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2011 – 2012 Student Council

Senior Class Sponsor – Karen Maier
Junior Class Sponsor – Kacey Ford & Andrea Maxwell
Sophomore Class Sponsor – Karen Clark
Freshman Class Sponsor – Erin Bentley

Statement of Compliance

Notice of Nondiscrimination

Elementary and secondary students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment are hereby notified that Unified School District 428 (USD 428) does not discriminate on the basis of race, color, national origin, sex, handicap/disability, age, or religion in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning USD 428's compliance with the regulation implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the ADA and Section 504 coordinator, Director of Curriculum and Instruction, and Director of Special Services, USD 428, 201 South Patton Road, Great Bend, KS 67530 (telephone 620-793-1500).

Students Whose Home Language is Other Than English

The staff of Great Bend High School wishes to communicate with all Great Bend High School parents and guardians. If communication with the parents/guardians in a language other than English is needed, please contact the Principal at the school to make such a request.

El personal de la Escuela Superior de Great Bend (GBHS) quiere comunicarse

con todos los padres y guardianes (protectores) cuyo/a hijo/a asiste a esta escuela. Si es necesario que se hable con nosotros en español, sírvase pedirselo a la directora de la escuela superior para que ella se lo acomode a usted(es).

Asbestos Information

AVAILABILITY: The management plans are on file at each Learning Center and the District Education Center, 201 Patton Road, Great Bend, Kansas. These plans are available to the public upon request.

GBHS Policy Statement

The USD 428 Board of Education shall continually review its policies and shall, as the need dictates, delete, amend, and supplement existing policies and adopt new policies. All rules and regulations found in handbooks and handbook supplements shall be considered a part of these policies and rules by reference (BOE Policy BDA). Great Bend High School follows the policies of the USD 428 Board of Education. Any questions regarding these policies may be directed to the High School Office or the Board of Education Office, where these policies are available for public viewing.

Information found in this Student Handbook may be subject to change without prior notification and does not constitute a contractual commitment or binding promise by Great Bend High School or USD 428 to perform in any specific manner. To the extent any policies herein conflict with the general policies of the Board of Education, the BOE general policies shall control.

Complaints About Discrimination

Great Bend High School is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator will be taken. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Director of Curriculum and Instruction, 620-793-1500, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the

report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures. (See KN)

Students or Parents who have a complaint should come to the school and complete the "*USD 428 Complaint of Discrimination Form*" on file in the high school office.

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

School Services

Health Center

The Health Center provides health education, counseling, and some emergency care for students and staff. One part-time registered nurse serves as a health advisor on student health problems. When accidents or illness occur during school hours, initial emergency care will be given according to the incident; further care will be the responsibility of the parents. All accidents are to be reported to the nurse by the person involved and the supervising individual.

State law requires that all students have an immunization record on file with the

school, indicating that immunizations are up to date.

If a Student Becomes Ill at School, obtain a pass from the classroom teacher to report to the Nurse or school office. The Nurse or office staff will determine if the student is sick enough to go home and the student will contact their parents for permission to leave campus. Students are not to leave the building before signing out in the office.

Medications

The Kansas Department of Health and Environment has guidelines concerning medication administration at school.

*The policy states:

Diagnosis and treatment of illness and the prescribing of medication, including over-the-counter drugs, are not the responsibility of the school and should not be practiced by any school personnel, including school nurses, without proper authorization.

Proper authorization means a written prescription from a person licensed to practice medicine and surgery or licensed to practice dentistry, for the administration of all medication, including over-the-counter drugs.

Teachers will not issue medication. Any pupil who is required to take medication during the regular school day must leave the medicine in the main office and comply with school regulations.

1. A student's medication forms must be completed by a physician and parent/guardian before prescription drugs can be administered at school.
2. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
3. Written request from the physician or dentist and parent/guardian should

accompany all medication to be administered, including over-the-counter drugs such as aspirin, Tylenol, or cough medicine.

4. Students may keep inhalers or cough drops in their classrooms. All other medication will be kept in a safe place in the office.

**It is unlawful for a learning center employee to administer ANY medication to a student outside these guidelines.*

Kansas Certificate of Immunization/Health Assessment and Proof of Identity

All children entering a Kansas school must present a Kansas Certificate of Immunization showing they have received proper immunization for polio, diphtheria, whooping cough, tetanus, rubella (measles), mumps and chicken pox. Students are encouraged to present a physician's or health department certification upon completion of a health assessment. In addition, a Birth Certificate issued by the State Bureau of Vital Statistics or other legal documentation of identity is required.

Immunizations and/or health assessments may be obtained through your family physician or from the Barton County Health Department.

Daily Bulletin

A bulletin is published every day to keep students informed of school events and information students need to know. A copy is sent electronically to each teacher and posted outside the main office on the bulletin board. Students are responsible for being aware of all official notices published in this bulletin. It is also posted on the USD 428 website for parents to view as well.

Library/Media Center

The Library is open to all students for reading, research or quiet study from 7:35 AM to 3:30 PM, including lunch hour. Books are loaned for a period of two weeks and may be renewed. Materials not returned or paid for by the end of the year will be charged to the student's records. Students may not check out more until these debts have been cleared. Charge for lost materials will be determined by replacement costs. No food or drink is allowed in the library.

The librarian will determine which students will be admitted or sent back to class at any time.

The library is open at night from 6:00 – 8:00 pm as published in the Daily Bulletin.

Breakfast and Lunch Services

The school cafeteria encourages good nutrition. A well-balanced breakfast and/or a-la-carte items will be offered in the morning before school. Lunch options include five or more hot lunch choices, a chef salad, combo lunch or snacks. The student's six-digit ID card number will also be their lunch ticket number. Students and teachers are encouraged to use their ID card or pay cash for items purchased. If student's number needs to be looked up, they will be requested to go to the end of the line.

Meal Prices: (subject to change)

BREAKFAST

| | |
|---------------|--------|
| Students | \$.90 |
| Reduced Price | |
| Adults | 2.10 |



LUNCH

| | |
|---------------|---------|
| Students | \$ 1.90 |
| Reduced Price | .40 |
| Adults | 3.20 |
| Milk | .30 |

Lost and Found

This service is available to students in the Main Office. Items not claimed will be turned over to a service organization at the end of each semester.

School Lockers

Book lockers are provided to students as a convenience. Locks are provided by the school for hallway lockers and P.E. lockers. Do not share your locker with anyone or trade lockers. Report vandalism or problems with the locker operation to the office. The school exercises control over school property, including school lockers, and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

Use of Trained Dogs to Search

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees.

