



# **Bonner Springs High School**

## **Student Handbook**

### **2023-2024**

100 N. McDaniel St.  
Bonner Springs, KS 66012

Phone: (913) 422-5121  
Fax: (913) 422-7284  
Attendance: (913) 667-8150

Web Address: [www.usd204.net](http://www.usd204.net)  
Facebook: [@BonnerSpringsHighSchool](https://www.facebook.com/BonnerSpringsHighSchool)  
Twitter: [@bshsprincipal](https://twitter.com/bshsprincipal)

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# **“DEVELOPING LEARNERS, PREPARING CITIZENS.”**

## **Legend of Bonner Braves**

Friday, November 13, 1935, the pupils and faculty of the Bonner Springs High School met in assembly for the purpose of selecting one of three names which had been nominated by students of the high school for our athletic teams. Vernie Jane Slagle's choice of Bonner Braves was selected for the following reasons:

“Many years ago this town was an Indian Village by the name of Tiblow. This fact might suggest that we call our athletic teams Bonner Braves. Are not our boys like those Indian warriors of long ago in that they are brave, they fight for what they wish, they are sportsman-like in battle? Perhaps many years ago Indians of the village, Tiblow, might have played at a game of ball, not exactly as our ball games are managed today but like them. Therefore, why not bring this bit of history down to present day and name our boys ‘Bonner Braves?’”

Henceforth, shall we ever be loyal to

**B-O-N-N-E-R B-R-A-V-E-S**

**BONNER, BONNER, BRAVES**

School Fight Song

Wave the flag and cheer old Bonner,

It's time to take command,

Every Brave must be a warrior,

Known throughout the land.

The warrior spirit will lead them,

Without a peer they'll stand,

Wave the flag and cheer old Bonner,

We'll be known throughout the land!

## **BSHS Office Faculty & Staff**

**Principal:** Don Hilliard

**Vice Principal:** Matthew Dunning

**Vice Principal:** Lindsay McCracken

**Athletic Director:** Doug Hitchcock

**School Counselors:** Lisa Terrell, Mariah Spencer, Tyler McMahan

**School Nurse:** Brittney Atwood

**Principal's Secretary:** Heather McCormick

**Activities Administrative Assistant:** Rhonda Hill

**B-TEC Secretary:** Crystal Mulich

**Registrar:** Mike Lewis

**Bookkeeper/Counseling Secretary:** Angie Turner

## 2023 - 2024 Bell Schedule

BSHS Bell Schedule							
Monday, Tuesday, Friday				Wednesday		Thursday	
1st Hour 7:45-8:38				1st Hour 7:45-8:38		1st Hour 7:45-8:38	
2nd Hour 8:43-9:32				Seminar 8:43-9:23		Seminar 8:43-9:23	
3rd Hour 9:42-10:31				3rd Hour 9:33-11:05		2ndHour 9:33-11:03	
4th Hour				5th Hour		4th Hour	
1st Lunch Lunch 10:36-11:00	2nd Lunch Class 10:36-11:00	3rd Lunch Class 10:36-11:07	4th Lunch Class 10:36-11:31	1st Lunch Lunch 11:10-11:40	2nd Lunch Class 11:10-11:40	3rd Lunch Class 11:10-12:14	4th Lunch Class 11:10-12:42
Class 11:05-11:56	Lunch 11:00-11:24	Brave Time 11:07-11:24		Class 11:45-1:18	Lunch 11:42-12:12	Lunch 12:14-12:44	Lunch 12:47-1:18
	Class 11:29-11:56	Lunch 11:24-11:48	Brave Time 11:31-11:48		Class 12:17-1:18	Class 12:49-1:18	
Brave Time 11:56-12:13	Brave Time 11:56-12:13	Class 11:53-12:13	Lunch 11:48-12:13	7thHour 1:23-2:55		6th 1:23-2:55	
5th Hour 12:18-1:07							
6th Hour 1:12-2:01							
7th Hour 2:06-2:55							
<b>Brave Time</b> Monday-Current Events (CNN 10) Tuesday-Social Emotional Character Development Friday-TeePee Talk							

# **ATHLETICS AND ACTIVITIES**

## **Athletics**

The following is a list of the sports/activities programs and the head coach that Bonner Springs High School provides for the student competition through the KSHSAA. We are a member of the Frontier League which consists of Bonner Springs, Piper, Tonganoxie, Paola, Louisburg, Spring Hill, Eudora, Baldwin, and Ottawa.

If you would like more information about any of these programs, please feel free to contact the head coach.

### **Fall Sports**

Football	Byron Mays
Volleyball	Jan Madlock
Cross Country	Mike Lewis
Girls Tennis	Matt Dow
Boys Soccer	Kevin Riley

### **Winter Sports**

Boys Basketball	Dan Streit
Girls Basketball	Peyton Leslie
Wrestling	Brandon Jobe
Girls Wrestling	Kendall Miller
Boys Swimming	Bill Downing
Bowling	Matt Dow

### **Spring Sports**

Golf	David Walker
Boys & Girls Track	Kyle Razak
Boys Tennis	Matt Dow
Softball	TBD
Baseball	Bennett Ratzloff
Girls Swimming	Bill Downing
Girls Soccer	Kevin Riley

**NOTE: There are no activity or athletic fees.**

# Sportsmanship

**Rule 52 interpretations:** The KSHSAA Executive Board adopted the following interpretations and policies in regard to Citizenship/Sportsmanship Rule 52.

In regard to 52-1-1a—

- Be courteous to all participants, coaches, officials, and fans.
- Desirable and unacceptable behavior illustrations are “examples” and not considered to be all inclusive.
- Fans reading newspapers, turning their backs, making disrespectful actions during the introductions of opponents; yelling, waving, etc., derogatory/disrespectful signs, banners, yells, chants, songs, gestures, including “air ball,” “warm up the bus,” and other such expressions.
- Booing or heckling an official’s decision; criticizing the merits of officiating; displays of temper and arguing with an official’s call, derogatory remarks toward the officials.
- Join Orange Crush and show your pride in your school.

## Activities

Academic Decathlon

Cheerleaders

Dance Team

Debate

FCCLA

Forensics

Kansas Association of Youth

KEY Club

Mock Trial

National Honor Society

Newspaper

Orange Crush

Powerlifting

Scholars Bowl

Science Olympiad

Student Council

Vocal Music

Yearbook

Allie Free

Hadley Mikkelson

TBD

Tim Hoffman

Dawn Sommers

Jennifer Stricherz

Jennifer Stricherz

Jeremy McDonnell

Jason Romanishin

Jennifer Stricherz

Heather Campbell

Erin Rausch

Erin Rausch

Byron Mays

Chris Wood

Peter Fisher

Adie DeLeon

Ashley Greenlee

Erin Rausch

## KSHSAA Eligibility

Eligibility - A student who represents their school in any inter-school activity falls under the jurisdiction of the Kansas State High School Activities Association.

