

**2022-2023
ULYSSES HIGH SCHOOL**

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School Song

Far away from other cities and the busy towns
Stands our noble little high school
Looks she proudly down.
Lift the chorus, speed it onward
The orange and the black,
Hail to thee most noble high school
No honor shall she lack.
Razzle, dazzle never frazzle
Not a thread but wool
Altogether, altogether
That's the way we pull
Ulysses High School!

Fight Song

On you tigers, on you tigers
Fight for victory
We're the best team, there's no other
And we all agree
Fight! Fight! Fight!
On you tigers, on you tigers
Fight on for your fame
Fight tigers, fight, fight, fight
We'll win this game.

**The mission of Ulysses High School
is to prepare life-long learners to be responsible, adaptable
and productive members of society.**

WELCOME

On behalf of the school administration & faculty, we wish to welcome you to the start of the new school year. As the school term gets underway, it is our desire that your high school experience be positive and educationally challenging. Each day that you cross the Earn Your Stripes Line, it should serve as a reminder that your success is proportional to the effort and self-discipline you put forth. Do not be overcome by high expectations, look at them as an opportunity to rise up and achieve. Strive in every way to be the absolute best that you can be. Make every day a great EYS Day!!!

We share the philosophy that we are in the "kid" business. We are here because of you, and, to that end, we will assist you with any needs that may arise. You need to understand that with any school it is essential that specific guidelines be in place and be followed. That is the purpose of this handbook. Both you and your parents should take the opportunity to read through these pages and gain a greater understanding of the expectations of this school. Here at UHS, we closely follow our Mission Statement: "...to prepare lifelong learners to be responsible, adaptable and productive members of society". Keep this as your focus throughout the school term, and you will be successful.

We look forward to this being a promising year. Many challenges await each of you, and the time to begin conquering them is NOW. Put your best foot forward on the first day of classes, and keep the momentum going until the end of the school term. With mutual respect and cooperation, we can succeed together. One final reminder: our door is always open, and we stand ready and willing to assist you at any time. Good luck with the opportunities that await you for the school term and make the most of them.

Sincerely,
UHS Administration

FOREWARD

The purpose of this publication is to give you an opportunity to have valuable information regarding school guidelines, policies, procedures and activities at Ulysses High School. If you will take the time to study this booklet and become acquainted with its contents, many of your questions will be answered. Much preparation by the school staff and by the school administration assures the hopes of having a good school year. Through united efforts, as students and teachers exchange ideas and carry out proposed courses of study, each person involved will experience a growth process; thus making better choices in accordance with his/her desires and abilities.

Our purpose is to equip students with the skills and the attitude that will help them to be effective members of our democratic society. Self-discipline toward a desired goal, whether in group or in individual objectives, is a mark of maturity. The learning and reinforcing of this process requires

cooperative interaction among students, parents, teachers, the administration, and the community. As students, it should be recognized that informed and knowledgeable people, working in their respective positions as professionals, have cultivated ideas that foster improvements of our total school program and your educational training.

The school is a reflection of the community in its support and in its projection to other communities. Parents and patrons of our community are encouraged to visit their school and should feel free to discuss school-related issues with the administration at any time.

The information on the following pages will acquaint you with the rules and regulations necessary to maintain an atmosphere conducive to learning at our school. Know what is required of you, listen, ask questions, and make your contribution so that this year will be a successful one.

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SCHEDULE-- SEVEN PERIOD DAY

The school year will consist of seven instructional periods of 52 min each, 4 min passing periods, and a 23 min daily Seminar period.

Regular Bell Schedule

Monday/Wednesday/Friday

1st Hour	8:00 – 8:56
Breakfast	8:56 – 9:08
2nd Hour	9:08 – 10:04
3rd Hour	10:08 – 11:04
4th Hour	11:08 – 12:04
First Lunch	12:04 – 12:30
5th Hr for 1st lunch	12:34 – 1:30
5th Hr for 2nd lunch	12:08 – 1:04
Second Lunch	1:04 – 1:30
6th Hour	1:34 – 2:30
7th Hour	2:34 – 3:30

Tuesday/Thursday

1st Hour	8:00 – 8:51
Breakfast	8:51 – 9:03
2nd Hour	9:03 – 9:54
3rd Hour	9:58 – 10:49
4th Hour	10:53 – 11:44
First Lunch	11:44 – 12:10
5th Hr for 1st lunch	12:14 – 1:05
5th Hr for 2nd lunch	11:48 – 12:39
Second Lunch	12:39 – 1:05
6th Hour	1:09 – 2:00
Seminar	2:04 – 2:35
7th Hour	2:39 – 3:30

Schedule Modified for Early Release
School day 8:00– 2:18pm

Students eat lunch according to their 6th hour teacher

1st Hour	8:00 – 8:46
Breakfast	8:46 – 8:58
2nd Hour	8:58 – 9:44
3rd Hour	9:48 – 10:34
4th Hour	10:38 – 11:24
5th Hour	11:28 – 12:14
First Lunch	12:14 – 12:40
6 th Hr for 1 st lunch	12:44 – 1:30
6 th Hr for 2 nd lunch	12:18 – 1:04
Second Lunch	1:04 – 1:30
7 th Hour	1:34 – 2:18

ATTENDANCE

Students are expected to attend ALL scheduled classes unless arrangements are made by their parent/guardian with the principal. Student absences may be excused by a personal visit or a phone conversation (620-356-1380) to the attendance office by their parent/guardian. **Notes will not be accepted to excuse absences for any reason.** When the Attendance Office is not contacted by phone or personal visit within 48 hours following an absence, the absence will be unexcused. The status of phone calls received after the designated time limit will be decided by administration. The attendance office should be notified between 7:30 a.m. and 4:30 p.m. each day of an absence. Note: students are expected to leave the high school building by 4:30 pm unless directly supervised by a teacher or coach.

Prearranged Absences: Parents/guardians should make arrangements with the attendance office (620-356-1380) if they are aware that their child must be absent (Example: Doctor Appointment). Prearrangement will expedite the student's dismissal from school when needed and will help the attendance office maintain accurate attendance records. All students leaving or returning to the building during the school day must check in with the office. Failure to do so may result in disciplinary action. Parents/Guardians are encouraged to make appointments outside school time or when a minimum amount of school time will be missed. Students will normally receive the number of days of school missed plus one to make up work missed during an absence. Students who have prearranged absences should make up their work prior to the absence or make arrangements with each teacher. It is the student's responsibility to obtain and complete make-up work. Any student who is absent 10% or more of a given semester will receive a chronic absence letter. Any future absences without a doctor's note or prior approval from administration will be considered unexcused. Students who are absent without being excused in the attendance office will be considered unexcused. The names of students

who have excessive unexcused absences and are under the age of eighteen will be reported to law enforcement in accordance with the Compulsory Attendance Law. **Students will be required to make up their time and school work for unexcused absences.** The final determination for the excused status of an absence will be decided by the Assistant Principal.

College/Military visits: Seniors will be allowed 2 days of college/military visit time and juniors will be allowed 1 day (will not count as an absence) during the school year for post-secondary campus visits. All documentation and procedures for these visits must be completed within one week of the visit and returned to the attendance secretary – contact the Guidance Office for full details. Any additional college visits will be counted as excused absences as long as a parent calls the office.

Examples of Excused Absence: (1) Illness/death in family; (2) Severe weather; (3) Prearranged and Assistant Principal approved absence with parent confirmation of absence on that day; (4) Medical/dental appointments. Absences require parental/guardian contact with the attendance office. .