The dogs may be used for search purposes to check lockers, vehicles on school property, and other suspected locations.

School Bus

The school district provides bus transportation for students to many activities. The bus driver has complete charge of the bus and his/her instructions must be followed. Students whose behavior threatens the safety of others will be denied transportation.

Riding the bus is a privilege. Students who abuse it will lose it.

Weather Days

When weather conditions indicate that school may not be in session or that an early dismissal may be necessary, parents are urged to listen to the following:



| | |
|---------------------------------|-----------------|
| KVGB..... | 1590 |
| AM KHOK..... | 100.7 |
| KVGB FM (B104)..... | 104.3 |
| KBGL FM..... | 106.9 |
| KZLS FM..... | 107.9 |
| KSNC TV..... | Channel 2 |
| KSNC-TV..... | Cable Channel 3 |
| School Information Channel..... | Channel 21 |

Official notice of cancellation of school will be made prior to 6:30 AM. If parents or legal guardians consider weather conditions unsafe, they may come to the high school office and request dismissal of their student or students. Such absence, though recorded, is excused.

Attendance and Conduct

Attendance Policy

Regular school attendance, successful completion of school assignments, and resulting grades are closely interconnected. The primary responsibility for good attendance rests with the student and the parents. The combined effort toward constant communication between the school and the home will facilitate wise decisions on the part of our students.

Truancy

The concerned student who is absent for a legitimate reason has nothing to fear from the policy. **The school will notify parents by letter, of attendance issues regarding truancy as required by law. Students who are truant will be reported to the proper enforcement agency as required by law.** Under state law provisions, any student under eighteen (18) years of age who has three (3) consecutive days of unexcused absence during any semester, or five (5) total days in a semester unexcused is considered truant and in violation of state law. **Students age eighteen or older are not exempt from the attendance procedures. If the situation does not improve immediately, the appropriate agencies will be notified.**

Attendance Procedures and Guidelines

- All absences will be recorded by the teacher and by the Office. The Office record shall be the official record for attendance in each class. Absences due to a school related activity would not be recorded as an absence. Students are responsible for getting the assignment done **ahead** of the absence.
- **Before an absence can be considered “excused,” the parent/guardian must call the high school office on or before the day of the absence. If the office has not been notified of an absence within 24 hours of the absence a detention may be assigned to the student. The parent/guardian must specifically state the reason for an absence, the appointment time for a doctor/dental visit, etc., before a student is given an excused**

absence. Notes are not acceptable to clear absences unless phones are not available. The Administration reserves the right to determine whether any or all absences are Excused or Unexcused.

- An absence is recorded if a student is not in attendance for a significant part of a class period. If a student is tardy longer than fifteen (15) minutes, it is recorded as an absence.

Accumulated Attendance Probation

When a student misses a class for three (3) unexcused absences, the principal, or designee will contact the student and/or parent in writing of the student's status. **When a student misses a class for the seventh (7th) time, excused or unexcused, the principal, or designee will contact the student and/or parent in writing of the student's status.** The Administration reserves the right to determine whether any or all absences are Excused or Unexcused. Homework will not be given until the student has met with teachers to receive instruction. Medical documentation from a physician will be the normal reason for granting an exception to the Accumulated Attendance Probation Policy. After 10 excused absences, medical documentation from a physician is required for further absences to be excused. Normally, exceptions will not be granted if the absences remain uncleared or unexcused.

**If Students Have an Appointment, the student's parent or guardian should call the office in advance(at least 45 minutes) to request dismissal with the appointment time for doctor/dental visit, etc. before a*

student is given an excused absence. The student will be sent a pass and will need to sign out on the appropriate form in the office before leaving. The student must sign in upon returning.

Prearranged Absence

Students, who know they will be missing school, need to obtain a prearranged absence form from the office, have all their teachers sign it and return it to the office prior to their absence. Students are then responsible for getting the assignment done ahead of the absence. **Students have one school day for each day of excused absence to complete homework.**



Make-Up Work Policy

Students have one day for each day of any excused absence to complete homework assigned. Credit may not be given for work missed because of truancy or Accumulated Attendance Probation. A student may appeal to the principal in an exceptional situation.

Tardies

“Tardy” is defined as not being in the correct working area, prepared to begin class, when the bell rings signaling the start of a new class period.

Consequences for each tardy, per class, per 9 weeks, are the responsibility of the teacher.

Chronic tardies are a disruption of the educational process and may be referred to administration.

Disruption of the Educational Process

Students are expected to behave responsibly at Great Bend High School. Student behavior that disrupts classroom instruction and learning, does not follow teacher expectations, or violates a code of good character will be referred to an Assistant Principal. The character traits adopted by the school district are trustworthiness, respect, responsibility, fairness, caring and citizenship.

A student shall not use any conduct intentionally to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall he/she urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school.

The unacceptable conduct shall include, but not be limited to:

1. occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
2. blocking the entrance or exit of any school building, or corridor or room therein with intent to deprive others of lawful access to and from, or use of, the building or corridor or room;
3. setting fire to or damaging any school building or property;
4. firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
5. preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;
6. preventing students from attending a class or school activity;

7. continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class.

A student shall not intentionally cause or attempt to cause damage to private or school property or attempt to steal private or school property either on the school grounds or during a school activity. Violation of this provision may result in suspension or expulsion.

Inappropriate Behavior

In an effort to promote and ensure a safe, effective educational operation, the following will not be allowed at Great Bend High School. This list is not intended to be all-inclusive:

- Harassment
- Initiations
- Throwing snowballs
- Possession or shooting of fireworks
- Insubordination
- Running in halls
- Offensive language

Dress Code

All clothing must be in good taste. Jackets, belt buckles, T-shirts, sweatshirts, and all other articles of clothing may not have lettering, slogans, trademarks, pictures, or advertisements which are inappropriate, suggestive, or obscene. This specifically prohibits students from wearing messages that relate to drugs, alcohol, tobacco, weapons, violence, sex, or vulgarity or messages that reflect adversely upon persons because of their race or their ethnic or religious group. The guidelines apply to apparel worn at school, in physical education classes, at athletic practices, and on trips with school clubs and organizations. Apparel

and clothing containing printed or visual messages which are inappropriate in a school setting will necessitate a change of clothing or may be a cause for suspension proceedings. Hats and caps must not be worn in the building. Appropriate footwear shall be worn.

Student Dress

In general, students should dress in neat, clean and appropriate clothing that does not disrupt the educational process. Forms of dress that have been found to be disruptive to the educational process and/or create a health or safety risk shall be prohibited. These shall include but not be limited to the following:

Clothing Tops

1. Appropriate clothing tops must be worn. Shirts must be appropriate length.
2. No spaghetti strapped tops, oversized tank tops, bare midriffs, **or** styles that show one's cleavage or underwear may be worn.
3. Shirts must meet pants, skirts and shorts when the students' arms are at their sides.