1. Each activity will have specific rules, but the following apply to each individual:
2. The student shall be an undergraduate member of their high school in good standing.
3. The student shall have passed at least five (5) subjects of unit weight (or its equivalent) the previous semester or the last semester of attendance.
4. Any student who reaches the age of 19 before September 1 shall not be eligible.
5. They shall have been regularly enrolled and in attendance at some school no later than Monday of the fourth week of the semester in which he participates.
6. The student shall not be eligible if he/she has attended high school for eight semesters.
7. After a transfer, a student must be in school 18 weeks before they are eligible unless the parents move into the district. At that time, grades will be reviewed to determine future eligibility.
8. The student shall be enrolled in and attending a minimum of (5) subjects of unit weight (or its equivalent) during the present semester.
9. A student who is currently suspended or whose character or conduct brings discredit to the school is not in good standing.
10. A student is not permitted to make up work after the close of a semester for the purpose of becoming eligible (this includes summer school).

## NCAA Eligibility

If you are interested in playing NCAA sports at a Division I or II school, please click [here](#) for information, including a link to academic and core-course requirements.

## School Dances

School dances are for BSHS students in good standing. BSHS students wanting to bring an 'Out of District' date to school dances must complete an 'Out of District' date form confirming that the 'Out of District' student is in good standing at his/her home high school or is a high school graduate under 20 years of age. Any OOD guest that was a former BSHS student must have been in good standing upon leaving BSHS to receive administrative approval. Forms will be sent to the students via school email, including instructions, procedures, and the date in which the form must be returned.

By signing the 'Out of District' form, your date is agreeing to abide by all Bonner Springs High School rules, along with displaying acceptable conduct, behavior, and dress while on BSHS school grounds.

- If a student chooses not to follow school rules and/or does not meet expectations while attending the dance, they will promptly be asked to leave.

- If approved, BSHS students can bring **ONE** outside guest, who must be at least in the 9th grade or no older than 20 years in age, and must enter and remain with the BSHS student date.
- ALL OOD guests must bring a valid **photo ID** to be allowed into the dance.

## Chromebook Policy and Procedures

Through digital student engagement, Bonner Springs/Edwardsville School District will prepare students for their future in a world of digital technology and information. The primary learning tool for students grade 6-12 in Bonner Springs/Edwardsville Schools is the Chromebook, a web-oriented device that provides the opportunity to connect student learning to all of the resources and information available online, anywhere, at anytime. The individual use of Chromebooks is a way to empower students to learn at their full potential and to communicate and collaborate on analytical thinking and problem solving, skills they will need to be lifelong learners. Technology immersion does not diminish the vital role of the teacher. To the contrary, teachers are critical to the effective use of technology in the learning process. To facilitate that, we have put in place the support structure to enable our teachers to learn about, implement, and enhance the integration of technology in instruction. To view the chromebook policies and procedures handbook, click [here](#).

## GRADUATION

### Commencement

Seniors must be in good standing and meet all graduation requirements, including passing the Senior Project, to participate in commencement exercises.

All graduates must wear the BSHS-approved cap, tassel, and gown during the graduation ceremony. Personal tassels, cords, and stoles are prohibited. All students should dress appropriately. Business casual or formal attire is encouraged. National Honor Society and Spanish National Honor Society cords are allowed to be worn. Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

### Units of Credit

A unit designates the successful completion of any course that meets for any two semesters or 36 weeks. ½ credit of work is used to designate successful completion of courses that are 18 weeks or a semester in length. Student aides will earn ¼ credit for a semester of work. Student assistants will earn ½ credit.

### Valedictorian and Salutatorian

The Valedictorian and Salutatorian will be selected at the end of the first semester of their senior year. Grade point average (GPA) will figure to .01 for these awards. Selection will be made on the following basis:



The registrar will calculate the GPA by using all grades earned in regularly scheduled classes at BSHS, or in case of transfer students, grades earned in a previous school(s).

1. Grade points are as follows: A=4, B=3, C=2, D=1, F=0
2. The final announcement on those selected will come from the principal.

The Valedictorian and Salutatorian at Bonner Springs High School will be determined based on the following criteria:

The student will complete all graduation requirements, 24 credits, and a Senior Project.

1. The student will complete the following credits...
  - *Language Arts: 4 Credits*
  - *Natural Science: 4 Credits (must include Biology, Chemistry or Honors Chemistry, and either Physics, Advanced Biology, or Anatomy & Physiology)*
  - *Math: 4 Credits (must include Algebra I, Geometry, Algebra II, and either Pre-Calculus, Calculus, Statistics, or College Algebra)*
  - *Social Science: 3 Credits*
  - *Foreign Language: 2 Credits in the same language*
2. The registrar will calculate the GPA by using all grades earned in regularly scheduled classes at BSHS, or in case of transfer students, grades earned in a previous school(s).
3. Grade points are as follows: A=4, B=3, C=2, D=1, F=0
4. The final announcement on those selected will come from the principal.

## Credit Requirements for BSHS Diploma:

LANGUAGE ARTS	4 CREDITS
English 9 or Honors English 9	1 credit
English 10 or Honors English 10	1 credit
American Literature or Honors	1 credit
World Literature, Honors, or Comp I/II	1 credit
MATHEMATICS	3 CREDITS
9th grade	1 credit
10th grade	1 credit
11th grade	1 credit
SOCIAL STUDIES	3 CREDITS
World History & Geography	1 credit
U.S. History	1 credit
American Government	½ credit
Social Studies Elective	½ credit (60's Studies, Contemporary World Issues, Psychology, Sociology, Conspiracies, LPSS, Pop Culture)
SCIENCE	3 CREDITS
9th grade	1 credit
10th grade	1 credit
11th/12th grade	1 credit (Chemistry, Honors Chemistry, Physics, Anatomy & Physiology, Integrated Science, Forensic Science, Agricultural Ecology, Advanced Biology)
PE/Health	1 CREDIT
TECHNICAL ARTS	1 CREDIT (Including Consumer and Personal Finance*) Includes courses in Business, Technology, FACS, Audio/Visual, Journalism
FINE ARTS	1 CREDIT Includes all Art and Music courses, Speech, Foreign Language III & IV, Creative Writing, Journalism/AV Classes, Sports and Recent Literature
SENIOR PROJECT	COMPLETE SENIOR PROJECT
ELECTIVES	8 CREDITS



# Qualified Admissions

The six state universities in Kansas--Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, The University of Kansas, and Wichita State University--use the standards below, set by the Kansas Board of Regents, to review applicants for undergraduate admission.