Example of Unexcused Absence: (1) Any absence when no contact has been made by the parent within the day(s) of absence; (2) Oversleeping/missing bus; (3) Any reason not listed in excused absences above. This list is not all-inclusive.

If a student has unexcused absences for all or a significant part of three consecutive school days, five school days in a semester, or seven school days in a school year, the child will be considered truant. Notice of this status will be sent to the student's parent or guardian. Continued unexcused absences will result in district staff notifying the proper authorities in accordance with K.S.A. 72-1113, as amended. Unless otherwise specified in this handbook, if a student missed two or more hours of the school day, this shall be considered a significant part of the day.

Final Exemption Policy:

Students can be exempted from their final in a class with the following combination of grades and attendance:

- Semester grade of an A with 5 or fewer excused absences
- Semester grade of a B with 4 or fewer excused absences
- Semester grade of a C with 3 or fewer excused absences
 - o Students must not have more than 4 missing assignments in any class or they will have to take a final in that class.

Students must take all finals if any of the following occur in a given semester (even if they meet the attendance and grade requirements above):

- They are assigned ISS or OSS during that semester
- They accumulate 7 or more tardies combined from all their classes during that semester

- They have any unexcused absences during that semester

TARDIES

Students will be allowed to become familiar with their schedule and room assignments. After the adjustment period, students will be held accountable for their tardies. A Tardy is defined as not being in the classroom when the tardy bell rings. For every tardy accumulated, students will receive a minimum of a 15 minute detention after school with the teacher **5 tardies** of any type, excused or unexcused, **coming back from** lunch will result in the loss of the privilege of the open lunch for a period of one week. Additional tardies accumulating to a total of **7** will result in the complete loss of the open lunch privilege for the remainder of the semester.

Students absent for more than 15 minutes of class will be marked absent for that class. Students must obtain an admit slip from the office to return to class if they are late or come back from an appointment. **Students who are persistently tardy could be declared not in good standing and be ineligible for school activities.**

CODE OF CONDUCT—STUDENT EXPECTATIONS

The following information outlines the high, clear, and fair expectations for our community of learners at Ulysses High School. Examples are given for each expectation; however, this is not intended to be a complete list.

1. **EMPATHY**

Be understanding of others and what others are feeling....

Demonstrate consideration of others at all times and seek reconciliation in conflict in school, work or community activities.

- a. Listen to others thoughts and ideas
- b. Respect the ideas, feelings, experiences, and wants of others
- c. Communicate respectful language with regard to race, gender, disabilities, & differences
- d. Respect the cultural and religious differences of others

2. **COOPERATION**

Be a team player....

Model positive behavior and communication, which reflects cooperation with all members of the school, college, and work community, in order to realize opportunities for academic and personal growth.

- a. Use positive communication and teamwork
- b. Exhibit a positive, cooperative attitude about school and learning
- c. Show good sportsmanship and teamwork
- d. Play by the rules

3. **RESPECT**

Show genuine regard for the worth of people, including yourself....

Model positive behavior and language, which reflects cooperation with all members of the school community, in order to realize opportunities for academic and personal growth.

- a. Exhibit a positive, cooperative attitude about school and learning
- b. Avoid using profane and obscene language and gestures
- c. Initiate leadership by being a peer mediator in bullying or aggressive situations
- d. Don't threaten, hit, or hurt anyone

4. **PATIENCE**

Practice self-control...

Learn how to solve problems logically, rather than acting out of impulse.

- a. Be flexible and adaptive to change
- b. Promote a supportive and safe learning community
- c. Take turns and share
- d. Engage in appropriate, non-impulsive and/or non-aggressive behaviors

5. **PERSEVERANCE**

Stick with it...

Be diligent with inner strength and determination to pursue academic and professional goals.

- a. Build academic strengths
- b. Understand the process and benefits of setting goals
- c. Work with teachers and counselors to create career and college goals
- d. Take initiative to monitor and be responsible for your own academic progress

6. **RESPONSIBILITY**

Be accountable...

Demonstrate accountability and dependability within oneself.

- a. Be at school or work on time everyday
- b. Take responsibility for what you do by accepting consequences
- c. Make up all missed work as required
- d. Complete and turn assignments in on time and do your own work (do not plagiarize)

7. **COMPASSION**

Genuinely concerned for the welfare of others....

Demonstrate empathy by willingly taking action to help those in need through acts of kindness and caring for those in our school and community.

- a. "Bring out the best in people"
- b. Help a person or people who are going through difficult times
- c. Be kind
- d. Be sensitive and respectful to your peers

8. **COURAGE**

Be brave.....

Demonstrate determination and confidence by facing your fears.

- a. Engage in a new academic or service learning experience
- b. Utilize mistakes as learning opportunities
- c. Walk away from a fight
- d. Do not give into negative peer pressure

9. **INTEGRITY**

Do what is right...

Stand up for your beliefs by modeling qualities such as honesty and consistency of character.

- a. Tell the truth and be honest
- b. Courageously stand for what is right and wrong: "Do the Right Thing"
- c. Be consistent in your character
- d. Promote justice and strive for fairness

10. **GRATITUDE**

Be thankful...

- a. Give a genuine, verbal or written compliment
- b. Recognize benefits we receive through teamwork
- c. Acknowledge others for helping in a big or small way
- d. Favorable notice of an act or achievement

11. **AMBITION**

Earnest desire for achievement or distinction...

Create a goal that guides action.

- a. Be highly motivated and go above and beyond what is asked of you
- b. Graduate high school & college and be career ready
- c. Aspire for leadership opportunities by being involved in the school and the community
- d. Constant in effort to accomplish academic or personal goals by steady, earnest & energetic effort

12. **CITIZENSHIP**

Dedicate yourself to educational purposes and requirements....

Take charge of actions and education, while abiding by established school rules, regulations, and the laws of the community, state, and nation.

- a. Demonstrate knowledge and understanding of the Student Code of Conduct
- b. Comply with proper bus procedures
- c. Apply learned knowledge and skills to be work ready
- d. Display personal peace and harmony to ward others to establish mutual respect

STUDENT RESPONSIBILITIES

It is important that students take an active role in monitoring their own behavior and model appropriate behavior for their fellow students. In order to accomplish this, students must:

1. Be a learner and develop good study habits
2. Know and practice the Student Code of Conduct expectations

3. Follow the conduct expectations and know the consequences for the offenses
4. Be responsible
5. Set goals for improvement, in both academics and behavior—"Achieve results that matter"
6. Accept feedback and accept the consequences and/or interventions from parents and/or district staff
7. Seek positive resolution to problems encountered in daily living and handle confrontations non-violently
8. Cooperate with and support classroom teachers and staff. Maintain regular communication with teachers regarding your schoolwork and behavior
9. Choose excellence
10. Do the right thing

In order for our students to maximize the opportunities provided through public education, everyone shares in the collective responsibility of promoting and modeling behavior that provides an environment in which all students will have the opportunity to learn.

LEVELS OF BEHAVIOR OUTSIDE THE CODE OF CONDUCT

We expect our students to respect class time, themselves, others and property. It is our basic philosophy that any variations in personal behavior, which disrupt or interfere with normal class procedures, have no place in the school. School expectations are written under the "reasonable person" concept which means that any reasonable student, parent, or teacher would probably agree with the expectation. It is important for the school (and home) to provide a basic, reasonable, well-defined, firm structure for conduct that affords the student security, yet allows for individuality, exploration, and growth. The types of consequences for inappropriate behavior are usually based on inconvenience to the student, and the degree of consequence is usually based on the needs of the student. An attempt is made to show students that it is more convenient to behave appropriately, and that inappropriate behavior will certainly result in an inconvenient consequence. Different situations require different degrees of consequences. Awareness of logical consequences is a mature reason for appropriate behavior and is one goal of Ulysses High School.

