



Otis-Bison Jr./Sr. High School Handbook

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2021-2022

Otis-Bison Junior / Senior High School

“Providing Opportunities for Life”

Otis-Bison Junior / Senior High School is committed to build upon a foundation of learning from which students have the opportunity to make responsible choices for the challenges of a changing society.

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Welcome to Otis-Bison Jr./Sr. High School

From the principal, Karen Maier:

Welcome to the 2021-22 school year at Otis-Bison Jr./Sr. High! The staff and I are excited to have the opportunity to serve the students, parents and community members of the Otis-Bison school district. It is our mission to provide our students with the best education and extracurricular experiences possible.

My mission, as your principal, is to make sure that our focus is on our students and what is best for each and every one of them. We will strive to provide our students with meaningful experiences both in and out of the classroom. We intend to focus on the whole child, academically, physically and emotionally. The staff and I want the graduates of Otis-Bison to leave this building with the knowledge and confidence to follow whatever dreams they may choose to pursue.

Please, feel welcome to contact me or any of the staff if we can assist you in any way. Open communication is the key to providing the best opportunities for our school, our students and our community.

Unified School District 403 Mission Statement

“Responsible Choices Through Quality Education”

The public school system in USD 403 exists for the good of its students by teaching positive self-concepts, the value of future education, and the value of physical and emotional well being of each student. To achieve these goals, all students to the best of their ability, and upon completion of the twelfth grade, will have (1) mastered the academic basics, (2) developed an appreciation for our heritage and culture, (3) acquired the ability to function in our society, (4) learned ways to use leisure time wisely, and (5) established the skills needed for good citizenship.

Board of Education Policy and Rule Books

The Board of Education Policy Books are open to the public. If anyone wishes to review these official policy books, they may do so by making arrangements with the District Office.

USD #403, Otis-Bison Board of Education

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Robert Mitchell

Everett Royer
Sheila Nather

Otis-Bison Administration

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Daily Schedule

School begins daily at 8:00 a.m. and ends at 3:25 p.m. Students whose work is finished may leave at that time. Students who need additional help or need to complete work are allowed or required to remain until the activity busses leave. Activity buses will run at approximately 5:35 p.m. in the fall and winter months and approximately 5:15 p.m. in the spring.

School Building Use

No student or student group is to be in any school building at any time unless under the direct supervision of a faculty member or activity sponsor. Students are expected to leave the building promptly at the end of each school day unless kept for some reason by a faculty member.

Each individual should be proud of the school building and equipment. Each student should make every effort to keep the building neat and to keep the equipment in good working condition. The privilege of attending school in a well-kept facility carries with it the responsibility of keeping its appearance and usefulness as it was found. The custodians spend much time getting the building ready for use. Please help them keep the building clean, litter-free and attractive.

Insurance

USD 403 Otis-Bison has school time and school activity insurance for all students K-12. This plan covers students for school injuries and sports injuries. Through the Kansas State Activities Association, students who participate in those activities under the jurisdiction of KSHSAA have a Catastrophic Accident Plan.

School Cancellations/Schedule Change/Bus Route Changes

All changes made due to weather related will be done with the School Messenger. You will receive a message telling of the changes due to circumstances that make schedule changes.

The stations listed below will also be contacted about school cancellations and other changes that are deemed necessary.

KAKE, Channel 10, Wichita

KWCH, Channel 12, Wichita

Admission/Withdrawal

Admission to Otis-Bison Jr./Sr. High School

Students are admitted to Otis-Bison High School only upon completion of the course of study of an accredited elementary or junior high school. All out of district students wishing to enroll in USD 403 must make an application yearly to the board of education.

Class Changes

Changes in a student's schedule will be permitted during the first week of school. After the first week, students will maintain the same schedule for the remainder of the year unless approved by the principal, counselor and teachers involved. In order to change a class schedule, students must obtain a "Permission Slip to Change Classes" from the counselor. This form must be taken to the teachers affected by the change and parents for their signatures of approval. The form is to be returned to the counselor.

Withdrawal From School

If it becomes necessary for students to withdraw from school, they should check in the office for the procedure to follow. This will ensure that when the students leave they will not have unpaid bills and they will receive any refunds that are due to them.

Course Requirements

Specified Units for Graduation (USD 403) <ul style="list-style-type: none">• 1 unit of Physical Education• 3 units of Social Science-World History, US History, American Government• 4 units of Language Arts-3 English required (4th unit: Speech, English IV, Two years: Journalism)• 3 units of Math• 3 units of Science (Biology required)• 1 year of Fine Arts <p>*Must fulfill the requirements of Seminar classes all year.</p>	Board of Regents Qualified Admissions Curriculum Needs <ul style="list-style-type: none">• 4 units of English• 3 units of Math• 3 units of Social Science• 3 units of Natural Sciences• 2014/15 (One must be Chemistry or Physics) These qualifications will be needed for any student entering a Board of Regents institute.
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All class grades will be based on semester grades. If a student fails a semester, that semester will have to be taken over to receive the credit. Seminar classes will be Pass/Fail with no credit given.

Graduation Units Required

26 units (15 required units and 11 elective units)

Otis-Bison High School enrolls only full-time students unless approval is made for the student to be taking both classes at Otis-Bison and virtually. The school board and administration feel that it is to the students' advantage to stay in school full-time until completion of their senior year. This provides students with time to explore programs offered at Otis-Bison High School. It also gives the student additional time for maturity, which we believe is important before a person takes a full-time job or pursues an advanced education. All requirements must be met for the seminar classes every year enrolled at OBHS.

Early Graduation

Provided students have Senior eligibility status per credit requirements, Otis-Bison High School seniors will be allowed to graduate in December, after the 1st semester of their senior year provided they have:

- 1) Completed the necessary number of credit hours required for graduation.
- 2) Met all the requirements for graduation.
- 3) Received the written approval of the guidance counselor.
- 4) Received the written approval of the OBHS principal.
- 5) Received the written approval of their parent(s), if the student is younger than 18 years of age at the time of application.
- 6) Paid all school fees, fines and turned in all school materials.

The application for early graduation must be filed with the guidance office by September 1. Applications later than September 1 will need to be considered and approved by the BOE.

If a student does choose to graduate early, they will not be eligible for any KSHSAA or other school activities. This includes the JR/SR Prom unless they are accompanied by a date who is currently a junior or senior at OBHS. The early graduates are also not allowed to go on the Senior Trip. There will not be an early graduation ceremony but an early graduate will be allowed to participate in the spring graduation ceremony.

Grade Classification

When students have earned the following number of credits, they will be considered at the appropriate grade.

Sophomore: 6-12 credits
Junior: 13-19 credits
Senior: 20 or more credits

Dual Credit

Seniors, gifted students, and juniors (with approval from the administration) at Otis-Bison High School will be given the opportunity to enroll in courses during the day in which they will receive dual credit (high school and college). Students will receive high school credit and college credit through various colleges. Students taking the courses will be responsible for paying their own tuition and buying their own books. A three-hour course will be equivalent to one-half ($\frac{1}{2}$) unit of high school credit. A five-hour course is equivalent to one (1) unit of high school credit.