## ACCREDITED HIGH SCHOOL

Freshman applicants, under the age of 21, who graduate from an accredited high school, will be guaranteed admission to six state universities by meeting the Qualified Admissions requirements designated by each university, as follows:

### ESU, PSU, FHSU, & WSU:

- Cumulative High School GPA 2.25+ or ACT 21+ (SAT 1060)\*

### K-State:

- Cumulative High School GPA 3.25+ or ACT 21+ (SAT 1060)\*

### KU:

- Cumulative High School GPA 3.25+  
**OR** Cumulative GPA 2.0+ and ACT 21+ (SAT 1060)\*

### ALL Institutions Require:

- Cumulative GPA 2.0+ for College Credits earned in High School

**KANSAS SCHOLARS CURRICULUM IS RECOMMENDED BUT NOT REQUIRED:** To best prepare for the rigor of college-level courses, the Kansas Scholars curriculum is recommended.

One unit is equivalent to one year, or two semesters:



**English**  
4 units



**Math**  
4 units  
1 unit of each:  
Algebra 1, Geometry,  
Algebra II  
1 unit: Advanced Math  
See [KS Scholars page](#)  
For Math course list



**Social Science**  
3 units  
1 unit U.S. History  
.5 unit U.S. Gov  
.5 unit World History  
1 unit: Social Science course  
See [KS Scholars Page](#) for  
Social Science course list



**Science**  
3 units  
1 unit of each:  
Biology, Chemistry, &  
Physics



**Foreign Language**  
2 units of the same  
language

**KANSAS SCHOLARS Program:** More information about the Kansas Scholars Scholarship & Curriculum can be found [here](#) (pdf).

## HOMESCHOOL & UNACCREDITED HIGH SCHOOL

Freshman applicants, under the age of 21, who are homeschooled or graduate from an unaccredited high school will be guaranteed admission to the six state universities by achieving an ACT score equivalent to those outlined above, per each university. If you enroll in college courses while in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.

*\*If you do not meet the qualified admission requirements, you are still encouraged to apply. Your application will be reviewed individually. Contact the university admissions office for more information.*

*This document provides a summary overview of admission requirements at state universities and is not a substitute for or to be used in lieu of the actual detailed admissions requirements, which can be found at: [www.kansasregents.org/qualified\\_admissions\\_rules\\_regulations](http://www.kansasregents.org/qualified_admissions_rules_regulations).*

December 2022



# KANSAS BOARD OF REGENTS

## Kansas Scholars Curriculum & State Scholar Quick Facts

Completion of the Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation. This occurs during the senior year of high school.

### What are the other requirements to become a State Scholar?

- Students must have taken the ACT between April of the sophomore year and December of the senior year.
- Students must be a Kansas resident.
- Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

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## KANSAS SCHOLARS CURRICULUM

### English - 4 years

One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.

### Mathematics - 4 years

Algebra I, Algebra II, Geometry, and one unit of advanced mathematics-- suggested courses include: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. Completion of Algebra I in 8th grade is acceptable; the student would then only need three years of math in high school.

### Science - 3 years

One year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.

### Social Studies - 3 years

One unit of U.S. History; minimum of one-half unit of U.S. Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.

### World Language - 2 years

Two years of one language. Latin and Sign Language are accepted.

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### What is the benefit of completing the Kansas Scholars Curriculum?

Students that complete this curriculum and meet the other requirements, may be designated as State Scholars, which makes one eligible to receive the Kansas State Scholarship as provided by the Kansas Legislature. The academic profile of recent scholars include an average ACT of 29 and an average GPA of 3.92. State Scholars may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program), based on financial need and the availability of State funds. Financial need is measured by federal methodology using data submitted on the FAFSA.

For more information, contact us at (785) 430-4300 or at [scholars@ksbor.org](mailto:scholars@ksbor.org).

# **ACADEMICS**

## **Academic Honesty**

BSHS students are expected to demonstrate integrity and honesty at all times. Academic dishonesty, including cheating or helping others to cheat on school assignments, is a serious violation of the social contract between students and teachers. When a student is found to have cheated, his/her parent/guardian will be notified and a teacher may deny a student credit for the work submitted. Academic dishonesty may also result in an office referral resulting in detention and/or suspension.

## **Academic Letter**

Any student earning a 3.75 GPA for two consecutive semesters will earn an academic letter for that school year.

## **Grading Policy**

A—89.5%-100%    B — 79.5%-89.4%    C — 69.5%-79.4%    D — 60%-69.4%    F — 0%-59.9%

## **Honor Roll**

There are two Honor Rolls at Bonner Springs High School. Earning an “A” in each semester class qualifies students for the Orange Honor Roll. Students with a “B” average qualify for the Black Honor Roll. No grade of “F” is permitted to qualify for Honor Roll. All courses count towards Honor Roll qualifications.

## **Honors and Advanced Courses**

Bonner Springs High School offers Honors and advanced courses to students who have a desire to push themselves to the college bound level. Honors and advanced courses are more rigorous, in-depth, and fast-paced classes designed for motivated students who wish to work more in-depth with content, topics, and conversations. See an Administrator, School Counselor, or the counseling website for more information or a list of Honors and advanced courses.

## **National Honor Society**

Any student with a cumulative grade point average of 3.5 or higher who has fulfilled the school and community service project requirements is eligible to apply for National Honor Society membership after his or her sixth semester. A committee of faculty members will review the applications and make the final selections based on the criteria established by the National Honor Society Organization.

# Semester Grades

The semester grade at Bonner Springs High School is a culmination of all the assessments given during the semester. At the beginning of each semester, the teacher will share the grading criteria and late work policy on either their syllabus or course description – both of which have been read and approved by building administration. At the end of the first quarter of each semester, the student will have access to their “Progress Grade” to reflect their current performance. When the second quarter of each semester begins, the student’s grade will build on their “Progress Grade” until the end of the semester when the semester grade is determined. At the end of each semester, the school will produce a final exam schedule. During that time, each student will be assessed on the cumulative skills developed that semester. The teacher will have the option of giving a test, culminating project, or performance assessment to determine the “Final Exam” grade. No student will be exempt from taking the final exam. The final exam grade will count for no more than 20% of the semester grade.

## STUDENT RIGHTS

### Cafeteria

Each student will have a designated time to report to the cafeteria. **Bonner Springs High School has a closed lunch policy. Students may not leave the building, or be checked out, during lunchtime. Students are not allowed to order food from outside agencies during the school day. If this happens, the food will remain in the office until the end of the school day.** Students are not allowed in the hallway or commons area during lunch or classes. All students are to eat lunch in the cafeteria. Students are to go directly to the classroom at the end of the lunch period. Respect for others should govern eating and seating habits.

### No Charge Policy for Food Service Programs

In an effort to reduce or eliminate negative meal account balances in the district, the following “no charge policy” has been implemented for the district food service programs. School Meal Charge Policy Food Service Department Meal Account Management Guidelines Families are expected to provide money for each student’s meal account on a regular and consistent basis. In the event this does not occur, the following stipulations apply: High School (Grades 9-12) Cashiers will remind student’s daily of account balances if the balance falls below \$10. Students whose account has reached \$0.00 will not be allowed to purchase meals unless they deposit money in their account or pay for the meal with cash. Parents will be contacted by the Kitchen Manager or Cashier via telephone and / or email when the account falls below \$0.00 (the school’s negative limit). In the event a student’s account reaches <\$10.00>, the School Principal or Assistant Principal will contact the family.