Below are the four levels of behavior that can be exhibited and how they will be handled.

Level 1 Offenses include a wide range of behaviors which disrupt the learning environment, but are normally not severe enough to need a referral to administration. The classroom teacher is the first level of intervention to correct Level 1 behaviors. In most cases, intervention strategies used by the teacher will be sufficient to bring the student's behavior to an acceptable level.

Examples of Level 1 Offenses include, but are not limited to: talking in class, being off task, tardiness, disrupting other students, etc.

Level 2 Offenses include behaviors that tend to disrupt the learning environment in a more serious nature, and are not reflective of the high expectations set for students. A Level 2 offense may warrant an office referral. Consequences in Level 2 include interventions up to and including short-term suspension.

Examples of Level 2 Offenses include by are not limited to: cheating, disobeying or disrespecting staff, skipping classes, stealing, misuse of school equipment or technology, vandalism, etc.

When a student engages in behaviors listed in Level 1 or 2, the administration shall have the full range of interventions and consequences listed in Level 1 or 2 available to address the behavior. Consideration will be given as to whether a violation constitutes an example of repeated misbehavior, or seriously disrupts or threatens the school security and order.

Level 3 Offenses include behaviors that may seriously jeopardize school order and security. School officials will treat these behaviors very seriously. Accordingly, the consequences in Level 3 include interventions up to and including expulsion and the involvement of law enforcement.

Examples of Level 3 Offenses include by are not limited to: alcohol/drug use or possession, fighting, bullying, violent or grossly defiant/disrespectful behavior, gang related activity, etc.

Level 4 Offenses include behaviors that seriously jeopardize school order and security. The majority of these behaviors are criminal acts. The establishment of interventions is not required when the offense falls under Level 4. However, a plan must be initiated before the student returns from suspension so that strategies can be implemented immediately upon the student's return to school.

Examples of Level 4 Offenses include by are not limited to: arson, sexual assault, use of weapons, possession of a firearm at school, etc.

POSSIBLE CONSEQUENCES FOR MISCONDUCT

Consequences for misconduct will be appropriate for the policy violation by the student. A teacher or the administration will not subject students to arbitrary and capricious punishment. There will be a logical progression of consequence for misconduct; however, the administration has the freedom to select consequences, which are appropriate for the misconduct. The administration will maintain accurate records of disciplinary actions, which will be available to parents during parent-administrator conference, or by appointment. The following list is not all-inclusive, nor is any consequence proponent to another.

1. **Reprimand:** Student informed of misconduct and requested to discontinue the action or comment.

2. **Teacher/Student Conference:** Teacher and student discuss appropriate student conduct, ways to prevent further incidents, and an explanation of consequences in private.
3. **Detention:** Student must report to an assigned room for a detention period. Teachers are encouraged to have a conference with the student at that time.
4. **Parent Contact:** Teacher or principal contacts the parent to discuss appropriate student conduct and consequences if the actions or comments continue. This may be by phone or in person.
5. **Principal Conference:** Principal discusses incident with student, documents incident, and makes parent contact.
6. **In-School Suspension:** Student is isolated for the entire school day in the school building. They have no contact with other students.
7. **Parent Contact Suspension:** Student is removed from the school building and all activities until parent has personal conference with the administration.
8. **Short Term Suspension (OSS):** Student is removed from the school building and activities for up to ten days.
9. **Long-Term Suspension:** Student removed from school building and all activities for not less than ten days, but no longer than the end of the semester.
10. **Expulsion:** Student removed from school building and all activities for the remainder of the school year.
11. **Loss of Privilege:** Student loses privileges such as **parking on school property and open lunch.**
12. **Counseling Services:** The guidance/counseling services will be included as a means for modifying student behavior when appropriate.
13. **Police Involvement:** Law Enforcement may become involved as deemed appropriate by the building administrator.
14. **Restitution:** Students may be required to replace or pay for damages caused.
15. **Natural Consequences:** Students may be required to repair/clean-up damage for which they are responsible.

***Note:** A student assigned to ISS will be considered "**Not in good standing**". A student assigned to OSS will be considered "**NOT in good standing**".

ALCOHOL/DRUGS/TOBACCO/Vaping devices

Students possessing or under the influence of alcohol or illegal drugs on school grounds will be given 5 days ISS and be required to complete and pass a course on the dangers of alcohol/drugs. Students in possession or use of tobacco products will be given 3 days ISS and be required to complete and pass a course on dangers of tobacco. Students in possession or in use of JUULs, vape pens, electronic cigarettes, or other similar devices will receive 3 days ISS and be required to complete and pass a course on the dangers of vaping and the device will be confiscated.

Additional penalties, including OSS will be given based on the severity of the infraction and to those students who are repeat offenders of these policies.

DANCES AND OTHER SCHOOL ACTIVITIES

1. Student behavior at all activities is governed by the discipline policies specified in this handbook. This applies to activities both in and out of town. Students who transport themselves to out-of-town activities must adhere to all policies outlined in this handbook and are subject to disciplinary action for any violation.
2. No outside guests will be permitted at a dance without a guest authorization slip. This permit form should be properly completed and turned into the office by the designated time. The same requirements and regulations apply to guests, as well as students, and students will be held responsible for the actions of their outside guests.
3. The door will be open for admittance fifteen (15) minutes prior to the scheduled starting time to thirty (30) minutes after scheduled starting time. Absolutely no admittance will be allowed after this time, and the doors will be locked. The only possible exception to this rule is that students involved in school activities and their dates may be admitted if unavoidably detained (such as overtime game, detained in the locker room by coach, etc.). This must be prearranged with the principal when possible.
4. Students will be required to show their student IDs at the door for admittance to all dances.
5. Anyone desiring to leave the dance may do so at any time. However, the student or guest will not be re-admitted for any reason once he/she leaves. There will be no breaks or intermissions whereby students may leave the building and return. No smoking will be allowed in the building, on school grounds, or on the premises of the dance.
6. An administrator or duly appointed teacher will be assigned to supervise each dance. Student Council is responsible for securing at least six (6) sets of parents to assist with the sponsorship. Sponsors are to be secured at least one full week prior to the dance.
7. The dance may be terminated at any time during the evening if the administrator or duly appointed teacher feels such action is warranted.
8. The student grooming policy as stated in this publication will be adhered to.
9. Any student involved in any form of disturbance including (but not limited to): fighting; drug or alcohol consumption or being under the influence thereof; or lewd, offensive, or dangerous dancing (such as mosh pitting) will have his/her parents/guardians notified and asked to take the student home. Local law enforcement agencies may be involved in suspected illegal activities. In the situation involving a minor disturbance and an inability to locate parents, the student will be asked to leave the buildings and grounds. If a student appears to be under the influence of alcohol or drugs and parents cannot be reached, such student shall not be allowed to drive home but may be transported by a staff member. **Any student asked to leave an activity will not be allowed to attend any future dances or activities for the remainder of the school year.** (No Inappropriate Dancing)
10. Students who are ineligible academically or owe school fees may not attend **Prom**.
11. All students are expected to behave courteously, with dignity, and demonstrate good sportsmanship at all activities. Failure to do so may

result in losing the privilege of attending UHS activities both in and out of town.

