

**KAW VALLEY USD 321**  
**STUDENT HANDBOOK**  
**JUNIOR/SENIOR HIGH**  
**2022 - 2023**

<b>Rossville Jr/Sr High School</b>	<b>St. Marys Jr/Sr High School</b>
<b>800 S. Main Rossville, KS 66533 Phone: 785-584-6193</b>	<b>601 E. Lasley St. Marys, KS 66536 Phone: 785-437-6257</b>

**Your Name:**

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**Board of Education Members**

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Jody Mitchell	Michael Lett	Kim Gillum - <i>President</i>	John Simecka - <i>V. Pres.</i>
Bill Mulligan	Michelle Martin	Adrienne Olejnik	Alan Streit

**District Level Administration**

Superintendent of Schools: Kerry Lacock  
 Director of Special Services: Sarah Sanders

<b>Rossville Jr/Sr High School</b>		<b>St. Marys Jr/Sr High School</b>	
Principal	Mr. Bradley Anderson	Principal	Mr. Adam Hurla
Assistant Principal Athletic Director	Mr. Curt Brecheisen	Assistant Principal Athletic Director	Mr. Myron Flax

**WELCOME**

This handbook is presented to you with the hope that you will read it and use it as a guide throughout the year. It is our sincere wish that by making this handbook available, we would increase communication between the school and those we serve.

**STATEMENT OF NON-DISCRIMINATION (JCE)**

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. Sarah Sanders, Director of Special Education, 303 E. Highway 24, P.O. Box 578, Rossville, KS 66536 at (785) 584-6731 has been designated to coordinate compliance with non-discrimination 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 he or she has been discriminated against may file a complaint with the building or compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination compliant procedure.

**DECLARACIÓN DE NO DISCRIMINACIÓN (JCE)**

Se prohíbe la discriminación contra cualquier estudiante sobre la base de raza, color, origen nacional, sexo, discapacidad o religión en la admisión o acceso a, o tratamiento en los programas y actividades del distrito. Sarah Sanders, Director de Educación Especial, 303 E. Highway 24, apartado postal Box 578, Rossville, KS 66536 al (785) 584-6731 ha sido designado para coordinar el cumplimiento de requisitos de no discriminación contenidas en el Título VI de la Ley de Derechos Civiles de 1964, Título IX de las Enmiendas de Educación de 1972, la Sección 504 de la Ley de rehabilitación de 1973, y la Ley de americanos con Discapacidades de 1990. Cualquier estudiante que cree que él o ella ha sido discriminado puede presentar una queja con el coordinador del edificio o el cumplimiento. Cualquier queja del estudiante de la discriminación será resuelta conforme el procedimiento compatible con la discriminación del distrito.

### U.S.D. 321 MISSION STATEMENT

The mission of Kaw Valley U.S.D. 321, a community united in purpose, is to guarantee that each student achieves academic and personal success through an educational system characterized by synergistic relationships; high quality curriculum; and a dedicated, adaptable, caring staff in safe, unique learning centers.

### STUDENT OUTCOMES

#### **A COMMITMENT TO TECHNOLOGY**

Students graduating from USD 321 High Schools will demonstrate: an appreciation of the role of technology in our modern society, ability to use technology to access and apply information to a changing world.

#### **A COMMITMENT TO PROBLEM SOLVING SKILLS**

Students graduating from USD 321 High Schools will demonstrate: the ability to solve problems individually and in groups through the appropriate use of skills in communication, leadership, organization, and utilization of resources.

#### **A COMMITMENT TO RESPECT FOR SELF AND OTHERS**

Students graduating from USD 321 High Schools will demonstrate: responsibility, self-discipline, respect, and common sense in their relationships with others, a knowledge of and respect of the right for differences within a multi-cultural society, a sense of respect for self, illustrated by an appreciation of wellness, self-esteem, and the individual's role in the family.

#### **A COMMITMENT TO THE COMMUNICATION PROCESS**

Students graduating from USD 321 High Schools will demonstrate: the ability to apply written and oral communication skills to develop interpersonal and group relationships.

#### **A COMMITMENT TO INTELLECTUAL DEVELOPMENT**

Students graduating from USD 321 High Schools will demonstrate: a respect for the process of seeking knowledge, the ability to adapt to changing knowledge and situations, the ability to use critical thinking skills, a knowledge of the arts and an ability to express themselves creatively and respond to the creative works of others.

#### **A COMMITMENT TO THE BASIC SKILLS**

Students graduating from USD 321 High Schools will demonstrate: a knowledge and understanding of the basic academic skills: comprehension skills, numerical reasoning skills, and writing skills, a knowledge and understanding of the basic social skills: manners and appropriate behavior.

#### **A COMMITMENT TO THE IMPORTANCE OF CITIZENSHIP**

Students graduating from USD 321 High Schools will demonstrate: an appreciation of the responsibilities of citizenship in the community and the world with an understanding of governmental procedures, a concern for humanity and an understanding of the interrelatedness of the world's community so that all will be able to participate, an appreciation of the environment and its relationship to society's well being; an appreciation that their conduct, group participation, and relationships with others has an impact on society.

#### **A COMMITMENT TO CAREER PREPARATION**

Students graduating from USD 321 High Schools will demonstrate: an appreciation for the importance of quality performance, pride in workmanship, and the dignity of work; an appreciation for the importance of individual responsibility, cooperation, and flexibility in school and in the work place; an appreciation of careers available and the skills required to pursue those careers.

## ATTENDANCE

### **PHILOSOPHY OF ATTENDANCE**

USD 321 Jr/Sr High Schools believe that a direct correlation exists between regular school attendance and academic achievement. Students should develop habits of punctuality and responsibility, which will later be vital in the business community. Also, each day teachers design learning experiences that serve as building blocks for the student's total education. Absences will result in inconsistent learning and reduced achievement.

### **ATTENDANCE POLICY**

Students who violate this attendance policy will be reported to the proper authorities as prescribed by Kansas Statute. Students are to attend each regularly scheduled day of school.

A student is considered absent when he/she is not in regular school classes or in a school sponsored activity. If a student is absent from school, the parents must notify the office by phone or send a signed, written note within 24 hours as to why the student was absent. If notification is not given to the school, an attempt will be made by the school to verify the absence by a call to the parents. If parental contact is not established by phone or note, the student will be given an unexcused absence.

**Students arriving late to school will be required to report to the office and get an Admit Slip. The student may be required to call their parent/guardian to inform them of the event. Failure to check in may result in the student receiving an unexcused absence.**

**Students who are inexcusably late by fifteen minutes or more to any class will receive an unexcused absence for that hour(s).**

**Excused absences are:** *The administration will determine whether or not the absence is excused.*

1. Personal illness.
2. Critical illness or death of a member of the family.
3. Dental, medical or optical appointments, with doctor's note.
4. Emergencies calling for the student's services or presence at home.
5. Obligatory religious observations.
6. Participation in a district-approved or school-sponsored activity.
7. Parent obtaining office approval in advance by phone or in person.  
Administration may take into consideration the following criteria to determine whether or not an absence will be recorded as excused:
  - a) the student's academic standing
  - b) the parent's involvement in the education of the student
  - c) the family value of the activity
  - d) the educational value of the activity
  - e) the number of excused/unexcused absences accumulated.

Contacting the school about a student's absence does NOT necessarily excuse the student. If students exceed seven total absences in a semester they may receive counseling from admin, In-School Suspension, and or deny participation in school activities. Any absence in a semester over seven will automatically be considered unexcused unless there is medical documentation from a medical professional for that specific absence.

### **MAKING UP EXCESSIVE ABSENCES**

**Students with excessive absences (8+/semester) all types, (excused/unexcused) are required to make up those hours missed hour-for-hour.** Medical reasons will be considered if verified by a licensed healthcare provider. Excessive absences interrupt classroom continuity and potentially impact student performance in the classroom. Students not making up time as assigned will be considered as not having successfully completed the course and may not receive credit in that class. Students may be denied the privilege to participate in school activities until time is made up.