# Emergency Drills

A written plan for emergency drills (fire drill, tornado drill, and threatening situations) is available in the office and every classroom. The drills will be explained to staff and students at the beginning of the school year. Practice drills will be conducted periodically in accordance with state statute.

## Emergency Safety Intervention

### Emergency Safety Interventions

**GAAF**

(See GAO, JRB, JQ, and KN)

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

#### Definitions

“Area of purposeful isolation” means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means:

- a natural parent;
- an adoptive parent;

- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;

## **Emergency Safety Interventions**

**GAAF-2**

- a legal guardian;
- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and
- the student is prevented from leaving or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

## **Prohibited Types of Restraint**

All staff members are prohibited from engaging in the following actions with all students:

## **Emergency Safety Interventions**

**GAAF-3**

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;



- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
  - Seatbelts and other safety equipment when used to secure students during transportation.

#### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition shall be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. In spite of the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### **Emergency Safety Interventions**

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#### Use of Seclusion

When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

## Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

## Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

### Emergency Safety Interventions

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- A. The events leading up to the incident;
- B. student behaviors that necessitated the ESI;
- C. steps taken to transition the student back into the educational setting;
- D. the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- E. space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- F. a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- G. email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- A copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and

- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day

#### Emergency Safety Interventions

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using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### Reporting Data

District administration shall report ESI data to the state department of education as required.

#### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A

school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

### **Emergency Safety Interventions**

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For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

### **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

### **Emergency Safety Interventions**

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If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by

providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process. Approved:

**KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18; 6/23**

## Health Services

The School Nurse supervises activities in the Nurse's Office and is assisted by school staff who may provide some basic first aid services for students. If a student becomes ill during the school day, they should report this to a school official who may give a pass for the student to go to the office. Students are not allowed to call or text a parent to be dismissed, and are not to leave the building until office staff has contacted a parent or guardian for permission prior to dismissal. Parents should keep the School Nurse informed of any health concerns and keep their contact information up to date with the school so they may be contacted in case of student illness or emergency.

The School Nurse does hearing and vision screenings of students as per state guidelines. Parents will be notified of any abnormal screening results via a note sent home with the student. The School Nurse reviews immunizations on all students and will notify parents of any state required immunizations for which the school does not have proof.

**Medication Policy:** Controlled drugs, such as Ritalin and narcotic pain medications, must be kept locked in the health room and be administered by the nurse or the nurse's designee and written physician and/or dentist plus parental permission is required.

Prescription medications that are NOT controlled substances may be carried and taken by students on their own unless otherwise ordered. If not being self-administered, permission in writing by the

physician and/or dentist and parent is required. Medication is to be carried in the original prescription bottle with the name of the medication and directions attached.

Common over-the-counter or nonprescription medication for minor discomforts (i.e.: Tylenol, Midol, Advil) may be carried by the student with parental permission. The student should carry what is needed for the day and it should be carried in its clearly marked original container. At no time may any student share their medications with another person. School Administrators have final authority to revoke self-carrying medication privileges. If not being self-administered, permission in writing by the physician and/or dentist and parent is required.

## Lockers

The lockers and locks at Bonner Springs High School are assigned to students by the office and are free of charge. Lockers are to be used for storing outerwear and school materials only. Physical education lockers are assigned by the Physical Education teachers. It is the student's responsibility to keep their locker locked at all times. Students are responsible for all items stored in the locker. The school maintains no responsibility for lost or stolen property; therefore, no valuables of any type are to be brought to school.

## 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 204 (USD 204) 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 204'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 Dr. Leticia Porter, Director of HR and Director of Compliance. Dr. Porter may be contacted via mail at 2200 S. 138th Street, Bonner Springs, KS 66012, via email at [porterl@usd204.net](mailto:porterl@usd204.net), or via phone at (913) 422-5600.

## Personal Property

All items of personal property brought to school should be marked or labeled with the student's name. School is not responsible for lost or stolen personal property. Lost and found items can be found in the designated area. Items not claimed from the lost and found area will be turned over to a service organization at the end of each semester.

## Posting Information

**All hallway postings are limited to the bulletin boards** located in various parts of the building and must be pre-approved by the administration. Any item that is not approved will be taken down.

## Search of Lockers

Pursuant to Board Policy JCAB, when there are reasonable grounds for suspecting a search will reveal evidence that a student has violated or is violating either state or federal laws or the rules of the school, or when there are reasonable grounds to believe a search is necessary to preserve and protect the welfare and property of the district, students, faculty, administrators, and general public, a search of a student's locker, belongings, and/or the student shall be permissible. All searches shall be conducted by the building principal, or his/her designee, in accordance with the rules and regulations approved by the board. Unless the situation warrants otherwise, all searches of a student shall be carried out in the presence of an additional adult witness. No strip searches will be conducted by any school district officials.

The school administration reserves the right to search the following:

1. Lockers and desks are owned by the district and as such are subject to search at any time by school officials.
2. If there is reasonable suspicion that a student may have illegal substances or items in their possession, the student may be asked by the principal to empty pockets, purses, shoulder bags, backpacks or other similar items.
3. Vehicles parked on school property are subject to search by school officials.
4. Drug detection dogs may be used to check buildings, lockers, and vehicles.

Students who bring illegal substances or items with them to school or who store such items in desks, lockers, or vehicles parked on school property will be subject to disciplinary action including possible suspension and expulsion from school. Illegal substances or items discovered by a search of the student, locker or vehicle will be turned over to law enforcement officials, where applicable.

## 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.

## Transportation

Driving a car to school is considered a privilege granted only to those who abide by good parking and driving manners. The speed limit in the parking lot is 10 mph. Failure to conform to standard

driving rules and regulations may result in loss of school parking privileges and school discipline. Underclassmen park in the northeast lot and seniors park in the southeast lot. No student parking is permitted in the faculty lot or in visitor parking areas. All vehicles parked on school property must be registered with student services. The following information must be on file: a copy of the student's driver's license, tag number, make, model, color, year of vehicle.

## Bus Transportation

Transportation personnel make transportation eligibility and regulations available to every student. The driver is in full charge of the bus and the students. Students are subject to disciplinary action for misconduct on school buses, at the administration's discretion. All code of conduct policies are to be followed on the buses and are subject to the same consequences for misbehavior. Bus transportation is a privilege for students. We ask that students comply with bus expectations so that this privilege is not interrupted or taken away.

1. The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus.
2. Students may also be subject to long or short-term suspension or expulsion.

**Designated Bus Consequences:** Bus drivers will issue a bus ticket for an infraction of the rules.

Parents must sign ticket and return it to the office. Bus tickets are an accumulation throughout each semester.