Pants

1. Skirts/dresses must be mid thigh or longer. Shorts must have at least a four-inch inseam.
2. Pants or shorts are to be worn at the waistline. Extremely baggy pants/shorts are not acceptable.

Other

1. Wearing, carrying or displaying gang-related apparel or symbols is prohibited, including bandanas.
2. Spiked jewelry is not allowed.
3. No sleeping attire, including pajamas, house shoes and robes

allowed except on designated days.

4. Any clothing, jewelry or accessories that could be a safety hazard will not be allowed.
5. Students who represent the school in extracurricular activities shall conform to the personal appearance codes as prescribed by the sponsor(s) of each activity.
6. Any tattoos displaying weapons, profanity, gang related designs or anything deemed inappropriate by the administration will need to be covered at all times.

Violation of any provision of this behavior code may be the basis for suspension, expulsion or other disciplinary action.

Verbal/Physical Assault on a School Employee, Student, or Visitor

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure or threaten a school employee, student, or visitor:

1. on the school grounds during, before, or after school hours;
2. on the 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.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule. Violation of this provision may result in suspension or expulsion.

Tobacco

Use or possession of tobacco on school property or at school activities is prohibited. Violation of this provision shall result in an automatic suspension. Repeated violations shall result in graduated consequences which include effects on the eligibility of the student in any school-related activity, as well as consideration of expulsion at any point. Parents/guardians shall be notified of each subsequent violation of this policy.

Narcotics, Alcohol, Drugs and Controlled Substances

The use, possession, or distribution of alcohol, narcotics, hallucinogens, dangerous inhalants, or restricted dangerous drugs by students of this school district are recognized as harmful to the health and welfare of the student body and to the welfare and safety of the community.

No student shall possess, sell, use, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage, or intoxicants 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 (for prescribed person and prescribed quantity) from a registered physician shall not be considered a violation of this rule. Violation of this provision shall result in an automatic suspension with a hearing to determine long-term suspension or expulsion. Repeated violations shall result in

graduated consequences which include effects on the eligibility of the student in any school-related activity, as well as consideration of expulsion at any point. Parents/guardians shall be notified of each subsequent violation of this policy.

Skip Day

District policy prohibits any unauthorized student outings during school days.

Jaywalking

To reduce the danger associated with crossing 19th Street and Morton Street, students should use designated crosswalks.

Leaving Campus During School

Students may not leave campus during the school day without first checking out through the Office. Leaving campus without a pass is unexcused. Students who fail to comply will be subject to disciplinary action.

Theft

Any theft should be reported to the main office immediately. Anyone who is found to have damaged or "borrowed" another person's personal property without the owner's consent will be subject to suspension and/or prosecution.

Student Parking

Students who drive to school are required to register their vehicle with the High School office. A parking ID will be issued and is to be displayed on the rear view mirror. Only vehicles with their parking ID are allowed to park in the student parking area. Vehicles parked without their parking ID, parked illegally, in the faculty lot, visitor's or in a manner which blocks or hinders the safe

movement of others are subject to removal and school disciplinary action.

All bicycles will be parked in designated bicycle racks around the buildings.

Prohibited Items

For the safety of students and staff, weapons, knives, lighters, lasers, glass bottles and containers are not to be brought to the school campus. Prohibited items are at the discretion of Administration. Such devices will be confiscated and returned to the student or parents at the discretion of the school. Possession of a firearm, weapon or facsimile of a weapon will result in an automatic 10-day suspension. A formal due process hearing will be held where an expulsion of one calendar year (per BOE policy JCDBB) will be considered by the hearing officer.

Use of an electronic communication device will not be allowed in the classroom. During the school day, electronic communication devices may be used during passing periods and/or during lunch. Students shall not use electronic communication devices in class unless given permission by the teacher. Use of electronic devices in class without permission will be considered a disruption and handled accordingly. Use of an electronic communication device to invade the privacy of or cause embarrassment to another person is prohibited and shall be considered a level of behavior that is intended to cause another individual physical or mental harm.

Consequences: Any student using an electronic communication device in violation of this policy may have the device confiscated by staff and be subject to detention for disruption.

First offense: Staff confiscates the electronic communication device and turns it in to the main office. Administration will return the device to the student after school.

Second Offense/recurring offense: Electronic communication device will be returned to a parent or legal guardian.

Third offense/recurring offense: Electronic communication device will be returned to a parent or legal guardian and After School Detention may be assigned. The student may be unable to claim the device until after ASD is served.

This policy applies to cell phones, Blackberrys, PDAs, or any other electronic communicating device capable of recording or broadcasting and communication with another electronic device. **Great Bend High School will not assume responsibility of investigating loss or theft of any prohibited items.**

Gang Activity

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

A student shall not wear, carry or display gang paraphernalia, or exhibit behavior or gestures which symbolize gang membership, or cause and /or participate in gang related activities.

Unacceptable conduct shall include, but not be limited to:

1. writing gang symbols on notebooks, textbooks, school property, clothing, and/or on your person;
2. carrying or displaying bandanas;
3. making gang gestures;
4. threatening or making threats with gang undertones.

Violation of any part of this policy will result in a warning with any subsequent violation resulting in an automatic five (5) day suspension.

Conduct During Breakfast / Lunch Periods

GBHS has a closed lunch period policy, leaving for lunch without administrative approval is prohibited. Classes are in session during lunch period and require quiet for instruction. Students are therefore prohibited from going to lockers during lunch period. Students should remain in the commons area.

Other lunch rules:

1. Use the restrooms in the commons area.
2. During lunch period, students are directly responsible to their third hour teachers, the cafeteria employees, and/or the lunchroom supervisors.
3. It is the student's responsibility to return to class on time with their classroom teachers.
4. Food items purchased in the cafeteria/commons area should remain in the commons area.

Public Displays of Affection (PDA)

Companionship and friendship in good taste are encouraged. Excessive displays of affection such as prolonged embracing or kissing are not permissible.

Animals and Plants in the School

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates and invertebrates, and toxic plants, such as poison ivy and sumac, may be brought

into the classroom for education purposes.

Under no circumstance are animals to be transported on school buses.

Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animal to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals.

Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom.

Teachers must be aware of federal and state laws regulating the handling of animals (Cf. KSA 21-4310).

If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care, and safety.

All experiments using live animals must have prior approval of the principal.