Graduation

Only those students who meet the graduation requirements and have all bills paid will be allowed to participate in the graduation ceremony. For students who do not meet the requirements, only their senior dues will be reimbursed.

College visits

Junior and Senior students are allowed and expected to make college visits. The counselor can assist with this. Students are responsible for informing the counselor, their teacher and the high school office and completing the work before the absence. The student will get an admit slip from the office prior to the college visit. It is possible for younger students to go on college visits depending upon the situation. All students should take opportunities to visit colleges on their visitation days, which often occur on Saturdays.

Grades

The grades used are A, B, C, D, and F. Any student who receives a yearly grade of F does not receive credit for that class. If the class is required for graduation, then the course must be repeated until a passing grade is received. Grade cards will be mailed directly home on the Wednesday following the end of the nine-week period or they will be handed out to the parents at parent-teacher conferences. Parents and students may view grades using the Power Grade program. Passwords are secured through the Counselor's Office.

Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% and below	F

Honor Roll

Otis-Bison Jr./Sr. High School will publish three honor rolls for each nine weeks and each semester.

- Superintendent's Honor Roll 3.75-4.00
- Principal's Honor Roll 3.40-3.74
- Teacher's Honor Roll 3.00-3.39

Report Cards and Progress Reports

Report cards are issued following the completion of each nine-week grading period. Progress reports are sent home at mid-nine weeks.

Student Led Parent-Teacher Conferences

Otis-Bison Jr./Sr. High students will have the opportunity to conduct their parent-teacher conferences. Each student will prepare and deliver how they are progressing in their classes. This will be done with the help of the teachers during their seminar classes. Schedules will be developed and shared with the parents.

Teacher Aid Program

Otis-Bison High School offers students the opportunity to work with faculty members throughout the school day. The Teacher Aid Program is designed to help students develop a good work ethic and explore teaching as a career. **Daily attendance and productive participation is expected.** Students are expected to report to their supervising teacher daily to fulfill duties. Students are expected to communicate with their supervising teacher in the event of a known upcoming absence.

Seniors in the upcoming school year and in **good standing** will be allowed to apply to be in this program. **Students must have a B average, excellent attendance history, and obtain one reference from a teacher.** Excellent attendance history is defined as not having more than 10 absences from the previous year, excluding school-related absences. The Principal will approve or disapprove all teacher aid applications.

Students will earn a letter grade and elective credit at the end of each semester. The grade will be counted towards their G.P.A., Class Rank, and Honor Roll.

If the student's 9-week G.P.A. fall below 2.5, the student will enter into a probationary period for the following 4 weeks while the student works to raise the overall G.P.A. above a 2.5. If the student's absences exceed 10 absences (not including school related activities), the student will be in a probationary period.

*In the event a student enters a probationary period, the student and parents will meet with administration regarding the issue. At that point a determination will be made if the student continues in the program and under what conditions. The administration can terminate any teacher aid assignment and place the student back in the regular classes full time, if problems arise. The supervising teacher can have a voice in the decision.

ALL TEACHER AID PROGRAM REQUESTS SHOULD BE GIVEN TO THE COUNSELOR BY THE DEADLINE ON THE APPLICATION. That timeline will be somewhere around May 1 each year. Only extenuating circumstances will be allowed after the deadline. It is assumed that the student will participate in the Teacher Aid Program for the full school year, unless indicated otherwise.

Seminar Courses

These classes will be put together as homeroom classes and teachers will be in charge of the seminar time. This time will be critical for providing our students with opportunities to learn about careers, career planning, building leadership and character activities, and working on individual projects for both the community and the student will be emphasized in seminar time. These classes will be held when the schedule includes block schedule days.

General Procedures

Teacher's Policies

Each teacher has the right to have their own classroom policies pertaining to student conduct. Teachers will make access to these policies available to students and parents at all times. It is important that we are transparent with both our students and parents of our expectations for our students while they are in our classrooms.

Leaving School/Sign-Out Policy

No student is to leave the school grounds without notification of parents and/or guardian in addition to signing out of the office.

Illness/Medication

The school only administers first aid for minor injuries occurring at school. In case of illness or serious injury, the parents will be notified immediately. The students who are too ill to remain in the classroom shall go home. It is the responsibility of the parent to make arrangements that an ill or injured student be picked up by a parent or a person the parent assigns to do so.

Medication will not be administered at school unless there is a permission form signed by the student's physician and parent or the medication is in the prescription bottle it came in from the pharmacy. Over-the-counter medication will not be given without a permission form signed by the student's physician and parent. Medication forms can be picked up in the office and are also included in the packet sent from the district office concerning enrollment.

Library Policy

The library is the information center of the Jr./Sr. High School and houses the tools of information in the form of books, magazines, newspapers, and visual materials.

Students checking out library materials will be responsible for any lost or damaged items.

Internet Policy

Internet access is available to students and staff members at Otis-Bison Jr./Sr. High School. U.S.D. 403 provides this access because it is believed the internet offers vast, diverse, and unique resources. The goal in providing this service is to promote educational excellence at Otis-Bison Jr./Sr. High School by facilitating resource sharing, innovation, and communication.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school's computer resources.

- **Privacy:** The teacher and administrator may review communications to maintain system integrity and insure that students are using the system responsibly.
- **Inappropriate Material or Language:** No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior.
- **Rules for Internet use:**
 1. Do not use a computer to harm other people or their work.
 2. Do not vandalize the computer, software, or the network in any way.
 3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
 4. Do not violate copyright laws.
 5. Do not download software without permission of the teacher.
 6. Do not view, send, or display offensive messages or pictures.
 7. Do not share your password with another person.
 8. Do not trespass in another's folders, work, or files.
 9. Do not use the network for any illegal activities.
 10. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
 11. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if Rules for the Internet are violated.

Students and their parents or guardians will be expected to sign the Otis-Bison Internet Acceptable Use Policy before being allowed on the Internet.

Chromebook Usage

USD 403, Otis-Bison is committed to a variety of technology programs. Many of these involve using the school owned Chromebooks. Teachers and students are encouraged to use the Chromebooks for as many learning experiences as possible. Each teacher and student is stressed to use the Chromebooks as they were intended; for the enhancement of learning. If a student is caught doing inappropriate activities with his/her Chromebook, he/she will lose some and possibly all privileges of using the Chromebook. This could also be for inappropriate handling and care of the Chromebook. This will be an administrative decision. The same rules apply with the Chromebook usage as they do with the internet usage policy. Every student and their parents 6th-12th grade will have to sign an acceptable use policy before being able to possess the Chromebooks. 6th-8th grade students may be limited on the Chromebook usage at home.

Otis-Bison Online Options

Otis-Bison provides an online learning option available to students for credit recovery or for the student who wants more elective options in their class schedule. Students enrolled in online courses are expected to be responsible with their time and advocate for their own learning while maintaining academic integrity. Enrollment preference will be given to juniors and seniors. Freshmen and sophomores who are interested in taking an online class will be determined on a per student basis.

If a student becomes more than one week behind on their course work, zeros will be put into the grade book and the student will be turned in for weekly eligibility purposes until the work is completed. If a student fails or does not complete a semester of their online course work, they will serve a probationary period of one semester before being considered eligible to take another online course. The probation period may be waived if the student is a senior and the course is needed for graduation purposes. This will be done on a per student basis.