- 1st bus ticket - Warning
- 2nd bus ticket - 3 days suspension from riding the bus
- 3rd bus ticket - 5 days suspension from riding the bus
- 4th bus ticket - off bus for the semester

If the administration at any time determines that the infraction of the rules of conduct are sufficiently serious, they can impose any discipline permitted by the rules of conduct.

## STUDENT EXPECTATIONS: ATTENDANCE

**Attendance Policy for Unified School District 204:** Attendance is very important for success in school. Almost without exception, those whose attendance is poor show less achievement in the classroom.

***For an absence to be classified as excused, the parent or guardian should contact the school by phone at between 8:00 a.m. and 3:00 p.m. the day of or prior to the absence, or by 8:00 a.m. the day of the absence at 913-422-5121 stating the reason for the absence.*** If this is not possible, calls will be taken throughout the day until 3:00 p.m. If not notified by phone, a note or email explaining the reason for the absence must be presented to the Attendance Clerk no later than one day after returning to school.



**Note:**

1. An absence is recorded for a class period if a student is tardy more than 10 minutes without a note from the office or another teacher excusing the absence.

The following are approved reasons for excused absences:

- Personal illness
- Family emergency or funeral
- Medical or dental appointments
- Religious holiday of the student's faith
- Mandated court appearances
- Family activities with prior notification of school administration (please provide three days advance notice)
- Educationally beneficial activities as pre-approved by school administration (please provide three days advance notice).

When a student reaches ten (10) absences in a semester, any subsequent absences will be deemed **unexcused** unless they are substantiated by a doctor's statement(s) or are caused by emergency family situations, which must be communicated with the administration in a reasonable time frame.

Additionally, this policy applies to each class period: Once a student is absent ten (10) or more times, and continued absences (in that specific period) are considered unexcused (without substantiation as described above).

**After ten (10) or more consecutive unexcused absences, the student will be dropped and parents/guardian will need to come to the school office to re enroll the student when the student returns to school.**

For each absence, a student has one day to complete assignments.

## Credit for Missed Work

All students with an absence from school will be given one day for every day missed to complete assignments. Arrangements should be made with the classroom teacher to obtain makeup work. Teachers may make adjustments to missed school work depending upon the student's needs, abilities, and circumstances relating to the student's health with the exception of unexcused absences, which will have no credit given.

## Student Early Release

Students will not be released during the school hours without permission from both the parent/guardian and the learning center principal or their designee. In cases where students drive to school, permission may be granted by phone between the parent guardian and the principal or

their designee for students to be released. For their personal safety, students are not allowed to wait at exits or outside to be picked up early. Students need to sign in and out at the office when leaving or entering the building during the school day.

## Truancy

Kansas state law requires that a student be submitted to the Wyandotte County District Attorney's Office as truant if any of the following criteria is met:

- 3 consecutive unexcused absences
- 5 unexcused absences in a semester
- 7 unexcused absences in a school year

A student is considered absent for the entire day when they miss "a significant part", i.e three (3) or more periods in a 7-period day or two (2) or more periods in a block day.

It is the responsibility of the building administrator to notify parents of pupil's absence and to report cases of truancy.

## STUDENT EXPECTATIONS: CIVILITY AND BEHAVIOR

### Animals and Plants

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 plants may be brought into the classroom for education purposes. Animals and plants in the school under no circumstances are to be transported on a school bus. Teachers assume the primary responsibility for the humane, proper treatment of any animal in the classroom. All animals brought on campus must be up-to-date on vaccinations.

### Bullying Prevention Policy

#### Definition of Bullying

- (A) Any intentional gesture of any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
- 1) Harming a student or staff member, whether physically or mentally;
  - 2) Damaging a student's or staff member's property;
  - 3) Placing a student or staff member in reasonable fear of harm to the student or staff member; or
  - 4) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

5) Harming a student or staff member's social status or reputation.

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

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto.

The Board of Education prohibits bullying in any form, including electronic means on or while using school property, in a school vehicle, or at a school sponsored activity or event.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

## Electronic Use Policy

Having access to district provided technology is a privilege for all USD 204 students. As such, students and parents are expected to know and understand the Acceptable Use Policy (AUP) as it is described on the district website. Students (and parents) are encouraged to familiarize themselves with this policy as they will be accountable for the expectations and potential consequences contained therein.

## Privacy in School Locker Rooms and Restrooms

Locker rooms and restrooms are provided for the use of staff, students, athletes, and other groups or individuals authorized by the District. The District shall take the following reasonable measures to protect the privacy rights of individuals using school locker rooms or restrooms.

1. Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record, or transfer a representation of a nude or partially nude person in a locker room or restroom. Any other use of a camera, video recorder or other recording device in the locker room or restroom requires the prior approval of the building principal or designated locker room supervisor and the person being photographed, videotaped or recorded.
2. No media is allowed access to school locker rooms before, during or after any school athletic event or practice. Coaches and student athletes may be available for interviews directly outside the locker rooms consistent with school rules.
3. Other persons can enter into the locker room to interview or seek information from an individual in the locker room at other times only as authorized by the building principal or designated locker room supervisor. If authorization is given, the person shall leave the locker room after the interview is done or the information is received.

Violation of this policy may result in an automatic 10 (ten) 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. Additionally anyone who violates this policy shall be subject to penalties under federal, state and/or local law.

## Reporting Discrimination

Bonner Springs 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. 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 building principal 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 204 Complaint of Discrimination Form"* on file in the high school office.

# School Behavior Code

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 they urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school.

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 corridor or room;
3. setting fire to or damaging any school building or property;
4. 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;
5. preventing students from attending a class or school activity;
6. continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class.
7. 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 any of this regulation may result in suspension or expulsion.**

## Sexual Harassment

Bonner Spring High School believes that all students are entitled to work and study in school-related environments that are free of sexual harassment. Therefore, sexual harassment by any officer, employee, student, or other person having business with the district is prohibited. Sexual harassment is defined as any sexual advance, request for sexual favor, or sex-based behavior that is not welcome and not requested.

Examples of sexual harassment include, but are not limited to, unwanted attention of sexual nature; continued or repeated unwanted sexual flirtations; advances or propositions; continued or repeated unwanted remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; the display in the school or workplace of sexually suggestive actions, gestures, objects, graffiti, or pictures.

1. A student, who believes they have suffered sexual harassment, or their parent or guardian, may report such matter to an administrator, nurse, counselor, or teacher. If a nurse, counselor, or teacher receives a complaint from a student or parent, they will notify a building administrator as soon as possible.

2. Reports of sexual harassment received from other sources will also be investigated.
3. After completion of an investigation, if the investigator determines the claim of sexual harassment was made maliciously, disciplinary action will be taken.
4. Retaliation against a person who reports or testifies to a claim of sexual harassment shall be prohibited. Any retaliation shall itself be viewed as an instance of sexual harassment, subject to the discipline outlined by the building policy.