If an animal has bitten a staff member or student, the supervising teacher must report the incident immediately to the school office. The principal is to assume the responsibility of notifying public authorities to have the animal impounded for observation. The principal will attempt to notify the parents.

Trespass

Individuals on the Great Bend High School campus who are not students, parents/guardians, or in possession of a guest pass will be subject to the trespass laws of the State of Kansas.

Great Bend High School students are not to go upon or remain upon the property of another educational institution during the school day without written permission from the administration of that school. Violators may be subject to prosecution as well as suspension from GBHS.

Student Conflict

Students are required to take all necessary measures to avoid fighting with another student. If you have a conflict with a student, report the conflict to a teacher, counselor, or administrator immediately. The consequence for fighting is Suspension. **The school reserves the right to press charges on students involved in fights.**

Repeated School Violations

A student shall comply with any request of school personnel during any period of the time when he/she is properly under the authority of school personnel. The teacher's responsibility extends beyond the confines of his/her classroom. **A teacher has jurisdiction over any student anywhere in or on the school property and at any event which is school sponsored.** Violation of any provision of this behavior code may result in suspension and/or expulsion.

Detention

School personnel may assign students to before or after school detention for infractions of school rules. Students will be given the choice of serving the detention "today" or "tomorrow" in order to make necessary transportation and work arrangements. Jobs and other after-school activities will not be a valid excuse for nonattendance. Teacher

assigned detentions are served with the teacher.

After School Detention (ASD)

After School Detention or ASD is for students who disrupt the educational process. **ASD will be held after school from 3:00 to 5:00 pm.** During this period of detention, students are not allowed to participate in school activities. Students are to bring all necessary supplies such as books, pencils, paper, etc. to the ASD room. Misconduct in the after school detention room could be cause for out-of-school suspension or expulsion. Students who are in school activities or who work after school are not excused from serving their ASD after school.

Out-of-School Suspension (OSS)

Students suspended off campus may not be on campus or participate in any school activity for the duration of their suspension.

Enrollment Information

Fees and Textbook Rental

Students are required to pay for fees and textbooks at enrollment. The fees for 2011 - 2012 will total \$85.00 for every student. All fees must be paid before withdrawal, graduation, or the next year's enrollment.

Textbooks are the property of the school district. Students must take good care of their textbooks. **There will be a charge for lost or damaged books, which must be paid before withdrawal, graduation, or the next year's enrollment.**

High School Refund Policy

- If a student leaves within one month of the first day of school, refund all textbook fees.
- After the first month, issue a refund per 9 week break down. Total fee divided by 4 equals the 9 week fee. No refunds will be issued from April 15th to the end of the school year.
- Refunds will be dispersed in June.
- Charge prorated fees to incoming students according to the formula noted above.

Student Identification Cards

Students will be issued a picture identification card at enrollment. In addition to student identification, the card will also be used as a lunch card and as an activity pass (if one is purchased).

Students are required to carry the card with them at school and carry the card at all school functions and must be prepared to present the card at the request of an administrator or staff member. Lost cards will be replaced at a cost of \$2.00.

General Information

Administrative Jurisdiction

The jurisdiction of the administration of Great Bend High School may be extended to cover all actions on the part of students from the time they leave home in the morning until their return home after school.

School Day

The school day officially runs from 8:05 AM to 2:58 PM. Students who fail to remain at school when requested to do so by a faculty member will be considered insubordinate and subject to discipline.

Personal Property

The school assumes no responsibility for any personal property, which is brought to school. Lockers, cars, motorcycles and bicycles should be locked at all times.

Posters

Prior approval of posters, pamphlets, etc. must be obtained from one of the principals. Tape should be put only on tile area. All posters, pamphlets, etc. are to be removed or taken down no later than the day following the conclusion of the advertised event. This will be the responsibility of the group/organization that put the posters up.

Messages for Students

Telephone messages from immediate family members will be delivered to students at the end of a class period, except in cases of emergency. Personal items to be given to students may be picked up in the office between classes. Gifts/flowers may only be picked up at the end of the day. Students will be notified if they have an item to be picked up in the office. Employer return calls will not be delivered during school hours. No personal use of attendance phone will be allowed except for emergencies.

Injuries

If you are injured on campus, or at a school-sponsored event off campus, notify the teacher supervising the event or the school nurse immediately. Parents are responsible for all medical expenses incurred. Student insurance is available at a reasonable cost from the District. Parents are responsible for completing claims to the insurance company.

Visitors

Visitors on campus during school hours must have a guest pass issued by the administration. The pass should be obtained 24 hours prior to the scheduled visit. Visits will be restricted to persons of high school age and will be valid for one day only. Parents are welcome at GBHS, and are asked to check in at an administrator's office before entering a classroom.

Dances

- * **Only currently enrolled Great Bend High School students will be admitted to school dances.** Prom and Holly ball attendees may have outside dates that are approved by administration. Prom dates must be at least a junior in high school.
- * The alcohol, drug, steroid and tobacco policy for activities prevails.
- * Students may not leave the dance and then re-enter without specific approval of school personnel in charge.
- * No dance shall extend beyond midnight unless authorized by school personnel in charge and justified by extenuating circumstances. Dances will be no more than 3 hours in length.

- * School personnel will attempt to notify the parents of a student in cases of illness, intoxication, disorderly conduct or injury of a student, so that appropriate measures may be taken.
- * STUCO may schedule two additional dances per year for GBHS students only (for STUCO fund raising purposes only).

Mileage Reimbursement

The Board of Education of USD 428 has adopted the following policies concerning payment of student transportation:

- * The district will pay mileage reimbursement to families with children in grades kindergarten through twelve, living outside the city limits of Great Bend and 2.5 miles or more from the attendance center (by way of the shortest route). **The rate of reimbursement will be determined at a later date.**
- * The amount of payment will be based on exact mileage to the established attendance center unless other agreements are approved by the Board of Education.
- * No payment will be made for transporting pupils residing outside the district.
- * One annual mileage reimbursement will be made after a signed voucher has been filed at the end of the school year with the District Education Center, 201 Patton Road. Payment will follow Board of Education approval.

Equipment Checkout Policy

Students at Great Bend High School may check out equipment to use for a variety of classes. Laptop computers may be checked out from English teachers using a checkout card. Other equipment may be checked out from teachers in vocational, business, or journalism departments. In order to checkout equipment, the student must provide proof of homeowners insurance (in case of loss, theft, or damage); sign the equipment out with the teacher; and return the equipment as requested by teachers.