DETENTIONS

Any teacher may assign a student to detention. That teacher will determine where and how long the detention will be. Students will be given 3 opportunities to serve the assigned detention (Example: after school, the next morning, or the next day after school). Failure to serve assigned detentions within the allotted time will result in an office referral. The student has the responsibility of informing the parent/guardian and making all necessary arrangements.

GRADING

To help understand the grading systems, the teacher will provide their grading procedures and distribute them to each student for all classes in the student schedule. A list of teacher expectations will also be provided for each class. Both items will be addressed and explained during the first day(s) of school. Students are asked to become well acquainted with this document and keep it for future reference. We are convinced there is a direct correlation between attendance, attitude, and effort as it relates to achievement. **Any student who attends regularly, displays a willingness to learn, and demonstrates effort most likely WILL NOT FAIL.**

Some classes, by their nature, may require a special commitment on the part of students who enroll in them. Therefore, some teachers may require students to perform some of their class duties outside the school day. Examples include band performances, music concerts, finishing shop projects, yearbook, etc. These requirements may influence the grade given for those classes. Furthermore, these requirements may or may not be outlined in the general policies of the building policy (or district policy) handbooks. Teachers should make sure that all students are made aware of possible requirements before committing to final enrollment in the class.

HANDS OFF POLICY

The "Hands Off" policy for the students will be enforced at Ulysses High School. "Hands-Off" includes any display of affection that goes beyond handholding in school, on or in school property, and at school sponsored activities, programs, and events. Teachers will warn students and report those warnings to the office. The second warning may result in a conference between the parent, student, and administrator.

HONOR ROLL

The honor roll is published at the end of each semester. Classes taken outside the regular school day may, at the student's request, be applied towards their UHS cumulative GPA. Students qualify for the honor roll on the basis of the following grade point averages:

Principal's Honor Roll	4.0
Honor Roll	3.4 – 3.99

Honorable Mention 3.0 – 3.39

SENIOR HONORS

At commencement exercises each year, graduating seniors will be recognized for academic achievement as follows:

High Honors 3.90 – 4.0 Honors 3.70 – 3.89

LEO J. ECK EFFORT AWARD

Students receive an effort grade for each class that they take while in high school. 1 effort grade stands for an outstanding effort; 2 stands for an average effort, and 3 stands for a below average effort. This is a very competitive award for the students. We will identify the effort factor as follows:

1. Indicates the student has displayed a great deal of effort in the class in every way.
2. Indicates that the student has displayed an average amount of effort in that class, doing all or most assignments with concern for proper results.
3. Indicates that the student has done little, if any, work for that class and has done few, if any, assignments.

Several factors reflect effort such as: Comes to class with the necessary materials, does his/her work when independent work is required, meets established deadlines, participates in class activities and discussion, uses study time effectively. Grade reports are given during the week following the end of the nine-week period. Parents are asked to pick up student grade cards after the first and third nine-week periods. Mid-quarter reports are mailed to parents at approximately the midpoint of each nine-week grading period. They could be sent at any time during the grading period to inform parents of the students' work habits. These reports may identify students working below their level of capability or who are failing. This gives the students and parents/guardians an opportunity to take necessary corrective steps before the end of the grading period.

LUNCH ROOM PROCEDURES AND FEES (Subject to B.O.E. Change)

Ninth, tenth, and eleventh grade students will have a closed lunch and shall be required to eat at school. Ninth, tenth, and eleventh grade students may only leave campus during lunch if a parent comes to the office to sign them out. Students with dietary restrictions should communicate with the office and specialty lunches will be prepared to meet their individual needs. Students may bring sack lunches from home.

For senior students who leave school for lunch:

1. Refrain from driving in the area of elementary schools where small children are pedestrians.
2. Observe courteous and cautious driving habits.
3. An excused tardy from lunch will be determined on an individual basis.
4. Excessive Tardies: **5** from lunch of any type, excused or unexcused will result in the loss of the privilege of the open lunch for a period of one week.

Additional tardies accumulating to a total of **7** will result in the complete loss of the open lunch privilege for the remainder of the semester.

5. Refrain from littering as you return from lunch.

Students who eat lunch at the school cafeteria are reminded:

1. Money may be added to your Power School Lunch account any time. Lunches cost TBD and will be set by district/BOE. Extra milk may be purchased on a daily basis with cost set by district/BOE.
2. If a student's lunch balance falls below -\$30.00, the student will not be allowed to continue to charge lunches if it will increase the amount owed.
3. Replacement ID cards for lunch cost \$5.00 for the card.
4. No food is to be taken from the Commons during lunch, except for LRD.
5. Students must learn that the lunchroom is theirs and should be respected in the same manner as they respect their homes. Students are expected to conduct themselves properly in the lunchroom at all times. Deviations from expected behavior will result in the loss of the privilege to eat at the school cafeteria.

MEDICATION

If a student is using over the counter medications such as Tylenol, Ibuprofen, or Aleve, they may be responsible for their own medication in school when their parent/guardian signs a medication administration form through the school nurse office. Prescription medications require this form to be completed by a doctor and parent/guardian. The medication should then be brought to school in the prescription bottle with date, name, medication name, dose, time to be taken, and duration of time that it is to be taken. If the parent/guardian feels a student is not capable of self-administration, they should contact the school nurse for other arrangements. Due to possible medical complications, students should not share their medication with other students. The school cannot dispense any medication without parent/guardian permission.

SUSPENSION (IN-SCHOOL)

Any student who appears to require a high degree of supervision and structure in order to be encouraged to improve his/her functioning in school will be assigned to In-School Suspension under direct supervision of a staff member for the purpose of completing regular classroom assignments. The atmosphere within the In-School Suspension Room will be purposely austere. When possible, parents/guardians will be notified concerning In-School Suspension. Students assigned to ISS will be counted absent from classes, but present at school. Any assignment due the day of an ISS must be turned in at the end of that school day or no credit will be given.

SUSPENSION (OUT-OF-SCHOOL)

Some infractions of school expectations or excessive repetition of infractions will result in the student being suspended from school for up to 90 school days. Telephone contact and/or a letter will notify parents/guardians. A parent/guardian conference will be required before the student is allowed to return to school. Students assigned to OSS are

considered "NOT in good standing". Any assignments due while a student is assigned OSS must be turned in by the morning after the student returns to school or no credit will be given.

EXPULSION

Severe, inherently dangerous, or repeated misconduct may result in expulsion from school. Expulsion is authorized under state law to last generally between 90 to 186 school days. However, particular weapon violations at school require a one calendar year expulsion under state and federal law.

LOCKERS

A locker is available for use by any student upon request. Students will retain the same locker during their tenure at UHS. **All students are expected to keep their lockers secure and locked at all times.** All lockers are equipped with combination locks. We encourage students to not share their locker combination with others. We encourage students to keep valuables at home and carry only enough money for lunch and emergencies. Ulysses High School is not responsible for lost or stolen articles. Student lockers remain the property of USD 214, and are subject to search at any time by district staff. Students have no expectation of privacy in articles remaining within school lockers.