## Smoking and Tobacco Policy

State law prohibits the use of tobacco products in schools, on school property, or at any school sponsored activity. No tobacco products will be brought to or used on school property. School property includes all buildings, buses, athletic fields, and facilities, and parking lots. Possession will be viewed as intent to use. This policy includes Juul, dab pens, and other electronic smoking and vaping devices.

For a first offense, students who use or possess tobacco/electronic smoking or vaping devices will receive an automatic 5 day suspension from school. If the student completes a school-provided vaping/smoking education program, the suspension may be reduced to 3 days (first offense only). The second violation may result in a suspension of 10 days and a recommendation for an expulsion hearing.

**All violators may be subject to a written citation from the Bonner Springs Police Department for violation of Kansas Law. Additionally, all electronic smoking and vaping devices may be turned over to the police for drug testing. A positive test will be considered a violation of the narcotics/drug policy (Level 4) and result in a 10 day suspension with an expulsion hearing.**

## Substance Abuse

No student may use, possess, sell, or distribute alcohol, marijuana, or any illegal drug (those substances labeled as Class I, II, III, and IV by the federal government or labeled by applicable Kansas and Local Statutes) while at school or while under the jurisdiction of the school.

Each violation of this rule shall result in the following:

1. Notification of the student's parents/ guardians and a call to the local law enforcement agency.
2. Referral to an outside agency for intervention.
3. Any disciplinary actions as outlined by the written building discipline policy.

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. An electronic copy of the Student Handbook which covers "Student Consequences" and the applicable building discipline policy shall be made available online to each student and their parent/guardian at the beginning of each school year via the school's website. Students will be held accountable for the policies contained in the handbook.

# Narcotics, Alcoholic Beverages, Drugs, and Controlled Substances

A student may not knowingly possess, sell, use, transmit, 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 any of this regulation may result in automatic ten (10) day suspension with a hearing to determine long-term suspension or expulsion.**

## Vandalism

Any vandalism to the school building, its contents, lockers, school grounds, and school equipment will result in the student being suspended with a possible recommendation for expulsion. The student will be responsible for the cost to repair or replace the damaged items. Also, if the act is of a serious nature, proper authorities will be notified to determine if criminal charges will be filed.

## Verbal Abuse or 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 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.

**\*Violation of any of this regulation may result in suspension or expulsion.**

## Weapons

It is a crime for any person to possess a weapon, destructive device, or facsimile of a weapon at school or on school property. Students may not possess, handle or transmit any object that can reasonably be considered a weapon on school property or while attending any school sponsored activity. Any object that can reasonably be considered a weapon shall be deemed as such. This

includes, but is not limited to chains, studded collars or wristbands, guns, knives, explosive devices, throwing stars, bludgeons, metal knuckles, electrical devices which are intended to shock, debilitate or impair, and poison gas. A gun shall be defined as any weapon, which will, or is designed to, or may be readily converted to expel a projectile by the action of any explosion, compressed gas, a spring, or other propellant. A knife shall be defined as any sharp edged object designed for the purpose of making any type of incision or cut on any type of surface.

Violations of this policy, will be subject to the following:

1. Possession of a weapon, destructive device or facsimile of a weapon by a student shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case by case basis. Violation of any of this regulation shall result in an automatic ten- (10) day suspension with a hearing to determine long-term suspension or expulsion. Expulsion hearings shall be conducted by the superintendent or his designee.
2. Students violating this policy shall be referred to the proper law enforcement agency (ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice for criminal prosecution.

## Cell Phone Policy

Our goal is to promote digital citizenship and appropriate use of technology in a multitude of settings. No cell phones/electronics/headphones are allowed in class unless the teacher grants permission. Teachers have the discretion to assign a 30 minute office detention for violations of the policy. If a student is insubordinate after an office detention has been assigned, it becomes an office referral.

## Personal Appearance

In general, students should dress in neat, clean, and appropriate clothing that does not disrupt the educational process. All articles of clothing must not show 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, 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 or organizations. Apparel and clothing containing printed or visual messages which are inappropriate in a school setting will necessitate a change of clothing and/or may be a cause for detentions or suspension proceedings.



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:

- Caps, hats, hoods, bandanas, ski masks, full face/head coverings (7:00 a.m. - 3:05 p.m.)
- Clothing with reference to alcohol, drugs, weapons, gangs, or promoting hate messages.
- Clothing with offensive language or symbols.
- Pajamas or slippers; Appropriate footwear shall be worn.
- Clothing that may physically endanger the student or others, including chains and spikes.
- Clothing considered inappropriately provocative.
- Open-sleeve muscle shirts (including tank top style undershirts) or spaghetti straps.
- Tops, shirts and shorts showing undergarments/midriff/private areas.

# STUDENT DISCIPLINE GUIDELINES

At Bonner Springs High School, we expect our students to be responsible, respectful, and demonstrate integrity. The following discipline guidelines are broken into categories with regard to severity. If any discipline incident involves criminal activity, police will be notified.

## Tardy Detentions

**Students late to school** on the fourth time during the semester will be assigned detentions/consequences for being tardy. The following progression of consequences will be observed each semester:

- 4th tardy: thirty minute detention
- 7th tardy: sixty minute detention
- 10 or more tardies: Administrative Action (Level 2 Discipline Referral)

After first hour, **students tardy to class** may be assigned a tardy detention by the teacher.

## Profanity/Technology/PDA (Public Displays of Affection) Detentions

Using profanity, showing PDA (public displays of affection), technology violations, and leaving class early will result in a detention being assigned. Repeated violations will result in office referrals.

## AWOL- Partial Period (student misses part of one class period)

<i>Offense Number</i>	<i>Possible Consequence</i>
Referral one.....	Office Detention
Referrals two, three and four.....	1 to 3 Days of ISS
Referrals five and beyond.....	1 to 5 days of OSS
Tenth Referral.....	10 Day OSS with Recommendation for Expulsion Hearing

## AWOL- Full/Multiple Period (student misses all or part of more than one class)

<i>Offense Number</i>	<i>Possible Consequence</i>
Referrals one, two, three.....	1 to 3 days of ISS
Referrals four, five, six, seven.....	1 to 5 days of OSS

Eighth Referral.....10 Day OSS with Recommendation for Expulsion Hearing

**Failure to Serve Office Detention**

<i><b>Offense Number</b></i>	<i><b>Possible Consequence</b></i>
All Referrals.....	1 to 3 days of ISS

**Level One Discipline Referrals**

**Note:** The classroom teacher may assign an appropriate classroom consequence and contact parents twice prior to referring a student to the office for a level one offense.