If a student has failed an in house class and failed the same online class for credit recovery, the student will be billed for subsequent online classes. No on-line classes will be offered during the summer months. If credit recovery is needed during the summer recess, the student will be responsible for getting their own on-line vendor.

Online classes will have the same weight as other classes and they will be used to determine KSHSAA eligibility.

Lockers

Each student is given a locker in which they can keep their coats, books, etc. Students may be provided with a lock to keep their belongings safe; however, those choosing to lock their lockers with their own padlocks need to provide the office with a combination or a key. The school is not responsible for theft of materials in students' lockers. Lockers are to be kept neat and clean. The lockers are the property of the school and may be searched by the principal, with reasonable cause.

Personal items are the responsibility of the student. The school is not responsible for personal items.

Care of Valuables

If students must bring money to school, it is their responsibility to see that it is not stolen. Money should not be left in a gym locker, hall locker, or the restrooms. There are several things that can be done to safeguard valuables. While participating in a physical education class or athletic practice, students should give their valuables to the teacher in charge so he/she can lock it up until class is over. Students will be offered school locks for their locker, both in the main building and the gym. A \$5 fee will be assessed for each lock not returned at the end of the year. It is the student's responsibility to make sure the locks are used.

Lost and Found Articles

All lost and found articles are to be turned into the office. Please check with the office if you have lost items.

Human Sexuality and Aids Education

Parents, guardians or students 18 years of age or older may complete the opt-out request for human sexuality and/or AIDS education curriculum by obtaining a copy of the appropriate form from the principal.

Dress Code

Student Dress

Simplicity, cleanliness, neatness and good taste are the basic qualities for proper school/activity dress. Personal appearance of students should reflect pride in themselves and their school. At all times, it shall be the responsibility of the faculty and administration to determine appropriateness of dress for school and school related activities.

Any holes in jeans will be considered unacceptable unless below the length requirements. (Below the fingertips when arms are extended at the sides) Further items could be deemed unacceptable (i.e. slits in dresses and skirts.)

Student attire must meet the following guidelines:

1. Shorts, skirts, and dresses must not be shorter than the students' extended fingertips when extended at their sides.
2. Shirts, blouses, and dresses must be fitted under the arms, covering undergarments and camisoles. Sleeveless shirt straps less than 1" in width, tank tops, halter tops, spaghetti straps, strapless tops, or off-the-shoulder tops will not be allowed.
3. Shirts and blouses will be long enough to cover midsection skin when students' elbows are raised to the level of the shoulders.
4. No garment considered underwear will be seen.
5. Jackets, belt buckles, t-shirts and all other articles of clothing may not have lettering, slogans, trademarks, pictures, or advertising which is considered inappropriate, suggestive, offensive, or obscene (including, but not limited to clothing which contains information about alcohol, drugs, profanity, sexual connotations or innuendos, or gang affiliations.)
6. Sunglasses may not be worn in the school building during the school day unless for medical reasons.
7. Hats will not be allowed in school during the school day. They are to be removed before entering the building.
8. Pants and shorts should be secured at the waist: no sagging below the waist to expose undergarments.
9. Spandex pants, leggings, tights, yoga pants, etc. are to be worn only with shirts, skirts, shorts, etc. and at fingertip length or longer.
10. Pajama pants may not be worn in school.
11. For any classes that are lab classes, closed shoes and socks are required. (Classes included: Shop, FACS, Science Labs, and Physical Education)
12. During homecoming and spirit weeks some of the above will be excused but advertising of inappropriate things and the exposure of the inappropriate areas will be enforced.

Failure to obey the USD 403 dress code will be subject to being sent home to change, detention, and/or suspension from school.

Attire will be assessed by all 1st period teachers and throughout the day by all faculty and staff. Attire issues will be sent to the Principal's office.

Cellular Phones/Media Devices

Cell phones, iPods, MP3, radios, etc used at school are at the discretion of the classroom teacher during their class. All teachers are required to have a place to put cell phones during class. The students will place their cell phones in the appropriate place with them either turned off or silenced. Students who fail to follow the rule will result in their

phone being placed in the office for the remainder of the school day. Parents are asked not to call their son or daughter during school time on the student's cell phone. They may use the office number.

Students are not to take pictures during school unless approved by a teacher. Recording of anyone without their knowledge is not allowed.

Passing Time

Students will have 3 minutes to get from one class to the next. It is always better to arrive early to class and then ask the teacher for permission to get a drink or to use the restroom. Students are expected to travel from one class to the next in a quiet and orderly fashion.

Passes

Students may be required to use a teacher's permission slip as a pass to use the restroom, or to go to a locker, the office or the library.

Discipline

Student Conduct

Students should be mature enough to take responsibility for their actions. The facilities are here for everyone's use. If a student misuses or destroys any of the equipment or facilities, it will be that individual's responsibility for the repair or replacement. Any student who feels the urge to "doodle" on the walls or furniture can expect to scrub them. If refinishing is necessary, a charge will be assessed to cover the costs.

Many times throughout the year, Otis-Bison students will visit other schools for various activities. Students are guests of the host school and representatives of Otis-Bison. Students should exhibit conduct that would make them welcome in that school again.

Poor behavior on the part of even one student can give OBHS/OBJH a bad reputation.

General Conduct

Otis-Bison Jr./Sr. High School is here to serve those students who show by their conduct and study habits that they want an education. We will not tolerate the student who seems intent on violating rules and disrupts the rights of those wanting to learn. Students will be held responsible and accountable for their own actions at all times.

Unacceptable behavior would include, but not be limited to:

1. **Disrespect to Adults/Peers:** inappropriate comments, refusal to comply with instructions, being disruptive or using body actions denoting disrespect. Students, teachers, and staff members are to be addressed courteously and with respect.
2. **Not accepting responsibility for own actions:** lying, blaming others for own misconduct, cheating.
3. **Willful academic disobedience:** Any student who consistently does not complete assignments or projects, shows a lack of satisfactory effort, rejects faculty recommendations for classroom improvement, disrupts the classroom learning environment and interferes with the learning of others, or one who defies established classroom rules or regulations.
4. **Public displays of affection** while at school or at school sponsored functions.
5. **Vandalism/Stealing:** defacement or destruction of school or other student's property; stealing or attempting to steal school or other student's property.
6. **Assault:** causing or attempting to cause physical injury to oneself or others, including the throwing of objects or materials which could cause physical injury, except where such injury results from an accident, self defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person; intentional threats, no bodily contact is necessary.

Verbal/Physical Assault on a Student

Students shall not intentionally taunt, cuss, name call, strike or hit another student. Violations shall include the following locations:

1. On the school grounds before, during, or after school hours;
2. On the school grounds at any other time when the school is being used by school personnel or school groups;
3. Off the school grounds at a school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule. Both verbal and physical assault will not be tolerated. Suspension, with possible expulsion, will result from verbal or physical assault.