VISITORS

All visitors must check in through the office. Student visitors are not allowed at Ulysses High School except when it is an organized activity such as Student Council exchange. **Exception to this rule is a 24 hour advance approval by administration or extracurricular activities open to the public.**

STUDENT SERVICES

The guidance offices are located adjacent to the main office & in the library. The counselors are there to help and serve students in the following ways:

1. To assist in learning the answers to questions students may have, talk about anything that will help students get along in school, and help think through their problems.
2. To help students understand their abilities and interests as shown by the results of aptitude tests, interest inventories, and achievement tests along with other information students know about themselves.
3. To give students information which will help them plan their school career and make other future plans, such as information about high school courses, different jobs, colleges, and trade or business schools.

The counselor, the students, a teacher, or a parent may initiate counseling appointments. If a counselor wishes to see a student, arrangements should be made with the teacher at the beginning of the class period. Such requests should consider an appointment time which will prevent the loss of class time. Teachers are not obligated to release the students if tests or other work cannot be made up. The teacher is obligated

to notify the counselor as soon as possible so other arrangements can be made. Students who wish to see the counselor may do so by scheduling an appointment through the counselor's office. This request should be made during the student's free time. Teachers who believe a student has a particular need or problem may refer that student to a counselor and make the necessary arrangement for a time. Parents may call to make an appointment with the counselor at a convenient time for both parties.

HEALTH SERVICES

Health services for students will be provided on an as needed basis. Students who get sick while in school need to report to the office. The general rule will be followed that "if you are too sick to be in class, you are too sick to be in school". If the student is being sent home, parents or emergency contacts will be notified first. **STUDENTS WHO ARE ILL ARE NOT TO LEAVE THE BUILDING WITHOUT PERMISSION. FAILURE TO FOLLOW THIS POLICY WILL RESULT IN DISCIPLINARY ACTION.**

Minor injuries will be treated at school. Students who become ill at school will be allowed to go home only if there is a responsible person there. Parents should provide two emergency contacts with phone numbers for a child who becomes sick and the parent is not available. **Students who are sent home ill should be picked up by a parent or emergency contact within 30 minutes.**

USD #214 Board Policy states the school will send a child home if he/she is running a temperature of 100.4° or above, diarrhea and/or has been vomiting . The student is not to return to school until he/she is temperature, diarrhea, and vomit free for 24 hours without medication. **When there is an increase of communicable diseases or illnesses in the community, the fever policy may be subject to change by the discretion of the Superintendent and School Nurse.**

School policy states that school personnel may not administer any prescription medication without the written authorization of the physician AND the parent. Over-the-counter medication may be given with parent's written consent only. Medications brought to school must be in the original container, properly labeled with medication name and student's name, and proper authorizations. **All medication must be stored in the school nurse office with the exception of inhalers and/or epinephrine pens.** Inhalers may be carried by the student with the physician's signed consent. In certain circumstances and with school nurse and principal approval, Epinephrine pens may also be

carried by the student. Medications can only be administered by the school nurse or designated personnel.

Students who feel ill or have some other reason to see the school nurse may do so with teacher permission. Arrangements for calling the school nurse should be made with the secretary in the office.

Head lice is very often a problem with school children. A student with head lice may remain in school for the day, but will be excluded the next day until treatment has been initiated. After treatment and all live lice are removed the child will be permitted to return to school. Both over the counter and prescription medications are available for head lice treatment.

Students may be excused from physical activity (recess, PE) with written permission from the school nurse or a doctor.

USD #214 will refer to the Kansas Classroom Handbook of Communicable Diseases for exclusion of infectious and communicable diseases.

ASSEMBLIES

Rules of conduct for assemblies:

1. Applause is the only way for an audience to express its appreciation.
2. Booing, hooting, groaning, whistling, etc. are not acceptable forms of conduct - they are rude and crude.
3. All students should be as quiet as possible while entering the gymnasium.
4. All students should keep their feet on the bleacher deck during the assembly.
5. Throwing objects is never an acceptable form of behavior.
6. Failure to comply with these rules will result in loss of assembly privileges.

DRESS CODE

Ulysses High School students will dress in a way that shows pride in themselves and in the student body. The style of dress should be appropriate for a good school atmosphere, without being distracting or contributing to possible injury. Good grooming habits and personal cleanliness are to be emphasized. **The student's dress will not display advertisement for alcoholic beverages, illegal drugs, tobacco products, evidence of obscenity, indecent or immoral appearance, and must adhere to the school district's policy as defined below.** If a student's dress or appearance is a distraction to the educational climate of

the classroom or school, the school will assume its delegated authority to protect its intended purpose as an educational institution.

Students representing Ulysses High School in an elective activity, apart from the required school program, will be expected to adhere to the dress code developed by the sponsors and approved by the building principal for such an activity.

Generally speaking, students are to wear clothes appropriate for school. Students sent to the office for inappropriate attire can be given an unexcused tardy or absence depending on the time it takes to correct the problem.

Examples of inappropriate attire are listed below. This list is not all inclusive. It is, however, a guideline for students' dress. In questionable cases, final determination on appropriateness will be made by administration.

1. Swimwear
2. Hats/caps/hoods up – first violation will result in the loss of the item for the remainder of the day.
3. Mesh/translucent (see-through), or revealing attire
4. Bare midriff attire, off the shoulder, or strapless tops.
5. Sunglasses
6. Tank top, un-hemmed or sleeveless shirts that are too revealing by showing too much underarm, chest or back.
7. Un-hemmed shorts, cut offs, and "short" shorts that are too revealing are unacceptable. Lycra shorts may be worn but only when accompanied by outer shorts or garments. They may not be worn as the only garment.
8. Sagging: students are not allowed to sag their pants in any USD #214 school building, on or in school property, or at any school events. Pants must be worn at the hips or above and must stay up without the aid of a belt or must be worn with a belt.
9. Any clothing/paraphernalia considered to be gang-related

Violators of the described dress code may be subject to the following consequences and/or have parents called.

1. After school detention
2. Lunch room detention
3. In-school suspension
4. Out of school suspension

USD #214 POLICY ON GANG ACTIVITY

Gang activity of any kind will not be tolerated within USD #214. The purpose of this policy is to provide for the safety and welfare of all students and staff and to maintain effective security within all school buildings, on and in school property, and at all school events. A "gang" shall be defined for this policy as any group of two or more persons whose purposes include threats of violence or intimidation, acts of violence, and/or the commission of illegal acts. **USD #214, prohibits the wearing of apparel, jewelry,**

accessories, a manner or grooming, or behavior which implies membership or affiliation with a gang. If the student's behavior, dress, or other attribute is in violation of these provisions, the principal or any school personnel shall request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary, as allowed by Board Policy and Kansas Law.

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

1. Lead school officials to reasonably believe that the behavior, apparel, accessories, activities, acts, speech, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
2. Present a physical hazard to self, students, staff and other employees.
3. Create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, threat of violence, initiations, and hazing; or
4. Imply gang membership or affiliation by written communication, marks, drawings, painting designs or emblems upon any school building or structure, any personal property or on one's person.

Gang activities which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals or graffiti, which indicates or implies membership or affiliation with such a group is prohibited.

Any student wearing or carrying gang paraphernalia or symbols, or making gestures that symbolize gang membership, will be requested by school staff members to make the necessary changes or will be referred to the principal or designee. The student's parent/guardian will be contacted, and the student may be sent home if necessary.

Documentation will be made of any of the identified violations of this policy and parents will receive a parental notification letter within 5 working days of said violations.

School officials will be made available to discuss the circumstances surrounding the parental notification letter and the documented violations of this policy in order to assist in developing a plan of action, letter of understanding, etc.

Further consequences for gang related activity may be possible long-term suspension and/or expulsion.