### **ADVANCE NOTICE OF ABSENCE**

Prior notice of planned absences is to be given to the teacher and principal to arrange for completion of schoolwork that will be missed. An approved leave form must be completed in advance and submitted to the office.

### **TRUANCY**

The administration shall report students who are inexcusably absent from school to the appropriate authority. Students 13 years old and under shall be reported to the local office of Social Rehabilitation Services and students over 13 years old shall be reported to the county attorney. **Truancy is defined as (3) consecutive unexcused absences, (5) unexcused absences in a semester or (7) unexcused absences in a school year, whichever comes first.**

Students who are absent for a significant part of any school day shall be considered truant. If a student misses two or more hours of the school day, this shall be considered a significant part of the day.

### **COMPULSORY ATTENDANCE REQUIREMENTS**

Kansas law requires students to attend school until the age of (18). Sixteen (16) and Seventeen (17) year-olds may be exempt from the compulsory attendance requirement if:

- They have obtained a diploma
- They are enrolled in an approved alternative education program, recognized by the local board of education.
- A court ordered exemption.
- The parent or person acting as parent consents in writing to the child being exempt from the requirements, and the child and parent both attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- The academic skills the child has not achieved.
- The difference in future earning power between a high school graduate and a high school dropout.
- A list of educational alternatives that is available to the child.

**Students age 16 or 17, who are not exempted, shall be reported as truant.**

### **ACADEMIC MAKEUP/CREDIT DUE TO ABSENCE**

Students have one day for every day missed, plus one, in order to make-up work or tests, as a result of excused absences. It is the responsibility of the student to acquire and complete missing work within the allowable time frame or make additional arrangements with the teacher(s). Students who are taking college classes will follow guidelines as set by their instructors. Students who are absent due to school sanctioned activities must make arrangements with their teachers prior to the absence

### **SENIOR SKIP DAY**

There is NO recognized senior skip day. Absences will be unexcused and credit will not be awarded for work missed.



### **TARDY POLICY**

Generally tardies are caused by carelessness rather than necessity, and are a disruption to normal classroom procedures and activities. A student is tardy any time they enter a classroom after the tardy bell has rung, or if they arrive unprepared for class and must return to their locker after the bell has rung, without an excuse from a teacher, secretary, or administration. If detained by a staff member, it is the student's responsibility to get a pass from that staff member. Students who are late because of buses still need to get an excuse from the office. Students need to get lunch cards, admits, etc. from the office before the 8:00 bell rings for class.

Students are allowed (2) unexcused tardies per class per semester without penalty. A student, receiving their 3<sup>rd</sup> through 6<sup>th</sup> unexcused tardy, will have earned a (½) hour detention for each offense to be served with the teacher. Continued tardiness over (6) will result in Saturday School, ISS (In-School Suspension), and a parent conference or any combination. Failure to serve assigned detentions will automatically result in Saturday School, ISS, parent conference or any combination.

**NOTE:** An unexcused absence to first hour (or the first hour that students are scheduled to attend) will be considered a tardy for the school day. After two unexcused first hour absences, students will have an hour detention for each additional absence.

### **COLLEGE VISITATION DAYS**

Each senior is permitted a total of THREE college visitation days. Excessive visitation days must be approved by the administration. Students must make arrangements through the Guidance Office. All college days must be initiated through the counselor **two days** prior to the visit. A visitation form signed by all teachers, parent and the college representative must be turned in after the visitation in order to be excused. When possible, class work should be made up in advance.

### **HOMELESS POLICY**

Kaw Valley USD 321, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district will have access to a free and appropriate public education, as is provided to other children and youth.

## **ACADEMICS**

### **ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable. Cheating is defined as copying another student's work and claiming it as your own. Plagiarism is defined as the use of another person's original ideas or writing without giving credit to the true author. Both are prohibited practices. Materials acquired from electronic sources are also covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension or expulsion.

### **VALEDICTORIAN AND SALUTATORIAN**

To be eligible for valedictorian and salutatorian honors, students must be a full-time student the first semester and enrolled in at least 5 courses the second semester of their senior year and must also qualify as a student in good standing. Grade point averages will be based on eight semesters of grades.

### **Cum Laude recognition**

Starting with the class of Class of 2026 Kaw Valley USD 321 will be converting to the Cum Laude system of recognition for high academic achievement.

- Cum Laude:
  - 10 community service hours during High School career -OR- part of a community service organization
  - Earn a minimum of 3.5 GPA
  - Participated in at least 2 school activities during high school career
- Magna Cum Laude:
  - 15 community service hours during High School career-OR- part of community service organization
  - Earn a minimum of 3.75 GPA
  - Participated in at least 5 school activities during high school career
- Summa Cum Laude:
  - 20 community service hours during High School career-OR- part of community service organization
  - Earn a minimum of 4.0 GPA
  - Participated in at least 8 school activities during high school career

### **GRADUATION CEREMONY**

In order to participate in the high school graduation ceremony, students must have met the graduation requirements set by USD 321 Board of Education.

### **AFTER SCHOOL ASSISTANCE PROGRAM - (ASAP)**

Any junior or senior high school student, receiving a failing grade as a result of weekly eligibility checks, may be required to attend the After School Assistance Program. If any student is not passing all classes, they will have a one-week probationary period in which to remain eligible. ASAP provides those students failing the opportunity to raise their grade to a passing level and receive credit. ASAP will count as a regular attended hour and attendance will be taken. Failure to attend will be counted as unexcused and Saturday School or ISS will be assigned.

**BOOK RENTAL FEES**

Enrollment fees and activity fees will be announced each year prior to enrollment. These fees cover the cost of books, lockers, class dues and school assemblies. Shop fees will be collected by the teacher and turned in to the office.

USD #321 Jr/Sr High Schools are under a book rental system. The school will provide books, and each student will pay a book rental fee to be determined each year by the Board of Education.

**BOOK DAMAGE OR LOST FEES**

Students are not to damage their books in any way. If a book is lost or damaged, the student responsible will pay for its replacement according to age and condition of the book.

Age of Book (yrs.)	Percent of Replacement Cost
0 - 2	100%
3 - 4	75%
5 - 6	50%
7 or more	25%

Example: 5 year old book that is damaged and needs to be replaced costs \$100. The charge to student is 50%, or \$50.

**COLLEGE CLASSES/DUAL CREDIT**

With parental approval, Junior & Seniors in good academic standing are eligible to take traditional college classes or on-line college classes for dual credit. See your counselor for more information.

**CLASSIFICATION OF STUDENTS**

Classification as a sophomore requires that the student has completed requirements for six (6) credits; classification as a junior requires that the student has completed thirteen (13) credits at the end of the sophomore year; classification as a senior requires that the student has completed twenty (20) credits at the end of the junior year.

Students must have senior classification at the beginning of the school term to be eligible to order graduation announcements, cap and gown or to participate in any commencement activities. A student not having the required twenty (20) credits who shows evidence of credit recovery progression may request special consideration by the administration.

**TRANSFER STUDENTS**

**Transfer from a Non-accredited School (including Home Schooling)**

Students transferring from a non-accredited school or home-schooled students who wish to attend the Kaw Valley District shall be tested by the school to determine grade level (6<sup>th</sup> – 12<sup>th</sup> grade) placement. The school officials shall make grade placement after consultation with the parents/guardians, guidance counselor, involved staff members and the principal or designee. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment. Grades earned during home schooling or a non-accredited school shall not be used in determining grade point average, National Honor Society Membership, or commencement honors.

**Secondary Credit (9-12)**

The amount of credits to be awarded will be determined by the department(s) on the basis of proficiency with recommendation to the Principal. Satisfactory proficiency for a specific course will be given a grade of "P" for passing with no letter or numerical designation of level of proficiency. When a determination has been made that a student is to receive credit toward graduation for a course(s) taken while home-schooled or from a non-accredited school, the letter "P" as indicated above shall be entered on the student's transcript, for pass, along with the

statement “home schooled” or “non-accredited school.” These courses are not to be considered in the grade point average or class rank of the student.