Bullying/Hazing/Harassment

It is the intention that every student has the same opportunities for success. Bullying, hazing or other forms of harassment does not allow for equal opportunities. Bullying and/or hazing effects students' studies and may have long-term effects -- including how victims and bullies relate to children as adults. Therefore, all forms of bullying or harassment, including cyber bullying, will be handled very strictly. Suspension and expulsion can and will result from continued harassment.

Bullying can be categorized several ways including physical, verbal, emotional, or sexual. Punching, poking, strangling, hair pulling, beating, biting, or excessive tickling could all be forms of physical bullying. Verbal bullying includes hurtful names or teasing, while emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, and peer pressure. Sexual bullying could include many of the actions previously listed as well as exhibitionism, voyeurism, sexual propositioning, harassment, and abuse.

Being picked on, harassed, or isolated on a daily basis due to weaknesses, disabilities, appearances, or other differences can have devastating effects on a young person's perception of his or her self-worth.

A student shall not sexually harass another student or students. Violation of this policy shall result in disciplinary action. Sexual harassment may include, but not be limited to:

1. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse.
2. Making lewd suggestions to or about an individual.
3. Making lewd gestures with the body or hands.
4. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another body.
5. Sexual assault or battery as defined by law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Confidentiality shall be maintained throughout the complaint procedure.

Please note: bullying and/or harassment can be from any media including internet, phone and mail.

Use of Trained Dogs for School Search

USD 403 may use trained dogs on school premises to determine whether materials are present which may threaten the general health, welfare, and safety of the students and employees.

Weapons in School (JCDBB-USD #403 Policy Book)

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

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 a school group.
3. Off the school grounds at a school activity, function, or event.
4. At any time the student is serving as a representative of the school.

This policy shall include any weapon, any item being used as a weapon or destructive device, any facsimile of a weapon, or any device which could be construed by a reasonable and prudent individual to contain the potential for utilization in such a manner as to cause bodily harm and/or destruction to one's property. Possession of a firearm shall result in expulsion from school for up to a one year period, unless the time is modified by the superintendent of schools.

This policy shall apply to all school sponsored activities, regardless of where they are located.

Kansas School Safety Hotline: (1-877-626-8203)

Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. Seclusion and restraint will be used only when the 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.

The 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.

Definitions

"Emergency Safety Intervention" is the seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

"Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

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

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Physical Restraint" means bodily force used to substantially limit a student's movement

"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.

"Time-out" means a behavioral intervention in which a student is temporarily removed from the a learning activity without being confined.

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of medical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

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 the use of emergency safety interventions. 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 members 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 documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such documentation must include all the following:

- Date and time of the intervention,
- Type of intervention,
- Length of intervention was in use, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent 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 the 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.

Local Dispute Resolution Process

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. 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.

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.

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 and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of the receipt of the formal written complaint to 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.

Alcohol, Tobacco, Electronic Cigarette Use, Juicing

Tobacco and drinking alcoholic beverages are illegal for school-age students. It is the belief of USD 403 that, while tobacco use and drinking are individual decisions, they will not be allowed in school. Therefore, students may not use any type of tobacco, alcoholic beverages or electronic cigarettes during school or while at a school function of USD 403 or before entering a school function. This would include the use of snuff. Suspension will result for violation of this rule. Using either drug is a violation of the Kansas State High School Activities Association rules. The excessive smell of smoke in your presence will be justification to contact parents.

Gang and Gang Activities

Otis-Bison Jr./Sr. High School will not tolerate gang or gang related activities. Students will refrain from wearing gang symbols, having gang paraphernalia, signing or writing gang-type graffiti during school hours and at school activities.

ISS/OSS (In-School/Out of School Suspension)

Students receiving an In-School Suspension (ISS) or an Out-of-School Suspension (OSS) will have those days counted against them as absences.

ISS will be served from 8:00 am until school is out, under the supervision of the principal, or someone designated by the principal. The student will report to the office prior to the first period bell with all of his/her books. The student will be isolated from the rest of the student body. Lunch will be brought to the student. The student will be allowed one break in the morning and one in the afternoon. Those students who choose not to cooperate can remain on suspension. If the student does the work required, no deduction will be given for grades from the classroom teachers. All work assigned is to be completed. Work not completed is scored as incorrect.

Students receiving an OSS must get all of their assignments prior to leaving school the day before the suspension begins or by 8:15 am the morning the suspension begins. All assigned work will be returned to the principal prior to school starting on the day that the person returns from the OSS. Suspension time is spent at home under the direct supervision of a parent or guardian.

Attendance

Otis-Bison Jr./Sr. High School Attendance Policy

Attendance at school is the responsibility of the students and the students' parents. When a student is absent, one of the student's parents or guardian must call the high school by 9:00 a.m. on the day of the absence. If a call or note has not been received, the principal or designee will call the parent. A call or note does not automatically excuse the student. The building principal shall report students who are inexcusably absent from school to the appropriate authority (truant officer). A student is considered truant when he/she has an unexcused absence for the significant

part of any three days in a row, five days per semester, or seven per year. Significant part of a day is considered three class periods. Prior to reporting to either the D.C.F (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian(s) notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant to D.C.F. or the county or district attorney. Any student who misses 10 days of school or 10 days of class a period is considered excessively absent.

Excused absences are defined as but not limited to the following:

- Illness/injury (not feeling well, headaches, fatigue are not necessarily valid excuses)
- Funeral
- Bereavement
- Court (if called as a witness)
- College visitation (if verified by school counselor)
- Circumstances deemed appropriate by the principal
- Medical and Dental appointments (A written confirmation of appointment on the doctor's letterhead stationery may be required of students who attend doctor's appointments.)

Absences and Excuses

It shall be the policy of the board of education to encourage regular attendance by all students. Attendance in school is the responsibility of the students and their parents. The responsibility of the school is to follow the attendance law in Kansas, and to make available all academic programs and activities.

- **Compulsory Attendance Law**

K.S.A72-111 provides that all children between the ages of seven (7) and eighteen (18) years, in proper physical and mental condition, shall be required to attend public or private denominational or parochial school taught by a competent teacher, each school year, regularly, or receive instruction elsewhere equivalent to that provided in the public school.

Make-Up Work

Make-Up Slips

When a student is absent or knows they will be absent, it is the student's responsibility to get a make-up slip from the office. If the parent or guardian has not called the office with the reason for the absence, the student will need a note from the parent. The student is responsible to get their assignments from the teachers. This includes college visits.

Make-Up Work for School Related Activities

If a student will be attending a school related activity on a school day, he or she is responsible for getting the assignments prior to the activity. The student may be required to obtain a make-up slip from the office and will need to see the teachers of the classes to get assignments. The teacher may request the assignment be turned in before leaving school for the activity.

Completing Make-up Work

When a student is granted an excused absence from school, the student shall have two school days to complete the make-up work. For example: A student, who is absent on Monday, would pick up the missed assignments on Tuesday and then the assignments would be due on Thursday of the same week. If a student is absent for a longer period of time the teacher may stagger the days so the student does not become overwhelmed with make-up work.

When a student is absent without an excuse, the student shall have one day to complete the make-up work. For example: If a student who has an unexcused absence on Monday picks up the missed assignments on Tuesday the assignments would be due on Wednesday of the same week. Late assignments are subject to the late work policy.