GRADUATION REQUIREMENTS

Ulysses High School will require 26 units of credits for graduation. We encourage students to gear their programs in accordance with graduation as well as post-graduation plans.

A. The requirements are as follows: 26 units of credits

(Including 15.5 units of required & 10.5 units of electives)

1. Language Arts, 4 credits
2. Social Science, 3 credits of which include one credit of American History and one credit of Government
3. Laboratory Science, 3 credits (1 Life and 2 Physical)
4. Mathematics, 3 credits
5. Physical Education and Health, .5credit of each
6. Personal Finance, .5 credit
7. Fine Arts, 1 credit
8. Electives, 10.5 credits

B. Successful completion of a Special Alternative Graduation Plan.

C. All graduates of (A) or (B) shall receive the same diploma. A modified curriculum will be denoted on transcripts of students completing (B).

D. Foreign Exchange Students will not receive a high school diploma or participate in graduation ceremonies, but will be awarded a Certificate of Attendance.

Kansas Board of Regents Scholars Curriculum:

4 units of English

4 units of Math at Algebra I level or above

3 units of Social Studies

3 units of Science (must be Biology, Chemistry and Physics)

2 units of Foreign Language

Kansas Board of Regents Qualified Admissions:

- The Kansas Board of Regents Qualified Admissions criteria requirements vary from college to college. See the UHS counselors for specific requirements.

CREDIT RECORDING AND DOCUMENTATION

All course offerings at Ulysses High School are valued at one half (.5) credit. Credit refers to the duration of time spent in the course. A one half (.5) credit course meets every day for one full semester. Credit will be properly recorded upon successful completion of the course as documented by the instructor's grade sheet. Any credit recovery courses taken during the school year, summer school or at UCLC (for a non-full time UCLC student) will be charged \$50/.5 credit. This fee must be paid prior to beginning a course. No partial or fragmented credits will be issued for any class. This means that failure of or withdrawal from any class will necessitate repeating the class in its entirety if credit is to be issued. Classes taken outside the regular school day may, at the student's request,

be applied toward their UHS cumulative GPA with prior approval of administration.

CLASS CHANGES

If the student does a proper job of planning his/her Spring enrollment, most changes will not be necessitated. We discourage schedule changes. If it is deemed to be in the best interest of the student to change a class, the student must first present a parental approval statement for any proposed change in schedule. Most changes will depend upon the class space available. Any exceptions to this regulation will be determined by the counselor and teachers involved.

CLASS WITHDRAWAL

Withdrawal or dropping from a course will only be considered following a student/counselor and a teacher/counselor conference. A parental approval statement must be presented before any withdrawal request is granted. No credit is allowed for courses dropped.

TRANSFER/WITHDRAWAL FROM SCHOOL

Students who are withdrawing from Ulysses High School or transferring to another school must complete the following responsibilities:

1. Take teacher checkout sheet to be signed by the teacher after all materials are turned in.
2. Request parents attend checkout.
3. Attend exit session with Counselor or Building Administrator.
4. Pay outstanding fees.
5. Obtain Building Administrator's signature on checkout sheet.

USE OF THE LIBRARY

The library is open from 7:45 a.m. to 3:45 p.m. During the day, students from classes may use the library with a specific purpose in mind and with a hall pass from their instructor. Students without a hall pass will be sent back to class. It is assumed that the assignment will be negotiated without disturbing other students who are already working in the library. The number of students admitted to the library at any time may be made at the librarian's discretion. The computers in the library are to be used for academic purposes only. Students must have their student ID to check out library materials. Books are checked out to students for three weeks. If necessary, the book may be renewed unless there is a ready demand for the item. Students must bring in the library item to be renewed. Magazines may be checked out for two days. Reference books may be used in the library only. Students may have three items checked out from the library at a time. Overdue notices will be distributed periodically. Upon receiving an overdue notice, prompt return of the items is necessary. The borrower with an overdue item or outstanding fee may not check out any other items until the late ones are returned or paid for. Failure to return items or the return of an item that is damaged will result in a fine for the borrower. Student librarians are to be respected just as the head librarian. Students are to use the hallway to pass from one place to another; passing through the library

instead of taking the hallway is considered a disruption to students using the library. Students may not pass through the library unless their destination is the library. Further expectations and information concerning the library may be made at the librarian's discretion.

USE OF THE COMPUTERS

The computers in the library area are available for use by students outside the school day on the following schedule: Monday through Friday 4:00-6:00 pm

Students requesting use of the Internet must have on file with the building principal a signed Internet contract before accessing Internet. **Students cannot use any computer in the high school for private E-mail purposes.**

ENROLLMENT FEE

The enrollment fee for each secondary student is \$35.00 (Subject to change with BOE approval). This fee is all-inclusive, i.e., textbook rental, activity ticket, class dues, etc. The student identification card will admit the student to all school functions with the exception of tournaments, the musical, or money raising projects of the school organizations. Students are responsible for lost or damaged books and are charged accordingly. Students should verify the condition of each book with the instructor when books are checked out.

SPECIAL FEES

Fee	Course	Fee	Course
\$8.00	Band (per year)	\$25.00	Production Welding Proc 1 A
\$8.00	Concert Choir (per yr)	\$15.00	Small Gas Engines
\$12.50	Intro to Drawing	\$25.00	Production Welding Proc 1 B
\$12.50	Principles of Illustration	\$15.00	Ag Mechanics
\$15.00	Advanced Art A	\$15.00	General Service A
\$15.00	Advanced Art B	\$15.00	General Service B
\$15.00	Baking & Pastry	\$15.00	Electronics
\$15.00	Culinary Essentials	\$15.00	Robotics
\$20.00	Culinary Arts	\$15.00	Production Welding Proc 2 A
\$15.00	Food Science	\$15.00	Production Welding Proc 2 B
\$15.00	Drafting/CAD1	\$15.00	Intro Indust Tech A
\$15.00	Drafting/CAD2	\$15.00	Intro Indust Tech B
\$15.00	Adv. Drafting CAD 1	\$12.50	Woodworking Princ A
\$15.00	Adv. Drafting CAD 2	\$12.50	Woodworking Princ B
\$20.00	Machine Tool Tech 1	Varies	Woodworking Project
\$20.00	Machine Tool Tech 2	\$12.50	Furn & Cabtry Fab A
\$25.00	Mnfg Processes A	\$12.50	Furn & Cabtry Fab B
\$25.00	Mnfg Processes B	Varies	Furn & Cabtry Fab Project

These fees are paid on enrollment day and are for materials that go into projects that become the property of the student. Large projects will require a cost breakdown by the teacher and student. Once estimated costs have been determined, one-half of the final cost must be paid by the student or his or her parents before beginning the project. At the end of the second semester, students will be required to pay all remaining costs one week before the annual industrial arts open house. If the additional costs are not taken care of by then, Ulysses High School reserves the right to sell that project at the open house. Any student who has outstanding special fees at the end of the school year will not be allowed to enroll in extra fee classes the following year without the permission of the building administrator. All charges must be paid in full before projects become the property of the student.

REFUNDS

Refunds will be taken care of by the Accounting Secretary only after satisfactory return of books, equipment, etc. and/or completion of the withdrawal form or change of class form. The student will replace books or equipment lost or damaged by careless or avoidable accidents. Students will be charged full replacement cost. Any book that will need to be re-bound will be assessed. Equipment will be paid to commensurate to the replacement cost. Marking, tearing, or defacing books or equipment will be considered cause for replacement. The school enrollment fee will be assessed on the basis of the number of school days in the year. If a student enrolls in school after the start date or withdraws from school before the end date, the student will only be charged for that portion of the school year. No refunds will be given after the 4th quarter of school begins.