- Disrespect of Authority
- Disruptive Behavior in an academic setting
- Profanity
- PDA (Public Displays of Affection)
- Unapproved use of technology
- Dress Code Violation (*Student may be required to change/turn inside out/request clothes from home before going back to class – refusal/inability to change clothes will result in in-school suspension*)
- Insubordinate behavior/Failure to comply with instruction of staff member
- Violation of computer use policy

<i><b>Offense Number</b></i>	<i><b>Possible Consequence</b></i>
First Referral.....	Office Detention (60 minutes)
Second Referral .....	Office Detention (60 minutes)
Third Referral.....	1-2 Days of ISS
Fourth Referral.....	2-3 Days of ISS
Fifth Referral.....	1-2 Days of OSS
Sixth Referral.....	2-3 Days of OSS
Seventh Referral.....	3-5 Days of OSS
Eighth Referral.....	10 Day OSS with Recommendation for Expulsion Hearing

**Level Two Discipline Referrals (*Police may be notified for level two referrals*)**

- Failing to comply with a reasonable request from school personnel
- Behavior which compromises an orderly environment
- Instigating or videotaping a fight
- Petty Theft
- Hazing/Harassment
- Bullying/Cyberbullying
- Unapproved use of camera/video/cell phone recording
- Destruction of School Property
- Profanity directed at another individual
- Academic Misconduct/Plagiarism
- Excessive Tardies (10 or more per semester)

<b>Offense Number</b>	<b>Possible Consequence</b>
First Referral.....	1-2 Days of ISS
Second Referral .....	2-3 Days of ISS
Third Referral.....	1-3 Days of OSS
Fourth Referral.....	3-5 Days of OSS
Fifth Referral.....	10 Day OSS Recommendation for Expulsion Hearing

### **Level Three Discipline Referrals (Police may be notified for level three referrals)**

- Tobacco violation including electronic cigarettes and vaping devices
- Fighting/Violence directed at another individual
- Gang Activity
- Behavior which compromises safety
- Destruction of Property/Vandalism (<\$1,000)
- Sexual Harassment
- Non-Violent Sexual Activity
- Profanity directed at staff member
- Theft

<b>Offense Number</b>	<b>Possible Consequence</b>
First Referral.....	3-5 Days OSS
Second Referral.....	10 Day OSS Recommendation for Expulsion Hearing

### **Level Four Discipline Referrals (Police will be notified for all level four referrals.)**

- Drugs/ Drug Paraphernalia Violation
- Assault or Battery
- Destruction of Property/Vandalism (>\$1,000)
- Alcohol Violation
- High Level Threat to another person or persons
- Possession of Weapon
- Burglary

<b>Offense Number</b>	<b>Possible Consequence</b>
First Referral.....	10 Day OSS Recommendation for Expulsion Hearing

### **Effect of Suspension or Expulsion**

Any student who is assigned a short term out-of-school suspension will not be allowed on the school premises for the duration of the suspension. The student will be allowed to make up school work missed during the period of suspension. Final exams will be taken for full credit. Students who are long-term suspended or expelled will not be allowed to make-up missed work.

## Investigation

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

## Detentions

Detentions may be assigned by the classroom teacher or the administrative team. Failure to serve a detention will result in further disciplinary action. Students are responsible for making their own transportation arrangements as necessary.

Detentions will be held before school Monday-Friday from 7:05 - 7:35 and after school Monday-Thursday from 3:00 p.m. to 4:00 p.m. Failure to serve a detention within 48 hours may result in ISS. Student expectations for detention are:

1. Arrive on time for the detention.
2. Follow school rules and procedures.
3. No cell phones.
3. Bring work to occupy your detention time.
4. No sleeping, talking, or listening to music.

## In-School Suspension

In-School Suspension (ISS) takes place under the supervision of our In-School Suspension coordinator. Students are expected to comply with ISS rules and expectations:

1. Follow all school rules and procedures.
2. Stay on task at all times and complete work. Students who do not complete their work may be assigned additional time in ISS.
3. No sleeping, talking, or listening to music.
4. No cell phones.
5. No food or drinks unless it is during a scheduled meal break.
6. Respect to others must be shown at all times. No profanity or disruptive behavior is tolerated.

## Out-of-School Suspension or Expulsion

Any student who is assigned a short term out-of-school suspension will not be allowed on the school premises for the duration of the suspension.

The following are ground rules for suspension or expulsion:

1. Willful and/or continued violation of (a) any of the provisions of this handbook (b) any other published regulation for student conduct adopted by the Board of Education, or (c) violation of written contracts or agreements, or

2. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school or,
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity, or
4. Conduct which if the pupil is an adult, constitutes the commission of a felony or if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult, or
5. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult, or
6. Disobedience of an order of a teacher, peace officer, school security officer, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

# COUNSELING DEPARTMENT

The Bonner Springs High School Counseling Department is dedicated to supporting students while in high school and preparing them to be successful in the future. This includes academic support and planning, social/emotional support and education, college and career readiness/exploration and more.

Bonner Springs High School's Counseling Department is comprised of three School Counselors who help students plan and prepare for post-secondary endeavors with a variety of pathways. Bonner Springs High School offers a plethora of college classes offered for dual enrollment students. Students can also earn a technical certificate through KCKCC their Junior and/or Senior year. Students complete courses at the KCKCC-TEC building.

Our School Counselors help students stay on track academically while growing their skills and interest through Xello lessons and career exploration. Our School Counselors are also committed to providing social & emotional support and education. Our School Counselors provide short-term counseling, referrals for long-term counseling, classroom social & emotional lessons, and resources for our students and families.

Throughout the year, representatives from various colleges will visit Bonner Springs High School. If a student would like to contact a specific school, the Counseling Department can set up an appointment. Military representatives visit the high school during the lunch hour several times a year to visit with interested students.

## Calendar for College Bound Students

### September

1. Discuss college plans with a counselor.
2. Seniors register for the October ACT or SAT.
3. Interested Sophomores or Juniors should sign up for the PSAT/NMSQT.

### October

1. Seniors take the ACT or SAT.
2. Seniors attend College Night (Juniors may also attend).
3. Register for December ACT or SAT if they missed the October test.
4. Register Sophomores and Juniors to take the PSAT/NMSQT.
5. Attend Financial Aid night.

### November

1. Seniors register by November 1 for December ACT or SAT.
2. Seniors should be following up on college plans. Visit with counselors and college

- representatives and obtain enrollment information.
3. Send admission application to selected college.

### **December**

1. Seniors should finalize college choice.
2. Seniors can take the December ACT.
3. Send admission application to selected college.

### **January**

1. Send financial aid application.
2. Send application for admission to selected college.
3. Apply for local scholarships.

### **February**

1. Deadline for financial aid to state schools.

### **March**

Most independent colleges in Kansas require enrollment applications during March, April or May.

### **April-May**

1. Complete final transcript request forms.
2. Juniors may want to take the ACT in April for practice.

## **Financial Aid for College Bound Students**

In October, the Counseling Department will offer a financial aid night to help students and parents prepare to apply for financial aid. The FAFSA form will be handed out and questions answered. Students may also apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## **National and Local Scholarships**

The Counseling Department has much to offer Seniors that are concerned about scholarships and financial aid. Any Senior interested in regional and national scholarships should visit a counselor or [fastweb.com](http://fastweb.com). As scholarships become available, information is emailed home. During the month of January, the counselors will visit all Senior English classes to discuss local scholarships.