Students transferring from a non-accredited or home school may transfer a maximum of seven equivalent units per semester. Students from a non-accredited high school or from home school situations will not be eligible to graduate from Rossville High School or St. Marys High School with less than two consecutive years of full-time attendance.

Kansas State High School Activities Association rules govern participation in competitive activities and contests.

**EARLY RELEASE OF SENIORS**

Second semester seniors in good academic standing may be released for employment and/or continuing education. Administrative approval and written parental approval are required.

**EARLY GRADUATION**

Seniors that have fulfilled all graduation requirements may graduate at the end of first semester. A career or educational plan must be submitted to the building administration prior to the beginning of the fall semester of the student’s senior year. The plan must meet the approval of the building principal and the superintendent of schools. The administration reserves the right to make exceptions on an individual basis.

**GRADE REPORTING**

Grade reports are intended to keep parents informed and initiate communication between the parents and teacher. Parents may access Power School online to monitor their children’s grades as well. Grade reports will be mailed at the end of each semester to the home address(es) the school has on file.

**GRADING SCALE**

Grade	Percentage	Credits
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	60-69%	1.0
F	Below 60%	0.0

**HUMAN SEXUALITY & AIDS OPT-OUT PROCEDURE**

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district’s required curriculum. To receive information on the opt-out provision, contact the principal’s office.

**WEIGHTED GRADES**

In order to encourage our students to take challenging classes and to reward rather than penalize them on their cumulative grade average, the site council and faculty have endorsed the following courses to be weighted:

- Chemistry
- College Algebra/Trigonometry
- Statistics
- Physics
- Calculus
- Advanced Biology

\*\* Students will be allowed to weight a class twice if it is in progression of these listed classes (ex: Chemistry -> College Chemistry)

**GRADE POINTS FOR WEIGHTED CLASSES**

Letter Grade	A	B	C	D	F
Year’s Credit Earned	5	4	3	1	0

### **KAMS Student weighted classes**

\*A separate recognition will be given to students who have attended the Fort Hays State KAMS program

<b>Junior Year</b>	<b>Senior Year</b>
<p style="text-align: center;"><u>Fall Semester</u></p> <ul style="list-style-type: none"><li>• Pre-Calculus</li><li>• Human Biology &amp; Lab OR Principles of Biology &amp; Lab</li><li>• English Comp I</li><li>• US History to 1877</li><li>• Research Seminar</li></ul> <p style="text-align: center;"><u>Spring Semester</u></p> <ul style="list-style-type: none"><li>• Calculus I</li><li>• Chemistry I &amp; Lab OR University Chemistry I &amp; Lab</li><li>• English Comp II</li><li>• US History since 1877</li></ul>	<p style="text-align: center;"><u>Fall Semester</u></p> <ul style="list-style-type: none"><li>• Calculus II</li><li>• Physics I &amp; Lab OR Engineering Physics I &amp; Lab</li><li>• STM Elective</li><li>• Departmental Research &amp; Writing</li></ul> <p style="text-align: center;"><u>Spring Semester</u></p> <ul style="list-style-type: none"><li>• American Government</li><li>• Computer science elective</li><li>• Social Studies Elective</li><li>• STM Elective</li><li>• Elective course of interest</li><li>• Departmental Research &amp; Writing</li></ul>

### **HONOR ROLL**

To be eligible for the High Honor Roll, a student must be enrolled full time and have a grade point average of 3.7 and above with no grade lower than a C. The student must have at least five classes.

To be eligible for the Honor Roll, a student must be enrolled full time and have a grade point average of 3.2 – 3.69. Pass-Fail courses will not be counted in the average; however, such courses do count towards full time enrollment.

### **SENIOR'S SECOND SEMESTER OF THEIR GRADUATING YEAR**

During the last semester of a senior's graduating school year, the student must be enrolled in five (5) consecutive course periods to participate in school activities. (School administration has final approval.)

### **KAW VALLEY USD 321 GRADUATION REQUIREMENTS**

- I. Requirements for graduation from high school**  
4 units of English (9,10,11,12/or College Prep)  
3 units in Mathematics  
3 units in Science  
3 units in Social Sciences  
    - (RHS) ½ unit Civics  
    - (SMHS) ½ unit Psychology, ½ unit International Relations, or ½ unit Current Events  
    - 1 unit World History  
    - 1 unit United States History  
    - ½ unit American Government  
1½ units of computer (RHS) -      1 unit of computer (SMHS)  
1½ units of physical education -   P.E. 9 (required)  
1 unit of Fine Arts -               Instrumental or Vocal Music, Forensics, or Art
- II. Total Number of Credits to Graduate: 28 credits**
- III. (17 required /11 elective - RHS) (16 ½ required/11 ½ elective - SMHS)**

### **KANSAS BOARD OF REGENTS - QUALIFIED ADMISSIONS**

A graduate of an accredited Kansas High School, who has completed the required pre-college curriculum with a minimum GPA in those classes, is entitled to admission to a Kansas State Board of Regents college.

The six Kansas Board of Regents universities are: Emporia State, Fort Hays State, Kansas State, Pittsburg State, University of Kansas, and Wichita State. The pre-college curriculum is as follows:

- |                                      |                                                                                                                                                        |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. <b>4 Units of English</b>         | (at least one taken each year in high school)                                                                                                          |
| 2. <b>3 Units of Math</b>            | 3 units with ACT score that is greater or equal to 22<br>4 units with ACT score that is less than 22                                                   |
| 3. <b>3 Units of Social Studies</b>  | ½ unit Psychology, ½ unit Int. Relations, ½ unit Civics, or ½ unit Current Social Issues, 1 unit World History, 1 unit U.S. History, ½ unit Government |
| 4. <b>3 Units of Natural Science</b> | Earth/Space Science, Biology, Chemistry, or Physics. At least 1 unit must be Chemistry or Physics).                                                    |

For more detailed information with regard to Qualified Admissions see the counselor. A Kansas High School graduate is also eligible for admission to a Board of Regents university by two other methods separate from the qualified admissions pre-college curriculum.

1. If a student scores a 21 or higher Composite Score on the ACT.
2. If a student ranks in the top 1/3 of his/her class upon completion of seven or eight semesters.

### **KANSAS SCHOLAR CURRICULUM**

To be considered for the Kansas Scholars Program, students must complete the Pre-College Curriculum and the following Kansas Scholar's Curriculum requirements.

- 4 units of English (Same as Qualified Admissions)
- 3 units of Social Studies (Same as Qualified Admissions))
- 4 units of Math (Algebra I and above)
- 3 units of Sciences (Biology, Chemistry, Physics)
- 2 units of Foreign Language (of the same language)
- 1 unit of Computer Technology (Same as Qualified Admissions)

### **CREDIT RECOVERY/REPEATING COURSES**

Student deficient of credit(s) due to transfer or failing previous courses will be placed in a credit recovery program\*. Students may be removed from elective courses at the beginning of the semester in order to achieve a passing status of required courses. Credit will be awarded on transcripts, as P/F with the original grade counting toward GPA.

\* Summer school may also be required in order to maintain progress toward graduation.

### **SUMMER SCHOOL**

Summer school is a two-prong program utilized as an intervention for remediation and/or credit recovery. Summer school may be required for students meeting the following criteria, and transportation will be provided if needed.

All student handbook rules will apply for summer school.

#### **Credit Recovery:**

1. Failing required course(s) or necessary elective(s) needed to maintain progress toward graduation.
2. Failure to complete credit recovery requirements during the regular school year

#### **Remediation:**

1. Scoring Below minimum proficiency levels in state assessments
2. Performance below grade level as determined by formative assessments, summative assessments, and/or classroom performance.
3. Below grade level achievement based upon normed assessments, Kansas Assessments, and teacher recommendations.

The dates for summer school will be established prior to the end of the spring semester, and parents will receive a letter stating the information. Additional time may be arranged if needed for credit recovery. Summer school sessions will meet M-F from 8:00am-12:00pm. Credit recovery students completing necessary requirements prior to the (4) week duration will be excused upon successful completion. Failure to complete necessary requirements within the (4) week time frame will result in the student losing an elective or activity period during the following school year.