PARKING LOT

All students must park in a designated parking stall. **Seniors** and staff members may utilize the parking lot in front of the building. **Juniors** will park on McCall Street, and **underclassmen** are to use the lot at the football field. No student parking will be allowed in areas painted white or parking spaces with a pouncing tiger. No student parking is allowed in the south faculty parking lot or on the west side of the building **until after school is dismissed**. Students who violate the above rules run the risk of having their car ticketed or towed.

BUS INFORMATION

Rural students will be asked to complete a bus information card on registration day. Please indicate the exact location of your residence and whether you will or will not ride the bus. For more information concerning the bus routes, time, etc., please contact the transportation office (620-356-5167).

USE OF THE TELEPHONE

A telephone is located in the office and is to be considered a business phone. Students may use the telephone before and after school and during the lunch hour. Except in emergency situations, students will not be called

from class to answer the phone or be allowed to use the phone. Messages will be taken, and the student will be informed at the end of the class period.

PERSONAL ELECTRONIC DEVICES

Cell phones and electronic devices may only be used outside of instructional time. This includes class passing periods, lunch, or before and after school. During class time, which includes restroom breaks and other reasons you may be outside the classroom, cell phones and electronic devices are to be turned off and put away unless authorized by a teacher.

On the first offense of a student using a cell phone or other electronic device in a classroom without authorization, the phone or device will be confiscated by the staff member and given to an administrator. The device will be returned to the student the end of the school day.

On the second offense, the phone or device will be confiscated and the device will only be returned to a parent/guardian at the conclusion of a conference between parent and administrator. The student will also be required to check in the cell phone or device to the office during the school day for a period of 5 school days. The student will check in the phone or device before school and pick it up after school for the next 5 school days.

After any further offenses, the phone or device will not be allowed at school. The student will receive a 3 day ISS for failure to follow this policy.

Ulysses High School will not be responsible for any Personal Devices that are lost, stolen, or damaged.

FIRE AND TORNADO DRILLS

These drills will be conducted in accordance with State Law. The drills are for a specific purpose of which the most important is the safety of the students. Please treat them as if they were real. We will have one fire drill each month and three tornado drills throughout the year. Students are asked to cooperate fully during the drills.

SCHOOL ORGANIZATIONS

Meetings for school sponsored clubs/organizations will be held during Seminar Period on designated school days only. The Assistant Principal must be notified by Friday of any meeting requests for the next week. If there is a lack of agenda items, the sponsor will notify the Assistant Principal who will publish notice of the cancellation. Each organization president is responsible for preparing the agenda to be approved by the head sponsor. Business will be conducted using "Robert's Rules of Order".

* Notice: Class and club elected officers will be held to a high standard. Violations of any school policy will result in a letter of reprimanded. The next incident will result in replacement.

INTERSCHOOL ATHLETICS AND ACTIVITIES

Ulysses High School is a bonafide member of the KSHSAA and competes as member of the Great West Activities Conference. Our school colors are

Orange and Black, and the mascot is the "Tiger". The school fight song is "On Wisconsin". The Tigers participate in the following activities: Cross Country, Football, Basketball, Wrestling, Track, Baseball, Softball, Volleyball, Debate, Forensics, Vocal Music, Tennis, Golf, and Instrumental Music. Ulysses High School athletes may not participate in more than one sport per season.

PHYSICAL EXAMINATION

All students who will participate in any sport or cheerleading during the school year are required to take a physical examination. Students are asked to take care of this matter prior to the beginning of school if possible. No equipment will be issued nor participation in practice sessions allowed until this form (KSHSAA) is on file in the office of the Activities Director. The medical offices in Ulysses have been provided with the proper form for your convenience. A parent must sign the form before it can be accepted.

ULYSSES HIGH SCHOOL ELIGIBILITY REQUIREMENTS (GRADES 9-12)

WEEKLY ELIGIBILITY: Student academic eligibility will be checked every Thursday and will go into effect on the following Monday. Students are subject to academic eligibility under the following terms:

Failing 1 or more Classes

- Week 1: Probation (teacher and coach communication with student & parents)
- Week 2: Ineligible (the student is ineligible going forward until the failing grade is brought up to passing)

Semester* Students must pass a total of five new subjects each semester. Those students who do not pass at least five new subjects will not be eligible to participate in the activities listed below for the entire next semester. *KSHSAA Requirements

Ulysses High School athletes are subject to KSHSAA Rule 14 Bona Fide Student Section 1: General Regulation (applied to grades 7-12) Article 2: A Student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

Notification: Students will be notified weekly, by the teacher of each course, if they are failing or are "in danger" of failing. A list of students who are ineligible and a list of students "in danger of failing" will be distributed to the principal, Assistant Principal, AD and Counselors weekly. Activities affected are both extra-curricular and interscholastic in nature: Athletic and Cheerleading activities, Musical, Prom, Music (KSHSAA or Out-of-District) activities (local performances are exempt), FFA activities (interscholastic or out of district activities), FHA activities (interscholastic or out of district activities, club trip (including summer trips), field trips outside of the class

hour, student dances. Final determination of the activities eligibility discrepancies occur will be made by the activities director and the building administrators.

SEXUAL HARASSMENT POLICY

I. GENERAL STATEMENT OF POLICY

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and the Kansas Act against Discrimination. It is the policy of Ulysses USD 214 to maintain a learning and working environment that is free from sexual harassment. The district prohibits any form of sexual harassment. It shall be a violation of this policy for any students or employee of USD 214 to harass a student or employee through conduct or communication of a sexual nature as defined by this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and compliance with, policy and laws regarding sexual harassment in his/her school.

The school district will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the district.

II. SEXUAL HARASSMENT DEFINED

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, verbal or physical conduct, written or graphic material, or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

B. Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching
4. Intentionally brushing against a student's/employee's body
5. Demanding sexual favors accompanied by implied or overt threats or promises of preferential treatment concerning an individual's employment or educational status
6. Any sexually motivated un-welcomed touching
7. Repeated remarks with sexual or demeaning implications

III. HARASSMENT (HAZING)

Student harassment or hazing will not be tolerated. Students are encouraged to notify the administration immediately following any unwanted situation related to hazing or harassment.

IV. BULLYING

The Board of Education prohibits bullying in any form on or while utilizing school property, in a school vehicle or at a school sponsored activity or event. The administration shall propose, and the Board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bullying is defined as: aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending himself or herself. Bullying can take many forms, such as:

- Hitting or punching (physical bullying).
- Teasing or name-calling (verbal bullying).
- Intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying).
- Sending insulting messages by electronic means (cyberbullying).

NON-DISCRIMINATION POLICY

This policy addresses concerns related to alleged discrimination that may be presented by certified staff members, non-certified and part-time staff members, students, patrons or any person that has a potentially vested interest with the school district. Ulysses Unified School District 214 is an educational institution which admits academically qualified students without regard to sex, age, race, color, creed, national or ethnic origin, disability, in administration of any of its educational policies or programs including athletics; is also an equal opportunities affirmative-action employer and complies with all applicable laws and regulations including Title IX of the Educational Amendments of 1972, regarding nondiscrimination. Unified School District 214 is committed to providing all of its students, faculty, staff and visitors with equal access to its programs, events and facilities. To this end, and in compliance with Section 504 of the Rehabilitation Act of 1973, Unified School District 214 has made modifications to its buildings and grounds in such reasonable manner as to students and faculty, including those with limiting visual or hearing impairments such auxiliary aids

modification in classroom locations and/or adjustment of classroom techniques and practices as will allow equal access to the regular program and objectives offered by the school district.