Meals

Lunch and Breakfast Program

Otis-Bison Jr./Sr. High School does not have a lunchroom. Students and personnel go to the Elementary School for breakfast and lunch. They are to use the sidewalks when going to and from the lunchroom. A schedule is set up for classes to go to lunch.

Students are allowed to bring a sack lunch to school. It is recommended that the students go to the lunchroom to eat lunch. Parents should try to pack healthy foods such as a sandwich, fresh or canned fruit, fresh vegetables, and a snack bar. Pop is not allowed in the lunchroom. It is suggested that juice or bottled water be sent in the lunch or the student may purchase milk from the lunchroom.

Closed Lunch Period

If a student lives in town, the parent must request in writing that they want them to eat at home. Students are required to sign out in the office prior to leaving for lunch. Other students are not allowed to go with them. If driving becomes an issue the principal may request that they walk home. Food is not to be ordered in at school for lunch purposes unless approved by the principal.

Meal Payment Policy

Payment for meals is due at the beginning of each month. When a student reaches a balance of \$5.00 a statement will be sent home. Any student who has charged three (3) meals will be placed on a cash-only basis. Your child will need to bring a sack lunch or cash each day until the balance due is paid in full. Please review your child's lunch balance on the Power School system.

Emergency Procedures

U.S.D. 403 Otis-Bison Crisis Management Plan

Otis-Bison's Crisis Management Plan provides the schools with instructions and guidelines should a crisis occur. The purpose of the plan is to provide security and safety to students and employees.

All students will be required to participate in disaster preparedness drills. As drill procedures become a matter of routine for the students, their response to disaster situations will be more controlled.

It shall be a policy to hold students at all schools during a disaster until clearance for their dismissal has been obtained from the superintendent's office. Parents will then know where their children are, that they have been under supervision, and that precautions for their safety have been and will continue to be observed.

Because it would be impossible, during times of a disaster, to check parent consent forms given to a friend or neighbor to pick up a student, the schools cannot undertake the responsibility of releasing students to any adult other than a parent/grandparent or legal guardian. In some cases students will not be released to parent or legal guardian until the student has been transported to the Alternative School Location. All parents need to remember this important point.

The Alternative School Location for Otis-Bison Jr./Sr. High School is the Elementary School gym.

Crisis Plan

Each teacher has a crisis plan on/near their desk to follow in case of unusual situations. A yearly drill will be conducted. Students will be briefed about the crisis plan early in the school year.

Fire and Tornado Drills

Emergency drills are conducted on a regular basis. During tornado drills the students and staff will evacuate the buildings as is in the Emergency Preparedness Plan. If time allows students will be bused to the Lutheran Church. Fire drills are conducted on a monthly basis. Each classroom has an escape route to an outside area a safe distance from the building. Students stay in this area until the all-clear signal has been given. During fire and tornado drills, the classroom teacher is responsible for getting students with disabilities to the safe area. The classroom teacher will assist the disabled student through the normal exit and arrive at the designated area.

Transportation

The school district operates district-owned buses, cars and vans.. You are entitled to ride on these buses as long as you live in the prescribed area within your district, or have made arrangements with the school superintendent. It is a privilege to ride these buses. All laws will be followed when riding in the school owned transportation.

Please let us know by sending a note or calling the school when your child will be going home with someone else, riding a different bus or will be picked up early.

Bus Safety Code

These rules apply anytime the student is riding a school bus (regular routes, activity or field trips.) In addition on activity or field trips, students shall follow the directions of a teacher or a sponsor appointed by the school. By state law, the driver is in charge of all passengers while they are riding, loading, or unloading from the bus. An act, which may endanger the safety of others may be cause for temporary or permanent suspension of bus riding privileges.

Bus Riding Rules for Students

- The pupil shall arrive at the bus stop before the bus arrives. The driver will wait at the stop for a maximum of one minute for the student to arrive and board the bus. Bus schedules are generally very tight and arranged in order that students will be required to spend a minimum amount of time on the bus.
- The pupil should wait in a safe place, clear of traffic and away from where the bus stops and cross the road or street in front of the bus only after the bus has come to a complete stop and upon the direction of the bus driver.
- Pupils shall remain seated and keep aisles and exits clear and refrain from throwing or passing objects on the bus.
- Pupils shall observe classroom conduct and obey the instructions of the driver promptly and respectfully.
- Pupils shall not carry hazardous materials, nuisance items, or animals onto the bus.
- Pupils shall refrain from extending head, arms, or objects out of the bus windows.

Driving

Automobiles will not be moved for any reason during the school day except for those students who are allowed to go home for lunch or if they attend a community college for classes. The speed limit within the school zone is twenty (20) miles per hour. Failure to abide by the regulations, which also covers the street around all school buildings in USD 403, can result in a formal complaint to law officials. Students should not be in or around their vehicles during school unless given permission from the principal or teacher.

Students are not to be in or around automobiles while school is in session. If it becomes necessary for students to go to a car during school hours, permission must be secured from their teacher. The above regulations apply to all types of motor vehicles. Parents may be informed of driving violations. Please make yourself aware of the little kids getting on and off buses and walking to and from school.

Parking

Suggested parking spaces, for students who drive, are by classes. Junior and senior parking areas are designated on the south side of Eagle Street. Freshman and sophomore parking is on the north side of Eagle Street from the red line west of the gym and towards the west. Please be courteous to the people who live on 3rd Street. Be willing to share parking places with people who live on that street.

Junior/Senior High School Activities Policy

Activities Policy and Eligibility

In accordance with KSHSAA and for the purpose of helping students meet basic academic goals, Otis-Bison Jr./Sr. High School has set the following guidelines for student participation in all non-graded lettering activities. In all graded activities, each student must meet KSHSAA guidelines (Rule 13).

- A student must be a bona fide student in good standing in school.
- Any student who is under penalty of suspension or is not in good standing, as determined by the principal is ineligible.
- A student must have passed five new subjects the previous semester and be enrolled as a full-time student unless approved by the BOE to be a part time student. Failure to pass five new subjects will result in one semester suspension from athletics and cheerleading.
- A student taking virtual classes must be enrolled and attend Otis-Bison for 5 class periods each day to be eligible for KSHSAA activities.
- High School students cannot have reached their nineteenth (19) years old on or before September 1.
- 8th grade students cannot have reached fifteen (15) years old on or before September 1.
- 7th grade students cannot have reached fourteen (14) years old on or before September 1.
- A student must be passing all required courses and may only be failing one elective to participate in KSHSAA sanctioned sports and activities.