Possible make-up of the absences and/or tardies could be arranged at the summer school teacher's discretion.

### **SCHEDULE CHANGES**

USD #321 Jr/Sr High Schools offer classes that are one semester and one year in length. Schedule changes will be permitted during the first week of a new semester. Students having academic difficulty in any class should visit with a counselor to investigate alternatives.

A student must confer with parents, teachers, and the school counselor and obtain written parental permission (if asked to do so), and parental approval to change classes.

### **SATURDAY SCHOOL**

Saturday school may be assigned for consequential purposes.

**Reasons why a student would be assigned Saturday School:** (not all inclusive)

- Student fails to attend ASAP
- Student misses more than (8) days of school/semester (all absences). The student will make up time hour-for-hour to maintain academic status.
- Failure to serve doubled detention.
- Upon the 7<sup>th</sup> and subsequent tardy to class.
- Other inappropriate behaviors may result in Saturday School, ISS, OSS, or a combination.

**Rules for Saturday School**

- Students are to arrive to Saturday School promptly at the designated time.
- Parents will be notified in advance and must provide transportation to and from Saturday School
- All regular school rules and policies are in effect during Saturday School.

**Consequences for not attending and assigned Saturday School**

- Failure to serve Saturday School will result in up to (3) days ISS
- Reassigned Saturday School. Failure to serve reassigned Saturday School will result in up to (3) days OSS. Continued failure to serve can lead to long-term suspension.

### **PARENT - TEACHER CONFERENCES**

Two conferences will be scheduled each year, once in the fall and spring. Parents may call the teacher at school to schedule a conference at other times if there are concerns about their child's progress.

### **TEACHER AND OFFICE AIDES**

Guidelines:

1. Only seniors and second semester juniors are eligible.
2. Students must fill out an application.
3. Teacher and office aides must have a C (2.0) average.
4. Students applying must not have received a D or F the previous semester.
5. An aide must have a good attendance record.
6. Aides must be in good standing.
7. A student may enroll as an aide for only one class period per semester.
8. Aides will be evaluated by a letter grade with  $\frac{1}{4}$  credit for each semester.
9. Teacher/secretary, counselor, or principal approval is required.

### **TRANSFER AND WITHDRAWAL OF STUDENTS**

Anyone wishing to withdraw from school must follow the guidelines set forth in the compulsory attendance requirements established by Kansas law. Parents or guardians need to contact the principal to establish a time to meet.

When a student transfers, his/her records will indicate grades earned. If the transfer is before the end of a regular grading period, grades will be based on work done from the beginning of the semester. The records will note the number of days upon which grades are based.

Whether withdrawing or transferring, all library books, equipment, and textbooks should be turned in before leaving the building. Student transfer/withdrawal forms are available from the counselor or the office.

### **WITHDRAWAL FROM COURSES**

Except for a legitimate reason, withdrawal from classes is allowed only at the end of the first semester for a year-long class. A student must confer with parents, teachers, and counselor; obtain written parental permission (if asked to do so) and principal approval to withdraw from a class.



## STUDENT AFFAIRS

### Student in Good Standing Policy

All participants in activities in USD#321 must be "in good standing." This shall be determined by several factors within the school and outside the school. "Good Standing" will be determined by the administration based on:

**1. Factors within the school include (but are not limited to):**

- a. discipline and behavior guidelines as stated in the district student handbooks and sponsors guidelines.
- b. attendance guidelines as stated in the district and student handbook and sponsors guidelines.
- c. academic eligibility as determined by USD#321 and the KSHSAA.
- d. students who serve consequences of violations may regain "good standing" status.

**2. Factors outside the school include (but are not limited to):**

- a. A student arrested for, entering into an agreement to divert prosecution for, or being convicted of any felony or misdemeanor, or a juvenile offender complaint being filed against the student; the coach/sponsor, administrator, or superintendent may, in their discretion, find that the student is not in "good standing" even if charges are dismissed.
- b. A student engaging in any activity or behavior that may, in the judgment and discretion of the coach/sponsor, administrator, or superintendent, constitute a violation of the philosophy, values and objectives of the USD#321 athletic/activities program.

**Chemical Substances/Felony Crimes/Misdemeanor Crimes/Diversions from Charges**

USD#321 prohibits the use or possession of alcohol, illegal or nonprescription drugs or steroids. Use or possession pertains any time during the school year at any location on or off of school grounds. USD#321 also has the right to limit participation of students involved in felony or misdemeanor crimes or crimes from which diversion agreements were filed. This policy pertains to students participating in all school-sponsored activities. The following procedure shall be followed for policy violations.

**\*\*Representing Kaw Valley USD 321 Junior/Senior High Schools includes, but is not limited to, officers of classes or clubs, participation in extra-curricular activities, candidates for homecoming activities, valedictorian, salutatorian, and office aides.**

### ASSEMBLIES AND PEP RALLIES

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

### CAFETERIA RULES

USD 321 Jr/Sr High Schools have closed lunches. No student should leave the designated areas during the lunch period. In addition, the following expectations will be enforced:

1. No food is to be taken from the commons area. Food **MUST** be eaten at lunch tables.
2. No food or drink allowed in carpeted areas.
3. Each student is responsible for his/her own clean up in the cafeteria.
4. Lockers, locker rooms and academic areas are off-limits.
5. Students are not to run, push or cut into lunch line.
6. Students are not allowed in their cars or in the parking lot during the lunch period.
7. Students will be held accountable for their morning lunch count response.

Students failing to comply with these rules could lose their lunch privileges and face further disciplinary action

### **BOOK BAGS AND PURSES**

For safety, security and clear walking space, students will be required to leave book bags, To include string backpacks and/or purses in their locker during the school day, unless otherwise stated by a student accommodation.

### **COLLEGE-BOUND STUDENTS (Testing)**

Students are responsible for their own registration, fees and postage. Counselors have testing schedules and registration materials. Check with the high school counselor for specific dates, deadlines, and fees.

### **TESTING**

Educational excellence is a continuing goal of USD 321 Jr/Sr High Schools. The attainment of this goal is assessed through a comprehensive, standardized testing program, which measures the performance of individual students and the success of specific instructional programs. The standardized testing program includes the use of nationally normed tests and Kansas Assessments.

**Kansas Assessments-** Students 7<sup>th</sup> – 11<sup>th</sup> will be assessed in State required assessments. High school students must be assessed in all areas by the end of their junior year. All tests must be completed by the end of their junior year.

**NWEA MAP Testing** – 7<sup>th</sup> through 11<sup>th</sup> grade will take Measures of Academic Progress (MAP) testing at the beginning and end of each school year. Students transferring in will be placed based upon the results of a MAP placement test. AimsWeb testing will also be done in the 7<sup>th</sup> and 8<sup>th</sup> grades.

### **STUDENT DRESS CODE AND PERSONAL APPEARANCE**

The personal appearance of each student is the responsibility of the parent and the student. The wearing of appropriate clothing to a place of work is emphasized within this dress code. Students are expected to present themselves neatly and cleanly groomed. The personal appearance of students shall become actionable by school staff when a student's dress or personal grooming habits are disruptive to the function of the school, or, is in violation of this dress code.

The school's administration shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing. Repeated dress code violations, or extreme first time violations, may result in consequences being assigned to the student.

Any student involved in an extra or co-curricular activity in which the student represents the district shall abide by this school board approved school student dress code.

The board-approved dress code for school days and school activities is as follows:

- a). Appearance must be neat and clean. Decency and good taste are required.
- b). Hair must be clean and well groomed
- c). Clothing must not be unreasonably soiled, have offensive odor, or badly worn through.
- d). The length of a skirt, dress and shorts must be to the longest fingertips when the student's hand is fully extended down the side of the student's leg
- e). Students may not wear clothing that reveals their cleavage, midriff/lower back, or under-garments.
- f). Strapless tops/dresses are not allowed.
- g). Crop tops, tube tops, halters and spaghetti straps are unacceptable (anything less than 2 inches is considered a spaghetti strap.)