Persons wishing additional information about this policy for assistance to accommodate individual needs or for lodging of any complaints or grievances under it should contact Dave Younger.

Dave Younger is the Affirmative Action Officer and the Title IX and Section 504 Program Coordinator located at 111 S. Baughman, Ulysses, KS 67880. The telephone number is (620)356-3655.

GRIEVANCE/COMPLAINT PROCEDURE

1. All complaints alleging discrimination shall be made in writing to the designated official of USD #214. Such allegations shall specify in detail the complaint along with the name, address and telephone number of the complainant.
2. The designated officials shall acknowledge said complaint within five (5) days of receiving said complaint.
3. The designed official shall investigate said complaint within ten (10) days of receiving said complaint and shall notify complainant in writing of said findings within fifteen (15) days of receiving said complaint.
4. The complainant shall arrange a hearing with the designated official within five days following the notification of the findings concerning the complaint if findings are not considered acceptable.
5. The complainant may request a hearing with the Board of Education within five (5) days following the hearing with the designated official if a satisfactory explanation and/or appropriate action has not been forthcoming. Any person or persons may have counsel of his own choice present and to receive the advice of such counsel. The Board of Education may retain counsel for the school district concerning any appealed grievance or complaint. The Board of Education shall take appropriate action at said hearing.
6. In the event the matter is taken to court or appealed to another agency, the attorney for school district shall represent and appear for and in behalf of the school district, its broad members, officers, and employees who are parties to any such court proceedings.
7. Regulations adopted by the board of education in conducting a hearing for suspension or expulsion of students shall be followed in any such hearing requested by a complainant.

INTERNET USE POLICY

1. All use of the districts Internet, the district computer system, and any electronic devices must be in support of education and research and consistent with the purposes of USD 214.
2. Use of the network to access obscene or pornographic material is prohibited.
3. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
4. Any use of the network to facilitate illegal activity is prohibited.

5. Any use of the network for commercial or for-profit purposes is prohibited.
6. Extensive use of the network for non-school communication is prohibited.
7. Any use of the network for product advertisement or political lobbying is prohibited.
8. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
9. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
10. All communication and information accessible via the network should be assumed to be private property.
11. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
12. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
13. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited using district network or equipment.
14. Subscriptions to list servers must be pre-approved by the District Internet Coordinator.

From time to time, USD 214 will make determinations on whether specific uses of the network are consistent with the Acceptable Use Policy. USD 214 reserves the right to log internet use and to monitor file server space utilization by users while respecting the privacy of user accounts. USD 214 reserves the right to remove a user account on the network to prevent further unauthorized activity. A signed "Acceptable Internet Use Policy Agreement for USD 214" must be on file at Ulysses High School before the user may access the internet.

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, electronic devices, or created or shared, using the district's network is subject to monitoring by the staff and/or administration at any time. The school retains the right to duplicate any information created by students in a computer system or on 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 and/or expulsion from school.

Clubs and Organizations

ART Club

Purpose: The purpose of UHS Art Club is to promote an appreciation for art in our community and in our school.

Dues: \$10.00 **Sponsor: Mr. Manis**
(Includes T-Shirt Fee)

Activities: Face-painting, Homecoming window painting, Murals, Promoting the arts in USD 214.

FBLA (Future Business Leaders of America)

Purpose: FBLA strengthens the confidence of young men and women in themselves and their work, creates more interest in and understanding of business occupations, creates opportunity for students to participate in worthy undertakings for the improvements of their school, business and the community.

Dues: \$10 **Sponsors: Mrs. Boekhaus & Mrs. Ficke**

Note: To join FBLA you must be enrolled in a business or computer class either semester. After a business or computer class has been, taken you can continue to be a member.

Projects: Home Products Dinner, Homecoming, Musicals/Play ushering, Freshman Basketball Tourney, FBLA Week and Job Interview Clinic.

FCA (Fellowship of Christian Athletes)

Purpose: Fellowship of Christian Athletes is to provide Christian fellowship and spiritual growth for any interested student.

Dues: None **Sponsor: Mr. Wiginton**
Everyone is welcome.

Activities: See you at the Pole, Rallies with professional athletes.

FCCLA (Family, Career and Community Leaders of America)

Purpose: To promote personal growth and development through Family and Consumer Science.

Dues: \$14 **Sponsors: Ms. Harmon**

Note: Any student who has taken or is taking a course in Family Consumer Science may join FCCLA.

Activities: Home Products Dinner, FCCLA Week, District Conference, State Meeting in Wichita & In-depth projects.

FFA (Future Farmers of America)

Mission: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

Dues: \$TBD **Sponsor: Mrs. Rice**

Motto: Learning to Do, Doing to Learn, Earning to Live and Living to Serve!
Anyone who is or has taken an Ag related course may join FFA.

Projects: Competitive Contest, Conventions, State and National Livestock Shows, Leadership camps, Sponsors the annual Bull Bash

HALO (Hispanic American Leadership Organization)

Purpose: To promote education and represent the Hispanic community by participating in high school and community events. The HALO organization works as a support system for other Hispanic students, and to promote cultural traditions and customs.

Dues: \$5.00 **Sponsor: Mrs. Rojas**

Note: Any student at UHS may join HALO.

Projects: Students will participate in community service, promote and celebrate cultural events, participate in fundraisers.

IAC (Industrial Arts Club)

Purpose: To learn to work together on projects.

Dues: \$3.00 **Sponsor: Mr. Casper & Mr. Atayde**

Note: Students must be enrolled in an industrial arts class.

Activities: Clean up stadium after football games, Home Products Dinner, Concessions, overnight trips to see other types of industry.

INTERACT (International Action)

Purpose: Interact is a Rotary sponsored service organization. Goal is to try to improve the quality of life in our community and around the world. We accomplish this mission by carrying out at least two service projects. One to serve our community, the other will further international understanding.

Dues: \$5 **Sponsor: Mrs. Becker**

Note: Membership is open to any UHS student. We are looking for students who have a desire to help others while maturing as individuals. Senior Interact members are eligible for Rotary Scholarships.

NHS (National Honor Society)

Purpose: National Honor Society recognizes and fosters academic achievement while developing other characteristics essential to citizens in a democracy.

Dues: None **Sponsor: Mrs. Rietcheck**

Note: NHS is an honorary organization with membership determined after making application upon receiving a 3.30 G.P.A. at the completion of three semesters of high school. Factors evaluated by a high school council are character, service and leadership.

SADD (Students Against Dangerous Decisions)

Purpose: Philosophy is to provide awareness to teens of activities such as underage drinking, drug abuse and pre-marital sex that put teens at risk.

Dues: \$6.00 **Sponsor:**

Note: SADD is open to any student at UHS that is truly concerned about the problems of drinking and driving. Practice what you preach is our goal for each member to honor.

SAFE (Student Ambassadors For Equity) Sponsor: Mrs. Darrough-Hayden

STUCO (Student Council)

Purpose: Student Council promotes school functions and social events.

Dues: None **Sponsor: Mrs. Gray** **Elected Members**

Note: Stucco does fund-raising, sells pop and candy, sponsors homecoming events, orchestrates a blood drive each year and conducts other activities.