PHILOSOPHY

Extra-curricular activities are an important part in a complete middle and senior high school program as the Kansas State High School Activities Association suggests in its mission statement.

GOALS THAT INFLUENCE STUDENT LEARNING OUTCOMES

The Kansas State High School Activities Association advocates principles and sponsors services which assure that the state's middle level and high school students gain a balanced preparation for life, work, and post-secondary education.

PRINCIPLES ON WHICH INTENDED OUTCOMES ARE BASED

Principles advocated by the association are promotion of scholastic achievement as a fundamental basis for a well-balanced activity program, and development of effective citizenship through the practice of good sportsmanship.

SERVICES TO ACCOMPLISH THE MISSION

Services provided by the association are:

1. Sponsorship of educational workshops, seminars, conferences and publications designed to inform and positively influence students, parents, educators and community members in accordance with organizational principles;
2. Administration of a program of interscholastic activities, festivals, clinics and contests among member schools;
3. Protection of member schools from exploitation by special interest groups; and
4. Communication with policy-making bodies to influence decisions consistent with association principles and operational standards.

Approved by the Kansas State High School Activities Association Board of Directors and the Kansas State Board of Education, in the fall of 1992, to be included in the Bylaws of the KSHSAA handbook.

PURPOSE

Our purpose is to help the total development of our students, helping them to find themselves in relation to the world around them. We feel that extra classes and special activities can help a student reach the goal of the total student. Activities promote a student's identification with his/her school and help provide pride toward it.

It is the responsibility of the sponsors, coaches, and administrators of Attica Junior High and Senior High School to promote the belief that activities do teach such virtues as self-discipline respect for authority, discipline, dedication, how to compete, how to win and lose, how to be compassionate, how to cooperate, how to act under pressure, and how to strive to be healthy in mind, body and spirit.

PLAYING PHILOSOPHY

All students should be accorded the opportunity to try out and participate for athletic teams. As a result "cutting" players from squads at either the high school or middle school level will not take place.

At the high school level of competition, it is expected that the dominant philosophy will be one of playing to win. Good sportsmanship and healthy competition is encouraged and it is expected that the coach will use his/her judgement to play those players he/she feel will help the team be successful in competition.

At the middle school level, it is expected that the philosophy will be one of playing to win using as many players as possible. If large numbers of participants are present, some students may not dress out for every contest. Even when a student dresses out, that student will not have an inherent right to participate in the contest. While it is recognized that support of many team members is necessary for the overall success of the team, it will be left up to the coach to determine who and how much time different players receive on the field/court at each contest.

"B" contests will be scheduled to let those players of lesser levels of skill have an opportunity to gain experience.

ATHLETIC PARTICIPATION

This student athletic/activities section has been prepared to provide students, parents, and patrons with information regarding policies and procedures of Attica Public Schools. It is designed to be a basic guide; it cannot, nor is it intended to cover every situation that should arise regarding athletics at Attica Public Schools. Situations will arise that will require decisions by the coaches/sponsors and/or administration. Such decisions may be subject to review by the Board of Education. Should there be a need for clarification of any issue, students and parents are welcome and encouraged to make an appointment to discuss that issue.

ATHLETIC/ACTIVITIES DEPARTMENT PHILOSOPHY AND VALUES

The primary purpose of extracurricular activities is to provide the student with an educational experience, which your child might otherwise never receive. These experiences provide the means by which a student gains many of those traits, which our society deems necessary for successful social behavior.

Athletics and activities, like no other phase of education, affords the student the opportunity to accept victory as well as defeat graciously, to appreciate the skill of the opponents, and to perform at maximum capacity during each contest.

As the Bullpup/Bulldog exemplifies the lofty spirit of pride, we expect our athletes to be good sports, proud of our school, and feel personally responsible for it. The athletic squad, by the standards shown by each member, will encourage the student body to new heights of appreciation.

KSHSAA MEMBERSHIP

Attica Public Schools is a member of the Kansas State High School Activities Association and will follow all rules and regulations governing grades 7-12.