Disclosure of Directory Information

According to official action by the Board of Education of Unified School District 428, notification is being given to parents of students and to eligible students (those who are 18 or older) regarding directory information. The following information may be disclosed for any purpose at the discretion of the administration, provided that the parent, guardian or eligible student has not filed written objection after notification of these designations has been made in accordance with the Family Educational Rights and Privacy Act.

- Name
- Address
- Telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous school attended by the student
- Class designation
- Major field of study
- Photographs

Internet Policy

Electronic mail (e-mail) and Internet access is provided to students for educational use. Students must sign the Student Agreement in order to receive access to the district's e-mail and Internet system. The functions of the district's e-mail and Internet system are to be used as appropriate for educational purposes. Students should always act so as to ensure a positive public image for themselves and the district. The district's e-mail and Internet system should be used to pursue educational activities of the district only.

The district's e-mail and Internet system should not be used to pursue educational or personal activities not sponsored or supported by the district. It should not be used to engage in activities that could harm the district, other students, or district employees, including but not limited to pornographic and hate services. Students will not engage in hurtful or demeaning conversations with others through these media.

Students are responsible for activities that are performed through their access of the district's e-mail and Internet system, and agree to not share this access with other individuals who have not been approved by the district for access. Students must agree to protect from disclosure any and all computer and telephone access codes and passwords that may be assigned to them. It is understood that a teacher or administrator may monitor any activity that occurs through the system, including material downloaded and stored on district computers. Failure to abide by these guidelines can result in disciplinary action, up to and including expulsion.

Harassment/Bullying

The USD 428 BOE and Great Bend High School are committed to providing a positive and productive learning and working environment, free from discrimination, including harassment on the basis of race, color, national origin, sex or religion. The BOE prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event. Bullying occurs when one student or a group of students continually or repeatedly harm another student with words, actions, or in written form. A bully is defined as: one who exhibits aggressive behavior that is continual, intentional, and that involves an imbalance of power or strength. The target is the recipient of the continual and intentional aggressive behavior that results in a feeling of loss of power, safety, security, or acceptance. The bystander is one who observes or has knowledge of the bullying. Students who have bullied/harassed 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.

Harassment/Bullying of any type will not be tolerated at Great Bend High School. Harassment/Bullying against individuals associated with the school is prohibited, whether or not the harassment/bullying occurs on school grounds.

Any student who believes he or she has been subject to harassment/bullying or has witnessed, observed or has knowledge of an alleged act of harassment/bullying should discuss the alleged harassment/bullying with the building principal, another administrator, the guidance counselor, or another certified staff member. The building

principal shall discuss the complaint with the student to determine if it can be resolved.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes harassment under the definition.

USD 428 Board of Education Policies JGEC, JGEC-A and JDDC are available for review in the high school office.

Academics and Grades

Schedule Changes

2011-2012 School Year: Friday, August 26, 2011, is the last day for students to make schedule changes for the 2011-2012 school year. Courses that are dropped after the first three weeks of the semester will be recorded as withdrawn/fail (W/F). Schedule changes requested past these dates will require administrative approval.

The Grading System

The marking system to be used at Great Bend High School is as follows:

| | | | |
|---------------|------|-----------|-----|
| A: | 100% | to | 90% |
| Excellent | | | |
| B: | 89% | to | 80% |
| Above Average | | | |
| C: | 79% | to | 70% |
| Average | | | |
| D: | 69% | to | 60% |
| Below Average | | | |
| F: | 59% | and below | |
| Failure | | | |

Class Schedules

Regular Red / Black Day

| | <u>Period</u> | <u>Hours</u> |
|---|---------------|--------------|
| 1 | | 8:05-9:38 |
| 2 | | 9:43-11:16 |
| 3 | | 11:21-1:20 |
| 4 | | 1:25-2:58 |

| Lunch Period | |
|------------------------|---------------|
| 1 st Lunch: | 11:18 – 11:44 |
| 2 nd Lunch: | 12:07 – 12:33 |
| 3 rd Lunch: | 12:54 – 1:20 |

CAT Day (Tues, Wed, Thur)

| | <u>Period</u> | <u>Hours</u> |
|-----|---------------|---------------|
| 1 | | 8:05-9:29 |
| 2 | | 9:34 – 10:58 |
| 3 | | 11:03 – 12:53 |
| CAT | | 12:55 – 1:29 |
| 4 | | 1:34 – 2:58 |

| Lunch Period | |
|------------------------|---------------|
| 1 st Lunch: | 11:03 – 11:29 |
| 2 nd Lunch: | 11:45 – 12:11 |
| 3 rd Lunch: | 12:27 – 12:53 |

Graduation Requirements

To graduate, students must earn a minimum of twenty-four (24) units of credit from grades 9-12, including the following course requirements:

Language Arts: Four (4) units of English.

Math: Three (3) units of Math from 9-12th grade.

Science: Three (3) units of Science from 9-12th grade.

Social Science: Three (3) units of Social Science-U.S. Government and U.S. History and either Geography/Civics or World History/Economics

Physical Education: One (1) unit of P.E., Health may be substituted with a physician's permit.

Fine Arts: One (1) unit as described in Program of Studies Book.

Report Cards

Report cards are issued following the close of each nine weeks during the year, and are mailed to parents or guardians. Progress reports (interim reports) are another type of advisory notification, usually issued during the fifth week of each term or grading period.

Honor Roll

Honor Roll is calculated based on grade points earned each nine-week period. Two groups of students will be recognized. The "A" Honor Roll includes only students who have earned all A's. The "A-B" Honor Roll includes those students who have earned all A's & B's.

Academic Letters

To qualify for an academic letter, the student must meet the following criteria:

- Student must have accumulated a semester grade point average of 3.5 or above.
- Student must be enrolled in at least four classes during that semester.
- Only one teacher's assistant grade may apply toward an academic letter Award.
- Students with a 3.5 semester GPA or above will be awarded a letter and gold bar the first time they qualify for the academic letter, unless they accumulate a 4.0 semester GPA. Students with a 4.0 semester GPA will be awarded a letter and a gold star the first semester they qualify. Every semester students qualify thereafter, an appropriate bar or star will be awarded.