- The eligibility policy is as follows:
 - The first week that a student is failing a class they will have one week to get their grade to a passing level for the next week. If not they will be ineligible the next week.
 - Students with failing grades will be put on the eligibility list. If a student is found to be ineligible, he/she will be ineligible for a period of one week (Monday-Sunday). With respect to the first grading period, the first eligibility period will be at the mid-term of the first nine weeks. No student will be ineligible prior to that time for weekly grades.
- Students must be in attendance for the full day on which the activity occurs for Jr./Sr. High sports and cheerleading. Any excused absence for a doctor's appointment, dentist appointment or funeral will be excused from the student being ineligible.
 - Illness and unexcused absences will make the student ineligible for the activity. The principal will have the final determination on absences and eligibility.
- No student shall be in possession or under the influence of alcohol, tobacco, or illegal drugs. If the student is found to be in violation of this policy, he/she will be ineligible immediately for one eligibility period. Upon the second violation, the student will be ineligible for two eligibility periods or until the student completes an alcohol/drug sensitivity course with the school counselor. Upon the third violation, the student will be unable to participate in athletic/cheerleading events for the rest of the academic year.
- Each coach shall have the right to place additional requirements or expectations on participants of his/her respective sport or cheerleading.

Academic participation eligibility will be determined on a weekly basis by the principal. All teachers will update the eligibility google doc each Friday by 3:30 pm.

If a student has been ill, and has missed more than a half-day (4 periods) of school, he or she cannot participate in sports or cheerleading activities that day.

Activity sponsors and athletic coaches reserve the right to have additional requirements and expectations of participants in their respective activities. These requirements and expectations must be cleared through the principal.

Junior High Activities

Athletics

Junior High offers football, volleyball, cross-country, boys and girls basketball, and boys and girls track. Volleyball, basketball, and track are open for eligible students in 6th, 7th and 8th grades. Football is only open for 7th and 8th graders.

Requirements for ALL sports:

- Release forms are provided for parents to sign so their son or daughter may ride with them or another responsible adult. If a release form has not been completed, the student rides on the bus.
- The athlete must attend and participate in all mandatory practices. (Illness, doctor's appointments, funerals or other necessary absences will be excused provided the athlete has a note from the parents, preferably before the absence, if possible.)
- The athlete must be a student in good standing and be a positive representative.
- If an athlete is injured, but has met the requirements prior to the injury, a letter will be given.
- The athlete must attend all matches/games/events unless excused for a legitimate reason, approved by the coach or because of ineligibility.

Cheerleading

5th, 6th and 7th grade students may try-out for cheerleading in April for the following year. Cheerleaders must meet eligibility requirements and follow KSHSAA policies. They will cheer for football, volleyball, and basketball. Cheerleaders may participate in other athletics. Summer practices and a cheerleading camp are planned.

Scholar's Bowl

Scholar's Bowl is an academic endeavor which allows students to answer questions targeting a variety of topics, and requires a broad knowledge base and interest in a range of subjects.

Student Council

The Otis-Bison Jr./Sr. High School will have one student council. Members of the 6th, 7th and 8th grade classes will have input and representation into the 6-12 Student Council with one boy and one girl selected from each of the three classes.

High School Activities

Requirements for All Activities:

Release forms are provided for parents to sign so their son or daughter may ride with them or another responsible adult. If a release form has not been completed, the student rides on the bus.

The building principal shall be responsible for the organization of all student activities. The principal shall make certain that adequate supervision is available and approve all student activities with input from faculty members. A parent or guardian may request that a student be excused from certain types of student activities for religious or physical reasons. The principal shall determine the request and make a decision, which is in the best welfare of all parties.

The same guidelines will be followed for all activities and athletics. The coaches and sponsors will be involved in the decision-making. All activities scheduled for a class or organization must be on the calendar the Friday before the week of the activity.

Fundraisers and Responsibilities

- **Freshman Class**
 - May have one money making project a year.
 - Decorate float for Homecoming Parade
 - Decorate for Graduation
- **Sophomore Class**
 - May have one money making project a year.
 - Will decorate the candidate backdrop for Homecoming.
 - Decorate float for Homecoming Parade
- **Junior Class**
 - Will have the concession stand as its only project.
 - Decorate float for Homecoming Parade
 - Will plan and decorate for Prom.
- **Senior Class**
 - Will have a magazine sale as its primary fundraiser. Any other fund raising activity must be approved by the principal.
 - Decorate float for Homecoming Parade
- **Other Organizations**
 - Will be allowed no more than one fundraiser per year.

Homecoming Responsibilities of Classes and Organizations

- **Sophomores** will decide on the theme and furnish the attendant float, decorating it incorporating the theme.
- **Cheerleaders** will organize the pep rallies, which will be held during the bonfire and immediately following the parade.
- **Band** may provide pep music.
- **STUCO** will:
 - Organize the parade (if scheduled).
 - Obtain the cars for the royalty.
 - Be responsible for writing a script for the crowning ceremony.
 - Select the crown bearer and flower girl.
 - Be responsible for the flowers and the crown.
- **Dance committee** is responsible for the dance. This includes obtaining sponsors, music, refreshments, and door collections, reserving the place for the dance, and seeing that the dance rules are followed.

Homecoming Attendants

The freshman, sophomore, and junior classes will each select one girl and one boy attendant. Any boy or girl is eligible to be an attendant. A student is only eligible to be an attendant one time in their first three years of high school.

The senior class will select two girls and two boys for homecoming queen and king candidates. The two boys and two girls will be selected by the majority vote of the senior class. School administration will be responsible for counting the votes.

The two queen and two queen candidates will then be voted on by the 9th-12th grade student body for the selection of the king and queen. The result will be announced at the homecoming ceremony. All seniors are eligible for nomination and must be in good standing in the school.

Winter Royalty

The dance committee and the cheerleaders sponsor Winter Royalty. There will be no spirit week in conjunction with the Winter Royalty. The crowning of the king and queen will be held during a Friday night home basketball game. It will take place between the two varsity games. There will be 3 queen and 3 king candidates for Winter Royalty. The class will choose the candidates and the 9-12 students will select the winners. The football homecoming queen and king are not eligible to win the queen or king honor at the Winter Festival. The dance will be held either on Friday night following the basketball game or on Saturday night, at the elementary school gym.

- The **Cheerleaders** are responsible for:
 - Decorations and all other items pertaining to the crowning including the back drop
 - The script and voting
- The **Dance Committee** is responsible for:
 - Setting up for the dance.
 - Only senior boys and girls are eligible to be king and queen candidates. The royalty court will be chosen by the senior class and the selection of the king and queen will be by a 9th-12th student body vote. No senior boy or girl who were selected as homecoming king or queen will be eligible for Winter Royalty candidates. The candidates must be in good standing in the school. The dress code for the Winter Royalty dance will be semi-formal.

Dance Rules

- These rules apply to all dances and prom.
- Dress appropriately for the occasion.
- No tobacco on the premises.
- No drinking: if alcohol is detected on a student's breath, he or she will be asked to leave.
- If students leave the dance, they will not be readmitted.
- Everyone attending the dance must be inside the building no later than thirty (30) minutes after the dance begins unless prior arrangements have been made with the dance committee sponsor or principal.
- Any non-student, including alumni of Otis-Bison High School, must have permission from the principal to attend any school dance, or be escorted by a high school student. **Any high school student who escorts a non-student to a school dance shall be responsible for the actions and conduct of the person brought.
- To hold a dance, three adults representing three student households are needed. These sponsors need to be arranged for at least one week in advance of the scheduled dance.
- Treat sponsors with courtesy.
- All dances will end by midnight.
- Rosters of grades 9, 10, 11, and 12 and the students' reported guests will be prepared and given to the faculty sponsors the morning of the dance by the dance committee person.
- Must be in good standing in the school.