ATHLETICS

Attica Public Schools offer students in grades 7-12 the opportunity to participate in volleyball, football, boys and girls' basketball, boys and girls track. Sixth grade boys have the opportunity to participate in football, basketball, and track. Sixth grade girls have the opportunity to participate in volleyball, basketball, and track.

ACTIVITIES

Attica Public Schools offer students in grades 7-12 students the opportunity to participate in scholar's bowl school play, forensics (grades 9-12 only), music, and cheerleading. Sixth grade students have the opportunity to participate in scholar's bowl and music.

PHYSICAL EXAMINATIONS

The Kansas State High School Activities Association Rules State that a student **MAY NOT PRACTICE** until that student has presented to the coach the appropriate physical form signed by the doctor, student-athletes, and the athlete's parents. Physicals must be dated after May 1 to be accepted for the coming year. If the athlete takes their physical at the Attica Clinic, the physical is \$15.00 payable to the school district, and USD 511 will pick up the addition charge. If physicals are taken at any other clinic the cost is the responsibility of the student.

ATHLETE RESPONSIBILITIES

1. **Before being allowed to participate, each athlete must furnish the head coach with the required completed KSHSAA physical form. This is to be completed BEFORE the first practice.**
2. All athletes should report, if possible, for practice each and every day it is held.
3. High school athletes can only participate in one sport per season.
4. If an athlete has been in school on a scheduled practice day, permission to be excused from practice must be approved by the head coach.
5. Insubordination will not be tolerated by coaches and may result in loss of eligibility.
6. Athletes who are consistently tardy to practice may be removed from the squad.
7. Profanity by athletes at any time or in any situation will not be tolerated.
8. Athletes who fail to control their actions will be disciplined.
9. All athletes should make an effort to attend, sit together, and participate in all pep rallies of the school.
10. Each participant shall meet the requirements of age, attendance, scholastic, and behavioral eligibility as sent forth by regulations of the KSHSAA and the local school district.

11. It shall be the responsibility of each athlete to return uniforms and equipment to the school at the end of each season. **Students will not be allowed to check out uniforms for another sport until they are checked in from their previous sport.** Each athlete is issued a locker and padlock at the beginning of the sport's season. Students will be held financially accountable to reimburse the school for lost uniforms or equipment or for these items if stolen from his/her locker. For this reason it is critical for students to **keep their uniforms and personal items locked in the locker.**
12. **Head coaches will determine individual sport training rules and will determine athlete dress code on game days.**

LOCKER ROOM CARE

The locker room is like a second home as far as the athlete is concerned. It can be a pleasant place if all strive to keep it that way. There are certain rules pertaining to the locker rooms and showers that must be followed for safety and health reasons. Serious injuries can and do result when one becomes careless. Injuries not only bring harm but also detract from the effectiveness of the overall athletic program.

1. There will be no horseplay of any kind in the locker room areas.
2. The training area is off limits unless authorized by a coach. In case of injury, the coach must be notified.
3. **Stealing may result in loss of eligibility.**
4. **Uniforms must be washed regularly. All dirty uniforms should be taken home and cleaned before use. Cleanliness is very important to one's health and continued participation. It is also a concern of other athletes who must share close quarters.**
5. Showers should be taken every day as soon after practice as possible. Athletes are to dress and leave school immediately after showering.
6. Cooperation with the managers and custodians is essential. They have a tough and thankless job. All equipment must be picked up and locked in lockers. Athletes are asked to be diligent about keeping the locker room clean and uncluttered after practice and games and to extend the same courtesy when traveling to other schools.
7. Each athlete is responsible for assigned equipment and locker. Any damage to either must be reported to a coach immediately.
8. Only players, coaches, and managers are allowed in the locker room at any time unless there is an emergency. Any unauthorized person in the locker room is to be reported to the coach, athletic director, or principal.
9. Students not participating in a sport or weight program during the current season are to stay out of the locker rooms unless given permission by a coach or the principal.