- h). No clothing or body adornments with offensive, sexually suggestive, vulgar, profane, or ethnically derogatory messages, picture, or symbols, illegal substances, drug paraphernalia, tobacco, alcohol, or depicts violence.
- i). Hats, caps, hoods, head covering of any type, and sunglasses shall not be worn in the building.
- j). No articles of jewelry or articles on clothing, which are potentially hazardous, such as chains, studded bands, or have sharp points, etc.
- k). No clothing, accessories, or styles identified to be associated with gangs or gang activities.
- l). All "cutoff" shirts must be made by a manufacturer. No self made cut off shirts will be permitted

#### **FINANCES**

All monies collected for school functions by organizations or teachers are to be turned into the office as soon as they are collected. No money is kept in the school overnight. Anyone turning money into the office will be issued a receipt. Anyone requesting money from the office must turn in a voucher to the office. The organizational sponsor and the principal must sign the voucher.

No one should bring large sums of money to school or keep money or other valuables in their locker. No organization, club or group will be allowed to keep money without turning the money into the office. The school cannot be responsible for lost articles.

#### **FIRE, TORNADO AND CRISIS DRILLS**

Fire, Tornado and Crisis drills will be conducted during the school year in accordance with Kansas School Code. ***Students with disabilities will be the responsibility of the teacher or paraprofessional who is escorting them or in charge of them in the classroom.*** The tornado drills are also aligned with current information regarding civil defense. Lockdown drills will be conducted as part of crisis preparedness.

\*\* Parents/Guardians will be notified in the event that the lockdown was NOT a Drill

#### **GUIDANCE SERVICES**

School guidance counselors provide students many services. Probably most important among these is planning-assisting students in choosing appropriate classes to provide the necessary background for future schooling or work. Some specific purposes for visiting with the counselor are:

1. To discuss personal problems
2. To make a four-year plan
3. To make long-range plans for the future
4. To apply for admission to vo-tech, college or other schools
5. To attend a meeting with a college or school representative, with employers, or with a representative of an occupational field
6. To find out about various types of educational opportunities available to post high school students
7. To discuss standardized test scores, review cumulative folder and have credit check
8. To seek assistance on career exploration by means of tests, computer programs, individual inventories, printed materials, or seminars
9. To discuss scholarship opportunities and financial aid in general.

#### **ILLNESS AT SCHOOL**

If a student becomes ill during the school day, he/she shall report to either the school nurse, or a secretary, who will contact a parent or guardian before releasing the student. If no one can be reached, the student will be kept at school. NO ORAL MEDICATION WILL BE GIVEN UNLESS PREVIOUSLY ON FILE AND PRESCRIBED BY A PHYSICIAN.

### **INSURANCE**

Parents or guardians shall be notified annually in writing of student insurance provided by the district. Medical expenses not covered by such policies are the responsibility of the parents.

### **KANSAS SCHOOL SAFETY HOTLINE NUMBER**

HB 2558 established a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students the opportunity to report "impending school violence." The toll free Kansas School Safety Hotline number is **1-877-626-8203**.

### **LOCKERS**

Each student will be provided a locker to keep articles needed for school under lock. **All valuable articles should be left at home.** Money should not be kept in your lockers. **The school is not responsible for lost or stolen articles.** Lockers should be locked at all times. Students may not alter their locker or the locking mechanics. Don't share lockers or give out your combinations. Students are responsible for keeping their lockers in good condition inside and out. If you have locker problems, let the office know so it can be taken care of. Students shall not place locks other than those issued by the school on any locker. School officials reserve the right to search lockers when the situation warrants.

### **MEDICATIONS – ADMINISTERING**

The supervision of medications taken orally or injected shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

In certain circumstances when medication is necessary in order for the student to remain in school, the school may cooperate with parents in the supervision of medication the student will use. However, the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parent must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in emergency situations.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

New physician and parent permission signature and a newly labeled container should accompany any change in type of drugs, dosage and/or time of administration.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

### **OUT-OF-DISTRICT AND IN-DISTRICT TRANSFERS**

Letters of request for out-of-district and in-district transfer must be in writing to the Superintendent of Schools, who will approve or disapprove subject to valid reasons, prior to the beginning of the semester of attendance. Appeals may be made to the Board of Education.

### **PERSONAL PROPERTY**

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

### **PHYSICAL EXAMINATIONS (JGC-R)**

Physical examinations in accordance with the Kansas State High School Activities Association are required for athletes and students involved in Kansas State High School Activities. Physical exam expenses are the responsibility of the student. Students will not participate until the physical examination form has been completed and submitted to the school. These activities include interschool athletics, cheerleading, and drill team.

Physical examinations in accordance with Kansas law are required for all students enrolling who have not been previously enrolled in a Kansas school. This physical examination must have been completed no more than 12 months prior to enrollment no later than 3 months after enrollment.

### **POSTERS**

Posters, drawings, or other materials must be approved by the principal prior to being posted in the school. All unauthorized posting will be removed immediately and become the property of the school and consequences given as warranted.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection in the school or on the school grounds are prohibited. First offense: warning. Second offense: parent contact and possible conference with parent and student. If the problem persists, further disciplinary action may be taken.

### **REPORTING ACCIDENTS**

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

### **SCHOOL CLOSING/WEATHER EMERGENCIES**

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over TV station(s), 13, 27, 49, and WIBW radio.

During an emergency time when there is sufficient warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for the release of students during the day.

### **SCHOOL NURSE**

The school nurse covers emergencies, illness, testing of hearing and vision, and is a resource person to the classroom teacher. She is also involved in other phases of health problems and health education. Students with special concerns are asked to report to the nurse during the first week of school so that special health needs may be accommodated. Students may visit the health room only with an authorized pass.

### **SCHOOL DANCES AND SOCIAL FUNCTIONS**

**No student is permitted to leave a school dance and then return.** When a student leaves the building in which a dance is being held, he/she will not be permitted to re-enter. The sponsoring organization has the responsibility of providing sponsors. Additional security may be provided by the administration. A student may not bring a guest that is not enrolled in their school unless prior permission is given by the principal. No Junior High students are allowed to attend Senior High dances. No Senior High students are allowed to attend Junior High dances.

### **SCHOOL SPONSORED TRIPS**

On approved school sponsored trips, the school will provide transportation and a sponsor. An all-inclusive school trip form will be on file in the office. The student must submit this parental permission slip to the office before going on any trip. It is important that each student realize that behavior and responsibility will be guided by the same standards as is expected in school.

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following: 1) parent notification; 2) police involvement; 3) suspension or expulsion; and/or 4) exclusion from future extracurricular activities.

### **STUDENT PUBLICATIONS**

#### **School-Sponsored Student Publications**

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Student editors, writers, and videographers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which: 1) Is obscene according to current legal definition; 2) Is libelous according to current legal definition; 3) Is harmful or hurtful to any student or group; 4) Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive, or obscene may be distributed on school property during school hours at times and in areas designated by the building principal.

#### **Non-School Publications**

Non-school-sponsored student publications may be distributed on school property at the approval of the building administration and **only** in areas so designated. Distribution of any non-school-sponsored publications may be halted if the material is obscene or libelous, creates a substantial disruption of normal school activity or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

### **TELEPHONES**

The office phones are for school business only. Students will not be called out of class for the telephone unless it is an emergency. Students shall not make long distance calls on district telephones without the permission of the principal.

### **VENDING MACHINES/FOOD IN CLASS**

The vending machines will be available for student use before and after school and during break. Pop, sports drinks, juices and food is not allowed in the classrooms or the gymnasium. Bottled water is acceptable in the classrooms with the teacher's permission. Students are expected to put trash in its appropriate place.

Food in the classroom will be monitored on a teacher by teacher basis; however, food in the classroom should be considered a healthy snack (not a meal). Anything that could be considered a distraction to other students will not be permitted.

### **VISITORS TO CLASSROOMS**

**Student visitors are not allowed** at the Kaw Valley USD 321 Junior/Senior High Schools without permission of the administration. Parents are encouraged to visit and are always welcome. We only ask that you let us know you will be coming, so we can inform the appropriate staff to expect you. All visitors are asked to please check in at the office when you arrive.