The roster will be checked as people enter the dance. Furthermore, the time of leaving will be recorded of all students who leave before the dance is over. This information will be reviewed by dance participation by students, and it will be available to parents as per request.

The Dance rules will be enforced by the sponsors and dance committee members.

There must be parent sponsors present. Students whose parents are available to sponsor a dance should contact a member of the dance committee. Without sponsors there will be no dance!

All School Play

All high school students are eligible to try out for a part in the All-School play. The major part of the practice time will be during the evening. Proceeds from the play will be equally divided between the classes who have members participating.

High School Academic Lettering

Band/Vocal Lettering System

To letter in band, each performance opportunity is worth points. By the start of the second semester, each student will know the number of points he/she needs to letter. This will depend on the number of performances that are scheduled for the year. At the end of the year, each student who reaches the required amount of points will letter in band. Vocal students must attend every performance to be eligible to letter. (Performance schedules will be distributed at the beginning of the year.)

Vocal and band students must attend all required performances and rehearsals. Students will be excused from any performance that interferes with their religious beliefs. (Examples include: church performances and Sunday concerts.) Other absences will be decided on at the discretion of the instructor. All absences should be discussed prior to the absence to eliminate any confusion.

Scholar's Bowl Lettering

Must be a full time student	
Must be in good standing (not failing any required classes, have a minimum 2.5 GPA)	
Must display good sportsmanship	
Attending practice	10 points
Improvement	1-10 points
Competing in tournaments	10 points each tournament attended
Placing first in a tournament	25 points
Placing second in a tournament	20 points
Placing third in a tournament	15 points
Placing fourth in a tournament	10 points
CPL All League Selection	25 points-1st team, 20 points-2nd team, 15 points-HM
Chosen to attend CPL and/or Regionals	25 points each
Total Points to Letter: 200	

Speech/Forensics Lettering

To earn a letter, students must:

- Compete in THREE tournaments.
- Prepare TWO events.
- Earn FIFTY points by the end of the season.
- May letter by qualifying for State Champs.

Points will be awarded for the best QUALITY POINTS rating of the day for tournament competition:

- 23-25 = 5 points
- 20-22 = 4 points
- 16-19 = 3 points
- 13-15 = 2 points
- 10-12 = 1 point

Additional points may be earned by completing the following:

- Individual practice with the coach. 5 points
- Videotaping and viewing of events. 5 points
- Helping host our tournament. 5 points

High School Athletic Lettering

General Information

For those students who wish to compete on an interscholastic athletic team, the following opportunities are available; football, volleyball, cross country, basketball, cheerleading and track. Eligibility standards for interscholastic athletics are established by KSHSAA and by the coaches of the various activities. Physicals for athletics must be completed after May 1st of current year before students will be permitted to practice. Physical forms must be signed by a parent or guardian as per KSHSAA rules. Each coach will establish letter award requirements for each sport. Students who letter in any lettering activity will receive an Otis-Bison school letter. After that they will receive medal pins and bars to be placed on their letter for each year lettered. Coaches will have additional expectations for their sport that is not in this handbook.

HS Cheer and Yell Leaders

A committee of people from the community and/or outside the community will choose the cheerleaders based on cheering criteria and ability. A minimum score of 75 must be attained for consideration for membership to the squad. Cheerleaders must remain on the squad to receive a letter.

HS Cross-Country Lettering

The student must compete on varsity for at least half of the meets. The student must also remain active with the team for the entire season.

HS Volleyball Lettering

The student must play in $\frac{1}{2}$ (one-half) of the total regular season varsity matches and/or $\frac{1}{3}$ (one-third) of the post-regular season varsity matches. The student must also remain active with the team for the entire season.

HS Football Lettering

To letter, each person must do the following:

- Be eligible throughout the season
- Be at all practices (exceptions apply)
- Stay in good standing in the community and at school
- Play in at least $\frac{1}{2}$ (one-half) of the quarters during the regular season

HS Basketball Lettering

The student must play in $\frac{1}{2}$ (one-half) of the total varsity quarters for the season. A player can forfeit his or her quarters for missing a practice or game without approval from the head coach. The exceptions are illness or an emergency. The player must remain active with the team for the entire season.

HS Track Lettering

To letter each participant must do the following:

- Be eligible throughout the season
- Be at all practices (exceptions apply)
- Be in at least two events per meet
- Score 10 team points during the season or improve in every event
- Stay in good standing in the community and at school

HS Manager and Trainer Lettering

To letter, the managers and trainers must be present at all practices and games except for illness or reasons approved by the head coach. They will carry out their duties as outlined by each coach.

HS Injured Participant and Lettering

A student who is injured during a season and, due to this injury, will not be able to participate again during the season, may letter if the student was playing at the level he or she would have lettered if the injury had not occurred.

High School Organizations

Holding Office

Students may not hold more than two major elected offices at one time. Those offices include president, vice-president, secretary, and treasurer. An individual may only be president of one organization during any given year.

National Honor Society

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Otis-Bison High School.

A faculty council, consisting of five faculty members, will be appointed each year by the principal. The purpose of the council is to select new members and if the need arises, to dismiss members for not fulfilling the requirements of membership. Students must fill out a form and write a paragraph explaining why they would like to be considered for induction in to the society. Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty. Students are not selected on grades alone. The selection process is as follows:

1. A student must be a sophomore, junior or senior and have a cumulative grade point average of 3.5 or better. After the initial membership into NHS a student must maintain a cumulative GPA of 3.25 .
2. A student must have been in attendance at Otis-Bison for at least one semester.
3. The faculty council will judge the eligible students on the qualities of leadership, service, and character. Those students who receive a majority vote of the faculty council are then eligible to join NHS.
4. Students who question non-selection do not have a legal right to a hearing, but they and their parents may be given an opportunity to present their complaints to the principal.

Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, and character. One requirement will be the student's participation in the local chapter's annual service project which is taking tickets at JV basketball games. Each member must contribute actively to that project. In addition, each member chooses and completes a project, which is in keeping with his or her personal interests.

Kansas Association for Youth (K.A.Y.)

Kansas Association for Youth is an organization dedicated to service and leadership training and is part of the Kansas School Activities Association. Educational enrichment programs and recreation are an integral part of the KAYS scene, however, as a service organization, KAY try to include school, community, national and international projects.

Students Against Destructive Decisions (S.A.D.D.)

Students Against Destructive Decisions is an organization dedicated to educate students against the dangers of making bad choices. By sponsoring drug-free parties, S.A.D.D. shows the students how to have fun without alcohol. Throughout the year, S.A.D.D. also invites speakers to share their experiences. As a member of S.A.D.D., students are expected to help each other with making responsible choices. S.A.D.D.'s main objective is to help all students learn to make healthy choices.

Student Council

An effective student council is actively engaged in learning, doing, and evaluating. It is an integral part of the total school program, and as such, contributes to the educational development of every student in the school. Under the guidance of an adviser, and with the cooperation of an informed student body, faculty, administration and community, it is aware of the reason for its existence and strives toward its objectives. It is organized and operated on sound democratic principles with a good workable constitution that has been adopted by the student body as its procedural guide. The successful student council is aware of the limits of its powers and authority, and knows that it does not govern the school, but participates in its government in many ways.