INSURANCE

Although the school will take precautions to prevent athletic injuries, there is a certain risk involved when one participates in athletic programs. Students and parents should be aware of that risk before a decision is made to participate. If a student chooses to participate in a program and is injured, the school will not assume responsibility for the injury nor for the student's decision to participate. **The**

school district does provide medical insurance for its athletes (secondary to parent insurance). If no insurance is owned, I waive all rights and claims against any employee of USD 511 in case of any injury ordinarily covered by insurance. All insurance claims need to be submitted to the office within a timely manner. These waivers will be kept on file and need to be updated yearly.

TRANSPORTATION POLICY FOR ACTIVITIES AND FIELD TRIPS

All students who participate in any extra-curricular event or field trip that requires school transportation are required to ride on school furnished transportation to and from the event. Any exceptions must be cleared in writing with the sponsor/coach. Students will not be released to ride with another student. A student who does not abide by this policy will not be allowed to participate in that day's event and the next scheduled event.

The student must be aboard school transportation at the designated leave time. A student who is not aboard school transportation at the designated leave time will be left at school. The student will not be allowed to participate in that day's event and the next scheduled event.

GOING TO AWAY ACTIVITIES AND ARRIVING HOME AFTER ACTIVITIES

Students are required to have a written note releasing them to their parents. If the parents write a note releasing the student to ride home with someone other than a family member, that person must be at least 21 years of age. The coaches will also have a form for the parents to sign if they do not have a note. This is very important, as the coaches do not want to leave any students if they are riding the bus.

STUDENT IN GOOD STANDING

A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the students is not in good standing. A student not in good standing will be unable to participate in any extracurricular school activity or field trip, but must participate in all practices unless notified by the coach, sponsor and/or principal.

INDIVIDUAL ELIGIBILITY

The following eligibility policy will be in effect for USD #511 students participating in all extracurricular activities. Academic eligibility is applicable to any activity resulting in public performance, competitive event, or loss of class time.

The eligibility policy will begin following the first two weeks of each semester. On the Monday morning of the third week progress reports will be sent out. If a student has an F in a class they will be put on academic probation for that class for one week. They are still eligible to compete and they have one week to raise their grade. If by the following week they have not raised that class grade to passing they will be ineligible for competition for that week. Eligibility will be figured for each individual class and will run on a semester grade basis, which will be an average of the two nine weeks.

The Kansas State High School Activities Association requires students to pass five subjects of equal weight during their last semester of attendance, or they will be ineligible for any extra-curricular activities the following semester.

USD #511 rules are more stringent. Students who are ineligible must attend practice or go to a study hall as determined by the coach, but may not participate in activities or field trips that extend beyond a given class period.

TEACHER RESPONSIBILITY

1. The classroom teacher will notify the student that he/she has been placed on the delinquent or ineligible list for that class.
2. The delinquent and/or ineligible list is due in the office by 8:00 a.m. Monday.

OFFICE RESPONSIBILITY

1. The office will compile a list of all students who are placed on the delinquent and/or ineligible list.
2. The office will notify the coaches of the student's eligibility status. This information will include:
 - A) Class-teacher
 - B) Delinquent
 - C) Ineligibility
3. A written statement from the athletic director will be given to the student notifying him/her that they are on the delinquent or ineligible list for that class.
4. The office will mail a letter to the student's parents regarding their eligibility.
5. A list of students who are on the delinquent and/or ineligibility list will be given to each teacher.

ATTENDANCE

If you are absent from school on a day we have an athletic contest you must be back to school by 11:00 A.M. in order to participate in that contest. Those athletes who are not back in school by 11:00 A.M. will be left at school. Exceptions to this rule would be a doctor's appointment, funeral or other approved absence. Illness on the day of the contest will not be an exception; students too ill to attend school are too ill to compete.

TEAM RULES AND GUIDELINES

Coaches will give each athlete and the athletic director a copy of the team rules and/or guidelines. Any departure by a coach from these established rules MUST be cleared in advance with the administration. Sudden changes from established rules create problems for athletes, coaches, parents, and administrators. Parents and students are required to sign off on team rules before they will be allowed to participate.