## **Athletics & Extra Curricular Activities**

### **KSHSAA REQUIREMENTS (See KSHSAA website for full list of requirements.)**

The Kansas State High School Activities Association (KSHSAA) establishes athletic eligibility. There are some exceptions to the rules stated below. There are also additional requirements. Consult your coach or athletic director for additional information. You are eligible for participation if:

1. You passed five semester credits of course work the previous semester (KSHSAA). The USD #321 junior/senior high schools have a weekly eligibility requirement, which will be determined following the fifth week of the semester. Students must be passing all classes to remain eligible. Students failing a class will have a probationary period of one week to get the class to passing before they are ineligible.
2. Age Requirements: Students are eligible if they are not 19 years of age (16, 15 or 14 for junior high or middle school student) on or before September 1 of the school year in which they compete.
3. You are legally enrolled in a Jr/Sr High School and in regular attendance.
4. You are not under school suspension or an unexcused absence the day of the event.
5. You have not been in attendance more than three years or six semesters beyond the ninth grade.
6. You have not competed under a false name.
7. You do not play on a similar team other than the school team during the same sports season.
8. You have not accepted pay (cash or merchandise) for athletic achievement or have not played on a team with a paid player.
9. You have not graduated.
10. You have received an adequate physical exam. The forms are available from your coach, athletic director, or the office.

USD 321 Jr/Sr High Schools offer the following athletics: Football, Cross Country, Wrestling, Basketball, Track, Volleyball, Baseball, Softball, and Golf.

**Students participating or practicing in after-school or evening performances or sports need to be in school a minimum of 1/2 day.**

### **MID-EAST LEAGUE**

USD 321 Jr/Sr High Schools are members of the Mid-East League, which consists of area schools. Within the league, contests and festivals are planned for athletics, art, music, debate, speech and scholarship. It is within this league that most of the co-curricular activities of the Jr/Sr High School takes place.

### **MID-EAST LEAGUE SPORTSMANSHIP CODE**

The Mid-East League, in order to foster better sportsmanship, has adopted the following policy regarding interschool activities. The following guidelines shall govern all Mid-East League activities in as far as school behavior is concerned at all Mid-East League activities:

1. All students of the Mid-East League schools shall recognize and respect the property and rights of all other member league schools.
2. All students of the Mid-East League schools shall follow the principles of good sportsmanship in all activities.
3. All students of the Mid-East League schools shall observe the rules of safety for themselves as well as all other students.
4. All students of the Mid-East League schools shall refuse to participate in any form of vandalism in other schools and shall strive to discourage such behavior.
5. All Mid-East League member schools shall strive to encourage conduct which will be credit not only the league, but to each member school, individual student and to the community.

### **NCAA REQUIREMENTS FOR COLLEGE BOUND STUDENT ATHLETES**

College-bound student athletes who are considering athletic competition at a NCAA Division I or II school must meet certain academic eligibility and core course requirements to be eligible at these institutions. See your counselor for more information.

## **DISCIPLINE**

### **PHILOSOPHY OF DISCIPLINE**

USD 321 Jr/Sr High School's philosophy of discipline is designed to provide an environment in which students can be motivated and taught to demonstrate personal, social and academic behaviors appropriate to their age and maturity level.

Reasonable rules and regulations are necessary for ensuring the best interests and welfare of the individual student and the total school population.

Each individual has the right to an education. However, that does not mean the individual is entitled to special rights or privileges **that interfere with the educational pursuits of others**. Students must learn to follow basic school rules, regulations and policies, so that they may understand and accept the process of living in a society governed by rules, regulations and laws. The work of the teacher, counselor or principal is not one of repression and authoritarianism, but one of education. The ultimate goal is self-discipline.

### **DISCIPLINE MEASURES**

The discipline measures involving student conduct in this handbook may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

### **DETENTION**

Detentions will be served with the teacher or administrator that assigned the detention. The school staff member will determine date and time of the detention with at least a 24 hour notice unless agreed upon by both the student and school staff.

### **DETENTION RULES**

1. No communication with anyone. Verbal/nonverbal (sign language, gestures, talking, notes, etc.)
2. No sleeping or lying on desk.
3. No outside privileges. Drinks, restrooms, and phones are available for use between 3:25 pm and 3:30 pm.
4. Don't be late or time will be added.
5. Come prepared to spend the time constructively.
6. Remain seated during detention.
7. No gum, candy, pop, etc.

Refusal or failure to serve detention will result in the notification of parents and may result in Saturday School/ISS. If this becomes a habit, a more severe action will be taken.

### **ISS/OSS**

Students that have been assigned an ISS/OSS will adhere to detention rules and may not participate in extracurricular events after school, to include practice, for the days assigned. Students may be assigned an extended day to 4:30 when serving an ISS.



### **DISCIPLINE MATRIX**

*Code-of-Conduct violations are cumulative for the school year. The administration may determine that extreme behaviors, or behavior patterns, are cumulative into the next school year. This matrix does not include all behaviors.*

*This matrix is designed to assist with consistency in administering the consequences for disciplinary infractions.*

*The severity of the offense will be individually evaluated and administered at the discretion of the administration.*

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
Cheating (Academic) *	Detention / ISS	ISS	ISS	ISS / OSS	OSS / LT OSS
Bus Conduct (p36 also applies)	Detention / ISS	Detention / ISS	ISS / OSS	ISS / OSS	ISS / OSS
Lude and/or Disruptive Behavior	Detention / ISS	Detention / ISS	Detention / ISS	ISS / OSS	ISS / OSS
Defiance / Insubordination	Detention	Detention / ISS	ISS / OSS	OSS	OSS / LT OSS
Detention Missed	Detention	ISS	ISS	OSS	OSS / LT OSS
Disrespectful Behavior	Detention	Detention / ISS	ISS	ISS / OSS	OSS / LT OSS
Dress Code Violation	Remedy	Detention	Detention / ISS	Detention / ISS	ISS/OSS
Drugs / Alcohol ** # Use or Possession	See page 39				
Electronic Device Violation	Remedy	Detention	Detention / ISS	Detention / ISS	Detention / ISS
Fighting / Physical Aggression	ISS / OSS	OSS	OSS / LT OSS	OSS / LT OSS	OSS / LT OSS
Gang Related Behavior **	Det/ISS / OSS	ISS / OSS	OSS / LT OSS	OSS / LT OSS	OSS / LT OSS
Harassment / Bullying	See page 26				
Illegal Activity **	ISS / OSS	OSS	OSS / LT OSS	OSS / LT OSS	OSS / LT OSS
Off-Campus w/o Permission	Detention / ISS	Detention/ ISS	ISS / OSS	OSS	OSS / LT OSS
Out of Assigned Area	Detention	Detention	ISS	ISS / OSS	OSS / LT OSS
Profanity / Obscenity	Detention	Detention	Detention / ISS	ISS/ OSS	OSS / LT OSS
Missing ASAP / ZAP	ISS	ISS	ISS / OSS	ISS / OSS	ISS / OSS
Stealing ** ^	ISS / OSS	OSS	OSS / LT OSS	OSS / LT OSS	OSS / LT OSS
Threats **	ISS / OSS	OSS / LT OSS	OSS / LT OSS	OSS / LT OSS	OSS / LT OSS
Tobacco/E-Cigarette Use/Possession **	ISS	OSS (3-day)	OSS (5-day)	OSS / LT OSS	OSS / LT OSS
Vandalism ** ^	OSS	OSS	OSS / LT OSS	OSS / LT OSS	OSS / LT OSS
Weapons **	OSS / LT OSS				

#### **Unexcused Tardy to class, and, Late to School Discipline Matrix**

	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup>^</b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>6<sup>th</sup></b>	<b>7<sup>th</sup></b>	<b>8<sup>th</sup> +</b>
<b>Per period, per semester</b>	Free	Free	Teacher Assigned Detention	Teacher Assigned Detention	Teacher Assigned Detention	Teacher Assigned Detention	ISS/ Det	Detention/ ISS / Sat Sch