The effective student council holds regular business meetings on school time, has a planned agenda for each meeting and follows appropriate meeting procedures. Accurate and neat records are kept of all council meetings.

The student council is in charge of the homecoming festivities, i.e., pep rally, pre-game, etc. The student council also provides a pop machine, and they furnish a Christmas and End-of-Year party for the student body, faculty, and administration.

To be eligible for and to remain in STUCO, a student must maintain a 2.5 grade average.

Election of Officers and Members

The Student Council shall consist of president, vice-president, secretary, treasurer, president of each class and one representative, and the presidents of Kansas Association for Youth (KAY), Students Against Destructive Decisions (SADD), National Honor Society (NHS) and representatives. The members of the Student Council will select the secretary and treasurer during the first regular meeting at the beginning of the school year. There will be two 7th grade students and two 8th grade students on Student Council. They will select one boy and one girl from each class.

Student Council Elections

Elections for Student Council officers will be held early in April. Campaigning for office will start on the proceeding Monday. All officers will be elected according to the Student Council Constitution.

To be eligible to run for president and vice-president of Student Council, the student must adhere to the stipulations of the STUCO constitution. Those individuals who wish to run for the major offices must declare their intentions to the student council advisor two (2) weeks before the election. The election date will be announced each year. Out-going seniors will not vote for the in-coming STUCO officers.

▶ Making Effective and Efficient Notes

Overview:

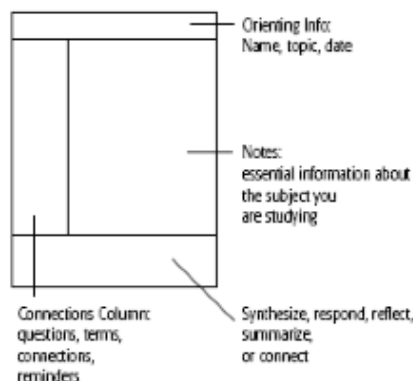
Good notes must be complete, coherent, and concise. Whether you are reading, listening, or watching, you must be able to make notes quickly in a format that will be helpful later on when you prepare to write, speak, or take a test.

Page Layout

Divide the page into sections, which serve different purposes. There are four primary spaces you can use to arrange information on the page, as the sample page shows:

Organize Information

Organize information into a visual format that you find helpful. This might include bullets, dashes, or numbers. Though an outline format is helpful, keep it loose so that you don't get confused as you make notes. Identify and organize information into categories that align themselves with chapters, headings/subheadings, major themes, or chronological events; such organization gives your notes structure and coherence. Use additional techniques such as underlining and ALL CAPS to quickly orient your eyes.



BENEFITS OF GOOD NOTES

- **Improve Recall:** Info is better organized, which aids the memory when tested.
- **Increase Understanding:** Organizing info forces you to digest it and establish connections between different ideas.
- **Increase Attention:** Whether reading or listening, taking good notes forces you to pay close attention to what you are studying. It does this by:
 - establishing a purpose
 - giving you a focus
 - determining what is important

Abbreviate

You are the only one who must be able to use and read your notes. Each class or topic has words and ideas that come up repeatedly. Using symbols, abbreviations, acronyms, or other tricks to condense your notes helps you get down more information in a useful format. Here are some samples and suggestions:

- Shorten familiar words: info for information; NY for New York; WW2 for World War Two
- Use symbols to represent words or ideas: + for *add*; = for *equal*; w/o for *without*; & for *and*; b/c for *because*
- Use acronyms to abbreviate familiar terms: MWH for Modern World History; NATO, GNP, USA, UN, WWI
- Shorten words through omission: gov't for *government*; bldg. for *building*; pps for *pages*; prob for *problem*
- Abbreviate names: A = Atticus; BR = Boo Radley; BE = Bob Ewell; FDR = Franklin Delano Roosevelt
- Shorten common terms: RJ = Romeo and Juliet; Eng = English; OLine = Outline; BStorm = Brainstorm

Telegraph

You do not need to write down *every* word you read or hear. Cut out unnecessary words. Example: "Atticus takes case" or "Germans lose battle; morale worsens."

White Space

Don't crowd your page! Leave space between ideas (e.g., leave an extra space between main ideas). This leaves you room to add information later on and makes your notes easier on the tired eyes trying to read them.

Set Purpose

Decide *why* you are taking notes so you know how to organize your information and evaluate what you should write down. If, for example, you are taking notes for a paper on consequences of a particular historical event, you need to pay special attention to information that might be of possible use. Keep asking yourself: "What is the question these notes are trying to help me answer?" (e.g., What are the primary consequences of...?)

Teaching Note-Taking Skills: Overview

What It Is

Note taking includes a range of formats and functions. In short, it means reading, writing, listening, viewing, or observing with a pencil in hand so students can capture their thoughts and prepare for subsequent writing assignments, discussions, or exams. Note taking includes graphic formats and marginal comments, as well as more traditional methods like outlines, lists, and Cornell Notes. Highlighting and underlining are not the same as taking notes; while readers “take note” of some idea or change when they highlight, they are not thoroughly processing the information the way they would if they annotated the same passage.

Why Use It

Taking notes demands that the students interact with the material and process it, making connections, evaluating importance, and organizing ideas into patterns that will not only prepare them for subsequent assignments but help them achieve deeper understanding of the material. Taking notes gives the students purpose and a process that ideally allows the students to use their own cognitive style and talents.

When to Use It

Have students take notes whenever they must make sense of and remember (so that they can later use) whatever they read, watch, hear, or observe. When students give presentations in class, they pay better attention (and behave better) when they have to take notes on each student’s presentation; it also improves their listening skills, which are essential for success in college and the workplace.

How to Do It

The four formats listed below offer a range of styles. Which one students use depends on their purpose and preferences.

Q Notes		Outline Notes	Cluster Notes	da Vinci Notes
Question Who was Plato?	Answers • Philosopher who wrote... • Student of Socrates	1. Greece a. Philosophers	<pre>graph TD; Greece --- Philosophers; Philosophers --- Plato;</pre>	

See the companion page, “Making Effective and Efficient Notes,” for more suggestions.

Consider these additional techniques for teaching and using note taking in your class:

- Model on the overhead (or by providing a sample on paper) how to take notes about a given text. If, for example, you ask students to take notes on a video, show them what that looks like, discuss which questions to ask, and help them format their notes.
- Put examples of exemplary notes (e.g., for reading the course textbook) on the overhead and give copies to everyone so they can refer to those examples when they do their reading. This is especially useful if some students use unique methods (e.g., color coding, graphic strategies, or the computer) in powerful ways.
- BDA: Remind them Before, During, and After that they should do certain things. Before beginning, for example, they should set a purpose, establish criteria for what to write down, and decide on the format that will be best suited to their purpose. During, they should note key terms and leave space to add material (or sample text questions) later. After, they should supplement their notes from additional reading and lectures to prepare for the test.

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Day	Weekly Event	Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Due	Assignment	Done
Class	What can I do to improve?	Grade