TEAM TRAINING RULES

1. Athletes are not to consume or be in possession of alcoholic beverages, tobacco products, illegal drugs or any other controlled substances. Violations must be confirmed by law enforcement or school staff members. If brought to our attention by an outside source, the AD or coach will try to check and verify the statement.

Penalties

1st offense: The student/athlete will have a choice of the following:

- 3 week suspension from the sport of activity
- Extra conditioning as determined by the coach
- Loss of letter and post season honors

OR

- Check in equipment for that sport or activity

2nd offense: Dismissal from the team

If a student/athlete is found to have lied to a coach, sponsor, or AD when asked about a reported incident they will automatically be dismissed from the team and lose their letter.

2. Un-sportsmanlike Conduct - conference with the coach and possibly the Principal and Athletic Director.
Penalty
Would vary, up to suspension.
3. All other training rules will be determined and enforced at the discretion of the Head Coach. A copy of these rules will be given to each student athlete at the start of the season.

ABSENCES FROM GAMES:

1. Please report absences to the head coach (excused and unexcused) before the absence, and when absent from school that day.
2. One unexcused absence from a game will result in a one game suspension.
An example of this would include homework, family trip, or any other unexcused absence.

STUDENT MANAGERS

The coach should have a detailed list of responsibilities for each manager, and it should be impressed that the position of manager is one of great importance to the success of the team. The coach should not tolerate a manager who does not carry out responsibilities.

COURTESY TIPS

1. Address all coaches as COACH, MISS, and MR. OR MRS.
2. When speaking to an adult, be it a bus driver, or a coach from another school or a meet official, address them as MISS, MR., MRS. or COACH,

PUBLIC RELATIONS

1. **GAMES AND PRACTICES:** Because a coach and team are constantly before the public eye, everything done by the coach and team members are scrutinized. Every action reflects on the reputation of the school and its people. The athletic programs need to be organized, to show discipline, to compete competitively, and to display sportsmanship at all times. Anything a coach can do to improve the image of Attica Public Schools in the public's eye should be done.
2. **PARENTS' MEETINGS:** Coaches may hold a parent meetings, which introduce the coach and the parents and explain the rules affecting the athletes are very important. As much as possible, these meetings should occur prior to the beginning of the season.
3. **FACULTY RELATIONS AND ADMINISTRATIVE RELATIONS:** Relations with the faculty, administration, and other school personnel should be professional and informational. Athletic teams support the work of education in many ways; it is important that all staff members know what is happening in the sports program as often as is possible.
4. **APPEARANCE AND BEHAVIOR**
As representatives of Attica Public Schools, students participating in activities have more opportunities than any other group of students to establish the reputation of our school. This places considerable responsibility on the shoulders of each student participating in these activities. Remember to respect your school and yourself in a manner that will speak highly of you. Misconduct at any school activity may result in that individual receiving in-school suspension, loss of extracurricular privileges and/or dismissal from the team.

LETTERING

Each head coach will determine which members of the squad have EARNED a letter based in part upon the athlete's participation, attitude, honesty, and ability. The student athlete must finish the season in GOOD STANDING, BOTH ACADEMICALLY AND ATHLETICALLY in order to be a candidate for a letter winner. Letters will be awarded at the athletic and activities awards banquet at the end of the school year.

Inappropriate behavior that results in disciplinary action may cause the student athlete to be dismissed from the team and/or not finish the season in good standing. Should either of the above occur, the student athlete will not earn a letter for that sport.

If a student is injured during the season and can not play, the coach may award a letter if they feel the athlete would have earned one if the injury had not occurred. Lettering guideline will be given to participants by the coach before the season starts.

COMPLAINTS

Parents and patrons who have complaints about coaches and/or their coaching strategies shall not confront coaches before, during, or after games, but will make an appointment to discuss their concerns with the coach and the building principal.

'Home of the Bulldogs'

This is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, age, sex or handicap, write immediately to the Secretary of Agriculture, Washington, D.C. 20250. The Kansas State Board of Education does not discriminate. Any questions regarding the Board's compliance with the above should be directed to 120 E. 10th Street, Topeka, KS 66612, or call (913) 296-2424.