Weighted Grade Point Scale

Grade points are used to determine honor roll and class rank. Grade points for most courses are figured on a four-point scale. In certain enriched and advanced courses, grade points are awarded on a weighted scale which adds .25 grade point for each credit earned:

| <u>Letter Grade</u> | <u>Accelerated Section</u> | <u>Regular Section</u> |
|---------------------|----------------------------|------------------------|
| A | 4.25 | 4.00 |
| B | 3.25 | 3.00 |
| C | 2.25 | 2.00 |
| D | 1.25 | 1.00 |
| F | -0- | -0- |

Weighted Courses:

Advanced English II, III & IV
 Advanced Placement English III & IV
 German III & IV
 Spanish III & IV
 Competitive Speech II, III, IV
 Debate II, III, IV
 Journalism II – Newspaper
 Computerized Accounting
 Journalism II – Yearbook
 Algebra II
 College Algebra
 Intro to Calculus
 Trigonometry
 Biology III
 Anatomy & Physiology II
 Advanced Chemistry I & II
 Physics, Advanced Physics
 Integrated Apps



Graduation Scholastic Recognition

Seniors who have earned a cumulative grade point average at specific levels will be recognized at the graduation ceremonies as follows:

| | |
|------------------------|-------------|
| Summa Cum Laude | 3.90+ |
| Gold Rope | |
| Magna Cum Laude | 3.70 - 3.89 |
| Silver Rope | |
| Cum Laude | 3.50 - 3.69 |
| White Rope | |
| National Honor Society | |
| White Collar | |

Qualified Admission Standards

Under the provisions of 1996 House Bill No. 2668, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents' Institution if the student has completed ONE of the following options:

1. ACT Score of 21 or higher
2. Top 1/3 class ranking, OR
3. Complete the following with a 2.0 GPA:

Four units of English; (You must take 4 units of English I-IV)

Three units of Mathematics;

Three units of Social Studies

Three units of Natural Sciences; (One unit must be Chemistry or Physics)

One unit in the field of Computer Technology.

District Payment for Dual Credit Tuition

At Barton Community College

USD 428 will attempt to offer all classes which students need to fulfill the requirements of the Kansas State Board of Regents curriculum. In the event the district is unable to offer a Kansas State Board of Regents-required class at the high school, the student may enroll at Barton Community College in that KSBOR-class for dual credit and the tuition will be at district expense.

Class Rank

Class rank is based on GPA earned for regular and weighted classes.

RANKINGS WILL BE FIGURED BASED ON:

1. Highest Grade Point Average.
2. If the GPA's are tied, the higher rank will be assigned to the student with the greater number of weighted classes.

3. If the GPA's and the number of weighted classes are equal, then all students equal in both categories will be ranked equally.

To be eligible for the top 10 percent students will be allowed to take only one teacher aide credit (2 semesters) during their junior or senior year.

Valedictorian-Salutatorian

The following special considerations will be applied for the determination of Valedictorian and Salutatorian.

1. Student must be determined by the administration to be a bona fide student in good standing with the school at the time of graduation.
2. Student must have the highest Grade Point Average (GPA) at the end of the seventh semester.
3. Student must have completed or be enrolled in 29 graded credits by the end of the seventh semester.
4. If more than one student is tied for the Valedictorian and/or Salutatorian, the student with the greater number of weighted classes shall receive the number one ranking. If the number of weighted classes is equal, the honor of Valedictorian and/or Salutatorian will be shared between/among those students who are tied.

The Valedictorian and Salutatorian deliver the commencement address at the Graduation ceremony.

Graduation speeches must be turned in and approved by the principal one week before graduation. If one or both choose not to speak, the senior class officers will nominate an alternate that is approved by the administration.

Honor Policy Cheating / Plagiarism

Cheating: Cheating is defined as using dishonest methods to gain an advantage. This includes utilizing another source as a means of gaining information for use on quizzes, tests, or homework.

Plagiarism: Plagiarism is defined as stealing and passing off the ideas and/or words of another as one's own, using a created production without crediting the source, or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, web site, database, etc. without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper attribution (citations).

Level One: Classroom teachers will deal with Level One Violations. Consequences: Students who are caught cheating or copying will receive an automatic zero on the suspect assignment/test. The office will be notified of the incident for record keeping purposes.

Level Two: Level two violations are considered severe. The student will receive a zero for the assignment. When a level two violation occurs on a major grade, a conference with the student, teacher, parent and an administrator may be held to determine:

- ❖ If it will result in loss of credit and/or quarterly failure.
- ❖ If the student can redo the assignment for partial credit. If so, an incomplete grade will be given until the assignment is completed to the instructor's

satisfaction. The student will receive a grade no higher than a D on the assignment once it is redone.

- ❖ If the student will lose eligibility for any extracurricular activities and the duration of that ineligibility.

Additional level two violations will result in a specific plan developed with an administrator that might include loss of credit, after school suspension, alternative learning assignment or other consequence.

Students guilty of Level Two violations will be ineligible for National Honor Society; if the student is a member of National Honor Society, he/she will be immediately removed.

Foreign Exchange Students

Foreign Exchange students will be enrolled on a space-available basis subject to class size. Foreign Exchange students shall maintain passing grades in all subjects as well as satisfactory discipline and attendance records. Admission of Foreign Exchange students shall be made only at the beginning of the fall semester. Foreign Exchange Students will be allowed to participate in commencement exercises, but may not be awarded a diploma.

Student Activities And USD 428 Additional Requirements

Eligibility Rules for Athletic Contests & Activities

In order to participate in athletics and activities, students of Great Bend High School must meet the rules and

regulations set up by the Kansas State High School Activities Association. Activities include all dances, PROM, buffer-week activities, and club activities. These rules govern the eligibility in all high schools in Kansas.

KSHSAA Eligibility Requirements (Kansas State High School Activities Association)

1. Student is a bona fide undergraduate in good standing.
2. Student's conduct and standard of sportsmanship is satisfactory and does not bring discredit to him/herself or the school.
3. Student is not 19 years of age on or before September 1 of the school year in which (s)he competes.
4. Student has met the following semester requirements:
Student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in a senior high school. *NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.*
5. Student passed five subjects (not previously passed) of unit weight in student's last semester of attendance.
6. Student is enrolled and attending five subjects (those not previously passed) of unit weight.
7. Student has not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.
8. Student does not engage in outside athletic competition in the same sport while a member of a school squad.

Students should consult their coach or principal before participating individually or on a team in any game, training session, or tryout conducted by an outside organization.

9. Student has passed an adequate physical examination by a practicing physician and has the written consent of his/her parents or legal guardian. *(The completed form must be in the hands of the principal prior to the first practice.)*
10. Student is regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which (s)he will participate.
11. Student is a transfer student and has met the requirements of the Transfer Rule as explained on the Physical Examination form. Contact the principal concerning this regulation.
12. Student is not a member of any fraternity or other regulation prohibited by law or by the rules of the KSHSAA.
13. Student has not competed under a false name.
14. Student has not competed for money or merchandise of intrinsic value, and has observed all other provisions of the Amateur and Awards Rules.
15. Student has complied with the Undue Influence Rule, which states: "The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly *(including alumni associations, booster groups and similar organizations)* with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall

also jeopardize the school's standing in the Association and shall result in such other actions as the Executive Board deems appropriate."