*Legend for the above matrixes.*

<b>Symbol</b>	<b>Meaning</b>	<b>Symbol</b>	<b>Meaning</b>	<b>Symbol</b>	<b>Meaning</b>
*	No credit on work	^	Restitution Required	Sat School	Saturday School Assigned
**	Police may be notified	ISS	In School Suspension	OSS	Out of School Suspension
#	Suspension from extra-curricular activities	LT OSS	Long-Term Suspension Hearing w/ OSS more than 10 days requested		

#### **Discipline Matrix's Behavior Points per Consequence**

<b>Consequences</b>	<b>PTS</b>	<b>Consequences</b>	<b>PTS</b>	<b>Consequences</b>	<b>PTS</b>
Office Assigned Detention (Det.)	2	Saturday School	3	ISS (In-School Suspension)	4
OSS (1 – 3 days)	5 - 9	OSS (4 – 6 days)	10 - 15	OSS (7 – 10 days)	15 - 25

*Students with a total of 50, or more, Behavior Points may be assigned a Long-Term Hearing or Expulsion Hearing*

## Hazing, Threatening, Bullying, Menacing Behavior Matrix

<b>BEHAVIORS</b>			
<b>Teasing</b>	<b>Exclusion</b>	<b>Physical Bullying</b>	<b>Severe Hitting, Threats of Serious Violence, or Severe Harassment</b>
<u>Level 1</u> -Verbal Warning -Student calls home -Complete Kaw Valley Bullying Behaviors reflection sheet	<u>Level 1</u> -Verbal warning -Student calls home -Complete Kaw Valley Bullying Behaviors reflection sheet	<u>Level 1</u> -Verbal warning -Student calls home -Complete Kaw Valley Bullying Behaviors reflection sheet	<u>Level 1</u> -3 days ISS/OSS -Conference with parents, child, a teacher for re-entry -Complete Kaw Valley Bullying Behaviors reflection sheet -Possible alternative placement -Possible notification of law enforcement -Referral/Begin SIT plan
<u>Level 2</u> -Student calls home -Complete Kaw Valley Bullying Behaviors reflection sheet -1 Hour detention assessed	<u>Level 2</u> -Student calls home -Complete Kaw Valley Bullying Behaviors reflection sheet -1 Hour detention assessed	<u>Level 2</u> -Referral to office -Student calls home -ISS -Complete Kaw Valley Bullying Behaviors reflection sheet -Referral to SIT Team -Possible alternative placement	<u>Level 2</u> -5 days ISS/OSS -Conference with parents, child, teacher for re-entry -Complete Kaw Valley Bullying Behaviors reflection sheet -Possible alternative placement -Possible notification of law enforcement -Continue/Revise SIT plan
<u>Level 3</u> -Office referral -Complete Kaw Valley Bullying Behaviors reflection sheet -Student calls home w/principal -ISS -Referral to SIT team	<u>Level 3</u> -Office referral -Complete Kaw Valley Bullying Behaviors reflection sheet -Student calls home w/principal -ISS -Referral to SIT Team	<u>Level 3</u> -Referral to office -Student calls home -ISS/OSS -Complete Kaw Valley Bullying Behaviors reflection sheet -Begin SIT plan -Possible alternative placement	<u>Level 3</u> -5 days OSS -Conference with parents, child, teacher for re-entry -Complete Kaw Valley Bullying Behaviors reflection sheet -Possible alternative placement -Possible notification of law enforcement -Continue/Revise SIT plan -Proposal for expulsion
Activation of SIT Plan	Activation of SIT Plan		

\* It is under the discretion of the administration to assign the student to the appropriate step based on the incident.

\* Student incidents will be documented and monitored using the Kaw Valley Bully Matrix Log

### **APPROPRIATE USE OF EQUIPMENT & SUPPLIES**

Use of district equipment or supplies for personal projects is prohibited without permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any loss or damage they cause to school equipment or supplies, including calculators.

### **GANGS**

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

The types of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- a) shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts or manner of grooming displayed is gang related;
- b) shall not present a physical safety hazard to self, students, staff or other employees;
- c) shall not create an atmosphere in which a student, staff or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence;
- d) shall not imply gang membership or affiliation by written communication, marks, drawings, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

### **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING**

Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated within the district. Students whose behavior is to be found in violation of this policy will be subject to discipline, up to and including expulsion. Third parties in violation shall be subject to sanctions as determined by the superintendent and the BOE. Individuals may be referred to law enforcement officials.

### **INTERROGATIONS AND INVESTIGATIONS**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable request of the parents, guardian or representative shall be observed. The administrator involved shall document notification, or attempted notification, of parents, guardian, or a representative. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

### **STUDENT DRIVING AND PARKING LOT REGULATIONS**

- Only 9-12<sup>th</sup> grade students are allowed to drive on school district property during school hours and/or school related activities / events.
- Students who drive vehicles to school shall park them in an area designated by the principal.
- Students are NOT to drive their vehicles or be in the parking lot area during school hours without permission by an administrator, or designee.
- City police have been given authority by the Board of Education to patrol and enforce the law on school grounds.
- Students are not to leave the school to retrieve something from their vehicles during the school day.
- Loitering in or out of vehicles is prohibited. Upon arrival at school, students should exit vehicles as soon as possible, and enter the school building.
- Students are asked to park in the appropriate manner. All vehicles should be between the lines, and only taking up one space.
- Observe safe driving practices (no hot-rodding, spinning of tires, brake slamming, horn blowing or roaring of engines. No wheelies on motorcycles.)
- Violation of these or other school rules may result in suspension and/or loss of student drive and/or parking lot privileges.

### **PASSES**

- Students should never be out of an assigned class and in the corridors without a pass signed by the principal, teacher, counselor or secretary.
- Students must have their planner signed by the teacher in order to leave the room
  - Students will not be given permission to leave the room without THEIR planner
- At no time should any student be given a pass to the gym locker rooms without being accompanied by an adult. Any student found in the gym locker rooms outside of passing periods will be considered out of area
- No devices to be used while on a pass from class

### **RELEASE OF A STUDENT DURING THE SCHOOL DAY**

If a student finds it necessary to leave school, for any reason, he/she is expected to come to the office to sign out. It is our responsibility to know the whereabouts of our students during school hours.

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent. Before releasing a student during the day, the building principal shall be responsible for verifying the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

### **LATE TO SCHOOL**

When a student arrives late to school, he/she is expected to notify the attendance secretary so that the attendance records can be accurate.

## **SUSPENSION AND EXPULSION OF STUDENTS**

### **PROCEDURES**

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, asst. superintendent and principal.

A suspension may be for a short term not exceeding ten school days or for an extended term not exceeding ninety school days. An expulsion may be for a term not exceeding 186 days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent, other certified employee or committee of certified employees of the school in which the pupil is enrolled, a hearing officer appointed by the board or another person appointed by the board.

#### **Rules Which Apply in All Cases When a Student May be Suspended or Expelled**

Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Students who are suspended for more than ten (10) days or expelled from school may appeal to the board within ten calendar days of receiving written notice of the hearing results.

A student who has been suspended or expelled shall be notified of the day the student can return to school.

If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

If the expulsion is related to a weapons violation the superintendent may establish requirements relating to the student's future behavior at school and may place the student on probation.

The days a student is suspended or expelled are not subject to the compulsory attendance law. During the time a student is suspended or expelled from school, the student may not:

1. Be on school property.
2. Attend any school activity as a spectator, participant or observer.

#### **Reasons for Suspension or Expulsion**

Students may be suspended or expelled for one or more of the following reasons:

- a) willful violation of any published, adopted student conduct regulation;
- b) conduct which substantially disrupts, impedes or interferes with school;
- c) conduct which endangers the safety or substantially impinges on or invades the rights of others;
- d) conduct which constitutes the commission of a felony;
- e) conduct which constitutes the commission of a misdemeanor;
- f) disobedience or an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- g) possession of a weapon at school, on school property, or at a school-sponsored event.