## **PSAT/National Merit Scholarship Qualifying Test**

An important optional test for Sophomores or Juniors is the PSAT/National Merit Scholarship Qualifying Test. Students sign up in September if they wish to take the test. The PSAT/NMSQT measures verbal and mathematical abilities generally associated with academic achievement in college. Many times, success on this test can be helpful in receiving scholarships or financial aid for college.

## Pre-ACT

All Freshmen students will take the Pre-ACT. The Pre-ACT supports Freshmen with an early practice experience for the ACT test. It also provides an early indicator of college and career readiness that helps educators, students, and parents identify areas of academic strength and opportunity.

The test will include an interest inventory and career exploration in addition to the English, Math, Science, and Reading sections.

## Standardized Testing: ACT

An important test required by many colleges is the ACT. It is always best to take this test early in the Spring of the Junior year as this information is sent to three colleges of choice through which financial aid may be received. Students will need to register in September for the October test and November for the December test. Students may register online at [www.act.org](http://www.act.org). Test waivers are available in the Counseling Department.

## Early Graduation

Students at Bonner Springs High School will have the option to graduate after seven (7) semesters, provided they have met all of the approved graduation requirements and have received the approval of the USD 204 Board of Education. Early graduation applications will be sent out via email in November and are due by December 1.

The following criteria and activity limitations govern those who participate:

1. The student will complete all graduation requirements, 24 credits and a senior project.
2. The student will present their Senior Project at a December Senior Boards Day and follow an accelerated senior project timeline to complete the project by the December presentation day.
3. The student will have the option to participate in the May graduation ceremony.
4. The student will not be enrolled in five classes in the second semester, as a result they are not eligible to participate in KSHSAA activities. Students will also not be eligible to participate in non-KSHSAA clubs/activities.
5. Students wishing to graduate early will apply after their fifth (5) semester. The early graduation application must be signed by the student, approved by the parent/guardian and given final approval by the principal based on parent approval and credit verification.
6. Students that graduate in December will be eligible to attend school dances (Court Warming and Prom).
7. If the student does not meet all the graduation requirements, they can enroll for an eighth semester.
8. The student is responsible for reading the website, email, and all other sources of obtaining information regarding student life at BSHS.



9. Students who apply for early graduation status acknowledge the potential impacts of becoming a part-time student, (social security benefits apply only to full-time students, some scholarships, etc...) and hold USD 204 harmless of those potential impacts.
10. In order to continue attending the area technical school, and have USD 204 pay the tuition, a student must attend BSHS for a portion of the day.

## Enrollment

We encourage students to visit with their School Counselor or visit [www.bshscounseling.net](http://www.bshscounseling.net) to check requirements, credits, prerequisites, and enrollment procedures. Enrollment procedures will also be shared with students and families via email and the counseling newsletter. An individual plan of study will be developed throughout each student's time in high school. All information on scheduling, enrollment, IPS, and graduation can be answered through the Counseling Department. BSHS students that are participating in a Foreign Exchange program are encouraged to enroll in the program their Junior year. Students will need to make arrangements to take core classes online to stay on track to graduate. The Foreign Exchange experience will count as one credit per semester or a total of two credits for the school year. Students will need to meet all of the BSHS Graduation Requirements to graduate.

## Part-Time Student Policy

The part-time student program will apply only to Seniors who are on schedule to graduate in eight semesters. Students will be allowed part-time only during their eighth semester.

The following criteria and activity limitations govern those who participate:

1. The student must have 23 credits prior to the start of the 8th semester.
2. The student will be enrolled in five classes (hours 1-5 or 3-7). To be eligible for a KSHSAA activity or a school sponsored activity the student must be enrolled and attending five new classes each semester. (Teacher/Office Aide and study halls do not count toward the five classes.)
3. The part-time application must be signed by the student, approved by the parent/guardian and given final approval by the principal based on parent approval and credit verification.
4. Students will enroll in a schedule that includes hours 3-7 or 1-5. Late start or early releases are the only options for this program. Students are only allowed on campus during their scheduled classes, unless given prior approval by a staff member. All transportation will be provided by the student, unless required as part of an IEP.
5. Once a student is enrolled in a class and begins attending, he or she is not allowed to drop the class after the drop deadline for the second semester.
6. The student is responsible for reading the website, email, and all other sources of obtaining information regarding student life at BSHS. In addition, students are required to attend all required class meetings.

7. Students who apply for part-time status acknowledge the potential impacts of becoming a part-time student, (social security benefits apply only to full-time students, some scholarships, etc...) and hold USD 204 harmless of those potential impacts.
8. In order to continue attending the area technical school, and have USD 204 pay the tuition, a student must attend BSHS for a portion of the day.
9. The Principal or his designee reserves the right to individualize a seniors second semester schedule based on academic needs and/or personal circumstances

## Foreign Exchange Student Policy

Foreign exchange students attending Bonner Springs High School will be enrolled as a Junior. Their studies of course will include American Literature, U.S. History and American Government. Foreign exchange students will be enrolled to receive an educational experience. They will not receive a diploma from Bonner Springs High School.

Bonner Springs High School will accept a maximum of one foreign exchange student per school year. The host parents must provide proof of residency and sign an out of district contract.

BSHS students that are participating in a Foreign Exchange program are encouraged to enroll in the program their Junior year. Students will need to make arrangements to take core classes online to stay on track to graduate. The Foreign Exchange experience will count as one credit per semester or a total of two credits for the school year. Students will need to meet all of the BSHS Graduation Requirements to graduate.

## Individual Counseling

One of the most important services of the Counseling Department is individual counseling. Our School Counselors and our School Social Worker provide short-term counseling to their students. If needed, referrals for long-term counseling may be made with parent permission. This service can help students work through social, emotional or personal issues and challenges. Students are encouraged to set up a time to visit with their counselor. This can be scheduled by the secretary in the Counseling Department or via email.

## Student Fees

The student is financially responsible for any item issued to the student by the school including textbooks, athletic uniforms, etc. The student will be charged for failure to return materials and/or

damage to the materials. All fees and/or fines must be paid in full to attend prom. Seniors must have all fees and/or fines paid prior to graduation in order to receive their diploma. Failure to pay fees will result in the account being turned over to a collection agency. Payment plans are available upon request.

## Test-Out Options and Placement Tests

In order to address the issue of exam for credit or to appropriately place a student from a non-accredited institution, examinations will be provided. Students will need to speak to a counselor in order to request a test-out option. The student and parent will need to complete and sign a contract in order to begin the test-out process. Once the contract is signed, the counselor will work with the student to develop a test-out time frame and test date. A student must pass the test with an 80% or above or s/he will be enrolled in the course. The student will receive a "Pass" on his/her transcript if the test is passed with an 80%. If the student does not pass with an 80%, s/he will not be penalized on his/her transcript.