16. Student has not violated the Anti-Tryout and Private Instruction Rule, which states: "Students are eligible if they have not participated in *training sessions or tryouts* held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team."

USD 428 Additional Requirements:

1. Insurance information sheet – signed & filed in the Activities Office.
2. Completed Emergency card.
3. Signed drug/alcohol policy. Students in violation of district Alcohol, Drug, Steroid and Tobacco Policy will be subject to sanctions listed on page 11 of this handbook.
4. May not be failing more than one course. Failing students have one week in which to make up their grades. If grades are not raised to passing by the end of that week, the student will become ineligible for all athletics and activities for a minimum of one week and until grades meet the eligibility requirement.
5. A member of a team who is absent or tardy from any part of a school day on the day of a contest may not participate in the contest. Doctor/dentist appointments must be approved through a high school administrator.
6. Students assigned ASD or OSS on competition dates are ineligible for participation. This includes traveling with the team to an out-of-town event.
7. Students will not be issued equipment for a new sport until all equipment from previous sports has been returned.

8. If a ninth grade program is offered, a ninth grader is expected to participate in that program. Any exceptions must be cleared through the Activities Office.
 9. Students must be on track to graduate in order to attend PROM.
- ** Parents or guardians are responsible for all medical expenses incurred which are not covered by school insurance.

Citizenship/Sportsmanship Rule 52

Introduction—The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist—they must be integrated and support each other in different arenas. The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

Philosophy—Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand, and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of

SPORTSMANSHIP for our youth as respected representative of society.

Sportsmanship is good citizenship in action.

Violations—Violations of the Code of Ethics, KSHSAA Rules and Regulations or Citizenship\Sportsmanship Rule 52 by member schools and/or individuals shall be subject to consideration by the KSHSAA.

Action may result in the form of a reprimand, probation or suspension of the school and/or individual depending upon the degree of the violation.

SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

1. Be courteous to all (participants, coaches, officials, staff, and fans).
2. Know the rules, abide by and respect the official's decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, team and school.
6. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Examples of Unacceptable Behavior

—Fans reading newspapers, turning their backs, making disrespectful actions, etc. with introduction of opponents; yelling waving, etc. during opponent's free throws; derogatory/disrespectful yells, chants, songs, gestures, including "good-bye," "air ball," "you, you, you," "what's the score?" "warm up the bus," and other

such expressions. Booing or heckling an official's decision will not be tolerated.

Activity Ticket

The activity ticket costs \$25.00 and entitles the owner to attend all home regular season athletic events.



2011 - 2012 Coaches

Fall Sports

Boys' Soccer.....Gus Prieto
 Cross Country.....Todd Kaiser
 Football.....Bo Black
 Girls' Golf..... Troy Stein
 Girls' Tennis..... Shannon Schartz
 Volleyball..... Kelsey Perry

Winter Sports

Boys' Basketball.....Chris Battin
 Girls' Basketball....Jason Tatkenhorst
 Bowling.....Mike Perry
 Boys' Swimming.....Steve Beaumont
 Wrestling.....Norbert Muth

Spring Sports

Baseball.....Randy Beck
 Boys' Golf.....Troy Stein
 Girls' Soccer..... Gus Prieto
 Softball..... Carrie Minton
 Girls' Swimming..... Stephanie Maier
 Boys' Tennis..... Shannon Schartz
 Boys' & Girls' Track.....Bo Black

2011 – 2012 Activity / Club Sponsors

Cheerleading.....Alana Blessing
 DanceLine.....Lita Allen
 Debate/Speech.....Barbara Watson
 DECAChris Battin
 Drafting..... Rollie Peter

DramaDan Heath
 FBLA..... Cody Lee
 FEAJane Heeke
 FFARobert Johnson
 GermanClub.....Karen Clark
 KAYettes .Karen Clark & Barbara Harris
 KAYS Tina Hiss
 NationalHonorSocietyCrystal Cross
 Pep ClubAlana Blessing
 President's ClubKaren Clark
 Scholar's Bowl Erin Bentley
 Student Council...Kacey Ford & Andrea Maxwell
 Vocational Club (VTC).....Rollie Peter & Travis Straub



Guidance Office/Student Services

The Guidance/Student Services Office provides a number of services, which are available to all students at GBHS. These services are available throughout the school day. Students are encouraged to visit during their CAT class to minimize class time interruption. Services listed below are established as an integral part of the total educational process and are intended to help students succeed and continue on to be successful in college and/or a chosen career.

Services Available:

Enrollment Assistance
Freshmen Mentor Program
Academic Counseling
Military Recruitment
Career Exploration
College Representative Visitations
College Information
Alternative Learning Center Information
Testing Administration
Barton County Academy Information
ACT/SAT application
Local Scholarship Program
AP testing
Senior Newsletters
Career Pipeline
Graduation
Concurrent Credit
Board of Regents
Student Assistance Program
Transcript checks
Personal/Social Counseling

Student Assistance Program

The Student Assistance Program works with all students in an effort to meet the individual needs of all students, to reduce dropout levels, and to help those with special needs to be successful and graduate from Great Bend High School.

Summer School is offered for students who have failed a required core class and/or are at risk of not graduating with their class.

Special Education

Great Bend High School offers special education programs for students who, in accordance with state laws, do qualify in one or more of the following categories:

- Gifted
- Speech Handicapped
- Educable Mentally Handicapped

- Visually Handicapped
- Hearing Handicapped
- Trainable Mentally Handicapped
- Learning Disabled
- Severe Multiple Handicapped
- Physically Handicapped
- Behavior Disorders

Gifted Education: A Gifted Consultant has a regularly scheduled time at GBHS and is available at other times by arrangement. She may be reached by contacting the Barton County Special Services at 793-1550.

English as a Second Language

Courses in the English as a Second Language program are for identified non-English or limited English proficient students enrolled in high school. ESL courses are basic courses designed to meet the needs of individual ESL students and provide supportive help to ESL students in their regular education classes.

