

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,
Bill Anderson, Principal

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ACADEMICS

STERLING HIGH SCHOOL FACULTY

Mrs. Cindy Anthony	Music Assistance, Spanish
Mr. Monte Ball.....	Sciences/Athletic Director
Mrs. Jill Rowland	Physical Education
Mr. Larry Brownlee	Instrumental Music
Mrs. Amy Brownlee.....	Librarian
Mr. Clark Comley	Vocal Music
Mrs. Cheryl DeWerff	Counselor/German/French
Mrs. Betsy Dutton	Language Arts
Mr. Ian Anderson	Language Arts
Mr. Todd Vogts.....	Language Arts/Yearbook
Mrs. Cheryl Dewerff.....	Spanish
Mrs. Kyra Horesky	Business/Computer
Mrs. Marilee Kruse	At-Risk/ Reading Specialist
Mrs. Jennifer Mantz	Special Education
Derek Schnieder.....	Art
Mr. Keith Patterson	Technology/Woods
Mrs. Sherilyn McPherson.....	Library Aide
Mrs. Carol Prather	FACS
Mr. Brian Richter	Social Sciences
Ms. Tyson Bauerle	Social Sciences
Mrs. Robin Webb	Mathematics
Mr. Dan Whisler	Sciences
Mr. Wes Laudermilk	Mathematics

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.

SECONDARY SCHOOLS GOALS:

Through involvement with our faculty and staff, the school board, site council, North Central Accreditation, and our students, we have developed two goals for our secondary school. They are as follows:

1. To improve students' reading comprehension skills.
2. To improve students' math problem solving skills.

We have developed specific action plans to meet these goals, with the help of our North Central Accreditation team and our building curriculum and school improvement teams. Copies of the school improvement plan and school profile will be shared with all stakeholders in our school district.

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.

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.

STERLING HIGH SCHOOL GRADUATION REQUIREMENTS

Seniors need 26 credits to graduate, unless special circumstances dictate an alteration to this requirement. The administration will determine what special

circumstances may be. The breakdowns of requirements are as follows:

General Requirements:

English	4 units (including English I, II, III, and AV Production Fundamentals/Media and Public Relations or Debate/Forensics)
Soc. Studies	3 <i>units</i> (including one unit each: World History and American History, and one unit of United States Government/Particular Topics in Economics)
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
Comp. App	1 unit

- ***The principal may waive or alter this sequence for transfer students, or in the case of the communications class, students who score in the advanced range on the Kansas State Assessments.***
- ***Administration reserves the right to place students in academically required classes for graduation based on:***
 - . ***Teacher recommendation***
 - . ***Four year counseling plan***
 - . ***Assessment scores***

VALEDICTORIAN/SALUTATORIAN GUIDLINES

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)

Admission Requirements for Kansas Regent Universities

The Kansas Board of Regents has developed a Pre-College Curriculum that students must meet in order to obtain entrance to any Regents Institution. The five ways of gaining admission are:

Graduation from an accredited Kansas High School AND:

1. Achieve an ACT composite of 21 or above
2. Rank in top 1/3 of graduating class
3. Complete the Qualified Admissions Pre-College curriculum with a 2.0 GPA

4. Apply for the 10% exceptions window
5. Complete 24 credit hours with GPA of 2.0 or better at a community college or non-Regents university.

The pre-college curriculum is:

English	4 <i>units</i> (one must be taken each year of high school)
Social Science	3 <i>units</i> (US History, ½ year of US Government, ½ from World History, Geography, Economics, or Psychology)
Mathematics	3 <i>units</i> (Algebra I, Geometry and Algebra II- <u>Must be taken at high school</u>)
Science	3 <i>units</i> (Biology, Chemistry, Anatomy & Physiology, and/or Physics)
Computer Tech	1 <i>unit</i>

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 transcript are at the discretion of the school district.**

Credit Recovery

Course credit will be a part of a student's schedule only as assigned by administration for credit recovery. Summer classes are for credit recovery 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, Cheryl DeWerff, during each year. The conference will assist all parties in measuring the student's academic growth and creating an individual educational plan for the student's 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/Teacher Conferences

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. Late students will be recorded by the instructor on their hourly computer reports.
2. Students late because of a valid school excuse must enter class with an excuse issued in the office or by another teacher.

3. Being over 15 minutes late to class will count as an absence for the student.
4. Students with three tardies in any one class during a semester will be reported to the office and have the following consequences.
 - Tardies 3-4 30-minute detention with individual teacher
 - Tardies 5 + Conference with principal, teacher, student, and parent; a Student Improvement Plan will be written; and each tardy over four will result in one discipline point

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 10 minutes of class has elapsed, shall be considered tardy. After 10 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 two weeks 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.

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. A note or phone call to the office must be received prior to a blue slip being given to the student.
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. The Student Council oversees the vending machines.

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. This policy also applies to indoor school sponsored events, and at away games.

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.
8. Dress, grooming habits, and appearance become a responsibility of the principal when they interfere with the educational atmosphere. Obscene or indecent articles of clothing will be replaced, with discipline points assigned.
9. All visitors to the school building or grounds must be admitted through the office.

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: *No detention time unless with teacher or teacher's designee:*

- Inappropriate clothing
- 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)
- 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.

In-School Suspension (ISS) will be served in the school building, but separated from the student body. Students will not eat lunch with the student body and will be given restroom breaks throughout the day. They will be given their assignments for the time they are in suspension. Homework must be handed in on the next day of class to receive full credit. Students are not allowed to listen to music or take food into ISS.

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.

Sterling High School students are encouraged to practice our Bear Necessities; “above the line” behaviors are encouraged and “below the line” behaviors are discouraged.

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 manner 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 “Alert Now” 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.

TELEPHONE USE/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)

RETURNED CHECK POLICY

A \$5.00 processing fee will be charged for all returned checks. Should we receive three returned checks in one school year from the same family, the family shall be placed on a “cash only” basis for the remainder of the year and until all outstanding fees are collected.

WHERE TO CALL FOR INFORMATION

Sterling Jr. High278-3646
Bill Anderson, Principal
McKenzie Flickinger, Secretary

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

U.S.D. #376 Office278-3621
Fred Dierksen, Superintendent