Testing Schedule

ACT Assessment Test (ACT)

Sat. September 10, 2011
Sat., October 22, 2011
Sat., December 10, 2011
Sat., February 11, 2012
Sat., April 14, 2012
Sat., June 9, 2012

Scholastic Aptitude Test (SAT)

Sat., October 1, 2011
Sat., November 5, 2011
Sat., December 3, 2011
Sat., January 28, 2012
Sat., March 10, 2012
Sat., May 5, 2012
Sat., June 2, 2012

Preliminary Scholastic Aptitude Test (PSAT)

Wed., October 12, 2011

Advance Placement Exams

First & Second Week in May 2012

Local Awards/Scholarship Assembly

Wed., May 16, 2012

**Unified School District 428
Alcohol, Drug, Tobacco, and Steroid
Policy
-Activities-**

In coordination with TARGET Kansas, USD 428 wants to address chemical and tobacco abuse by students, grades seven through twelve, involved in activities. Students participating in activities represent their school and community. It is important that these students present a positive image and serve as role models for others.

Participation in district-sponsored school activities is not a right, but a privilege. Students who choose to participate in such programs are expected to display self-discipline and control of their conduct above what is expected of the regular student. Medical studies show the use of alcohol, drugs, steroids and tobacco by students will affect their participation and the development of their skills.

The unlawful possession, use, or distribution of illicit drugs, tobacco and alcohol by students is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928(Cf. LDD).

In an effort to develop consistency and uniformity within the USD 428 activities program, the following substance abuse policy will be enforced throughout the entire school year.

ALCOHOL, DRUGS, AND TOBACCO

Rule 1:

It is a violation of the district activities policy for any student participating or having been a participant in any school-sponsored activity to:

- (1) use or possess a beverage containing alcohol;
- (2) use or consume, have in possession, buy, sell, or give away any controlled substance;
- (3) use or possess tobacco in any form.
- (4) use, consume or possess an anabolic steroid

An exception will be made if the controlled substance is prescribed for the use by a physician.

If a student violates this policy from the first day of the fall athletic season, until the last day of the spring athletic season, whether actively participating in a school sponsored activity or not at the time of the violation, and the violation is substantiated verbally and in writing by a law enforcement official, faculty member, or school administrator, the following will occur:

First Violation: A first-time violator shall be subject to the following sanction:

- a. Suspension from all students' activities involving performances, contests, or competitive events for a period of not less than one week. This suspension shall include any and all competitive events, performances, and contests first occurring after the infraction and any subsequent activities during the suspension period. Should it be necessary, the suspension may be administered in the school year following the infraction. Any suspension will not preclude the student from participating in practice. The student shall also remain subject to additional disciplinary action, if any, by the coach of the sport or school activity sponsor.

Second Violation: A second-time violator shall be subject to the following sanction:

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

Third Violation: A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanction:

- a. Suspension from participation in and attendance at all school activities for the year.

STEROIDS

Rule 2:

It will be a violation of district policy for any student involved in a school-sponsored activity to use anabolic steroids.

Penalties are the same as outlined in Rule 1 of the Alcohol, Drugs and Tobacco Policy with the additional requirements on steps one and two that students would remain ineligible for competition until such time as medical evidence can be presented that his/her system is free of that drug. This is in accordance with Kansas State High School Activities Association Handbook, Rule 14, Article 4. The USD 428 Board of Education reserves the right to request testing for controlled substances.

Safety Procedures

Fire Drill Procedure

Fire drills are held to comply with the State laws. When the alarm sounds, everyone must leave the building. Students are to move rapidly and not run. Use double file lines when possible.

Exits are as follows:

Rooms

Exit

| | |
|---------------------|---|
| 100 – 105 | North Front Doors |
| 106 – 112 | North Doors |
| 113 – 118 | North West Doors |
| 120-127,140 | West Doors to FB Field |
| 130-137,Library,161 | South Doors |
| 141–151 | South or SW doors to 19 th St. |
| 200 – 206 | Down South Stairs to Main Front Door |
| 207 – 211 | Middle Stairs to North Faculty Parking |
| 212 – 217 | Down North Stairs to North Front Door |
| 220 – 224 | Middle Stairs to North Faculty Parking |
| Commons Area, | Closest Doors; Exit North or South Gymnasium, Band |

Check Fire Exit Map in your Classroom

Classroom Lock Down Procedure
In the event of an emergency lock down, teachers will move students to a safe location in the room away from the line of sight and wait quietly until you receive further instruction from administration.

Fire Drills

Fire drills are held each month to comply with state laws and for OUR protection. Please observe the following stipulations in each drill:

- Close all windows and doors before leaving the room.
- Know which door to use in leaving the building.
- Move quickly and safely at all times, do not run.
- Take Rosters & Grade Book.
- Everyone must leave the building.
- When outside, move away from the building.

Student Pickup

Following a fire or tornado, students may be picked up by their parents at the south end of the student parking lot on 18th Street between Morton & Morphy.

Handicap Evacuation Plan

The following is the evacuation plan for handicapped students at Great Bend High School when the elevator is not to be used:

1. Teachers on 2nd floor who have any students who are handicapped, shall assign four (4) students to carry any student who is in a wheelchair down the stairs; shall assign two (2) students to carry any student on crutches down the stairs; shall assign one (1) to assist any student who needs help walking down the stairs; out the nearest exit.
 - Everyone must leave the building.
 - When outside, move away from the building.
2. Teachers on 1st floor who have any students who are handicapped, shall assign one (1) student to assist each handicapped student out the nearest exit.

3. Each teacher will have on file with the principal a list of each handicapped student in their room along with the name of the students being assigned to assist a handicapped student.

Tornado Drills

Students will be advised over the intercom system to move to their designated shelter areas. In the event of power failure, referee whistles or bullhorns will be used. Students should move quickly and quietly to the following stations and be seated against the wall. The center of each hallway should be clear of traffic.

If we are under a tornado warning, no one will be permitted to leave the building.

Tornado Stations

Rooms

100,101,102, 103,104,105
106, 107, 108, Guidance
109, 110, 111, 112, 113, 114
115, 116, 117, 118
120, 121, 122, 123, 124, 125
126 & 127
130, 131, 132, 133, 134
136 & 137
140, 141, 142, 143, 149, 151
144, 145, 146, 147, 148, 150

Library

Main Office
200, 201, 202, 203, 204
205, 206, 207, 208, 209
210, 211, 212, 213, 214
215, 216, 217
218, 219, 220, 221
222, 223,224
Gymnasium, Field House & PAC
Band

Shelter Area

Hallway between
Rooms 100 – 108
Hallway between
Rooms 109 – 112
Stay in your Rooms
Go to Room 124 or 125
Stay in your Room
Hallway by Rooms 130 – 134
Stay in your Room
Hallway by Rooms or in Rooms, 141, 143,
149, 151
Stay in Library
Senior Hall
Down South Stairs to Hallway
by Rooms 130 – 134
Down North Stairs to Hallway
by Rooms 105 – 106
Down Center Stairs to Senior
Hall South of Elevator
Go to Locker Rooms
Stay in your Room