#### **Short-Term Suspension Procedures**

Except in an emergency, a short-term suspension (not exceeding five school days) must be preceded by oral or written notice of the charges to the student and an informal hearing shall be

provided no later than seventy-two hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within twenty-four hours after the suspension has been imposed. Any person designated in policy as having the authority to suspend may conduct short-term suspension hearings.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during the regular school hours, the student shall remain at school until the regular dismissal time.

### **Long-Term Suspension or Expulsion Procedures**

Before a student is subject to a long-term suspension (not to exceed ninety school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has the authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and;

- The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.
- The notice shall include copies of the suspension/expulsion law and appropriate board policies, regulations and handbooks.
- Either a certified employee or committee of certified employees may conclude the hearing.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- The person or committee conducting the hearing shall prepare findings required by law.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within twenty-four hours after the determination of such result.

### **Student Rights During a Long-Term Suspension/Expulsion Hearing**

The student shall have the right:

- to counsel of his/her choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present witnesses in their behalf;
- to testify in his or her own behalf and to give reasons of his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

### **Appeal to the Board**

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within ten calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within twenty calendar days.

- The student and the student's parent shall be notified in writing of the time and place of the appeal at least five calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for the expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.
- The board shall render a final decision within five calendar days after the conclusion of the appeal hearing.

#### **PROBATIONARY STATUS**

The principal may defer any punishment, suspension or expulsion. The student involved may be placed on probation for a set period of time.

The punishment, suspension or expulsion shall remain deferred so long as the student meets the condition of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

The superintendent shall handle any probation arrangements resulting from violations of weapons policy.

#### **IN-SCHOOL SUSPENSION**

The In-School Suspension Room is an alternative to removing students from the school setting because of behavioral problems or violation of school rules. This program is set up to cause a behavioral change in students and is based on a positive approach to disciplinary action.

Students are provided the opportunity to continue their schoolwork without losing credit. At the same time they do lose their privileges to mingle and socialize with the student body during their assignment to the In-School Suspension room.

The procedure that is followed when a student is placed in the In-School Suspension is very simple.

1. Students are placed in the In-School Suspension room under the supervision of school personnel.
2. Assignments (including tests) from each of the student's teachers are collected and given to the student. Upon completion of the assignments a student receives credit just as he/she would in a regular classroom. If a student knows ahead of time that he will be in In-School Suspension, he should get his assignments from his teachers.
3. Students that demonstrate inappropriate behaviors during ISS may be assigned additional ISS, or other consequences by the administration.
4. Students in In-School Suspension stay in the same room all day and eat lunch there. They may not talk. They are allowed to use the restroom.
5. Students in In-School Suspension are prohibited from representing the school in any extracurricular activities during the school days in which ISS is assigned.
6. Absence from In-School Suspension shall not relieve the student from fulfilling the required time of assignment.

## **SCHOOL BUS REGULATIONS**

### USD 321 Kaw Valley Bus Misconduct Notice Procedures

Listed below are the actions that will be taken by the Bus Driver and the Administration Staff of USD 321 in the event a student cannot follow the rules and act accordingly on the school bus while riding to and from school as well as district sponsored trips. The rules are posted on every bus for the students to see and read. We have also attached a copy of Bus Misconduct Notice and the Bus Rules.

The school bus is an extension of the classroom. The student will act and give respect to the driver as they do the teachers. **The safety of the bus and the students is the number one priority for the School Bus Driver.** If the driver feels the actions of a student or students is affecting the safe operation of the school bus, the driver will use the steps listed below to address the actions.

**Assigned Seats** – All students will be assigned a seat. The student will stay in their assigned seat at all times. They cannot move to another seat unless directed by the driver.

**Two Verbal Warnings** - The driver will give two verbal warnings before starting the Written Warning Process. This is a chance for the student to take the necessary steps to correct the action before the situation escalates.

**First Verbal Warning** – address the action of the student violating a Bus Rule and or creating an unsafe action distracting the driver from operating the bus safely. The Driver will address the action as it is happening or shortly after with the student. The Driver will document what the student was doing and what the Driver expects to change regarding student behavior or choices.

**Second Verbal Warning** – the Driver will address the action with the student and move the student to another seat assignment. The Driver will document what the student was doing and what the Driver expects to change regarding student behavior or choices. The Driver will meet with the Principal and hand deliver copies of the two documentations of verbal warnings.

**First Written Warning** – Driver will document the student's actions on the Bus Misconduct Notice. The Driver will hand deliver a copy to the school Principal of the student. The driver will contact the parent and or guardian and explain the actions of the student. Driver will document the date and time of the conversation with the parent or guardian.

**Second Written Warning** – Driver will document the student's actions on the Bus Misconduct Notice. The driver will hand deliver a copy to the school Principal of the student and make them aware this is the second notice and the student will be off the bus for 3 days. The driver will contact the parent or guardian of the student and explain the students repeated actions. The student will lose school bus privileges for 3 days for both the AM and PM routes. Driver will document the date and time of the conversation with the parent or guardian on the notice. The driver will follow-up with the Principal and notify them of the 3 days the student will not ride.

**Third Written Warning** – Driver will document the student's actions on the Bus Misconduct Notice. The driver will hand deliver a copy to the school principal of the students and make them aware that this is the third written for the student. The principal will set-up a meeting to include the Parent or Guardian of the student, The Principal, The Driver and the Manager for Durham School Services. Once the actions have been discussed the student will lose school bus privileges unless otherwise specified by the School Principal and or Administration.



### **SCHOOL STAFF AUTHORITY**

Students are under the authority of any teacher, para-professional, counselor, principal, custodian or secretary at USD #321 Jr/Sr High Schools any time they are on the school grounds, at any school function or field trip, regardless of the location. Students are expected to give respectful attention to the requests and directives of all staff members.

### **LIBRARY RULES AND REGULATIONS**

The school library is organized to help you prepare your assignments, to provide reading and study opportunities, and to take Accelerated Reader quizzes. It is open **before** and **after** school to use the computers, check out materials, and to take AR quizzes.

Library rules are established so all students may benefit from the use of the available materials. Please read these rules and understand them.

1. Fiction books are checked out for 21 days using the computer. It is the student's responsibility to return the book to the library by the due date. Books may be rechecked as needed.
2. Non-fiction books, including biographies, are checked out for 21 days using the computer. Books may be rechecked as needed.
3. Reference books and encyclopedias (books marked with "R" on the spines) should be used in the library. If they are checked out, they must be returned the next day.
4. Magazines may be borrowed overnight with permission from your teacher.
5. Graphing calculators may be checked out for the school year with parental permission.
6. Students checking out library materials need to bring them to the circulation desk and check them out through the computer.
7. Materials should not be removed from the library without being checked out properly first.
8. When students check out library materials, they are responsible for these materials until they are returned. The library expects you to return materials promptly and in good condition.
9. Students who lose books, magazines, and other materials will be charged the current price of those items.
10. The library is open for classes and individuals to do research, read, and take Accelerated Reader quizzes. Students may use the library after receiving a pass from the librarian.
11. The library needs to be a place to study; therefore, students who disturb others will be removed.

### **SEARCH OF STUDENTS AND PROPERTY**

Principals are authorized to search a student if there is reasonable suspicion that district policies, rules or directives are being violated. School authorities shall not conduct strip searches. All searches by the principal shall be carried out in the presence of another adult witness.

Principals are authorized to search property if there is reasonable suspicion that district policies are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

### **SEXUAL HARASSMENT**

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation any complaint lodged under the provisions of district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. Submission to such conduct is made, explicitly or implicitly, term or condition of the individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passing in a sexual way;
- writing sexual messages or graffiti on wall, in locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian (or similar labels);
- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status of grades. Confidentiality shall be maintained throughout the complaint procedure.

#### **TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES**

All groups will be transported by school bus unless it is impossible or impractical to do so. If it becomes necessary to transport student by car/van, an authorized adult who is properly licensed must drive the car/van. It shall be the policy of USD #321 Jr/Sr High Schools, in regard to official activity trips authorized by the school, THAT ALL PERFORMING MEMBERS OR ALL DESIGNATED MEMBERS OF A SPECIAL CLASS OR GROUP PARTICIPATING IN THE ACTIVITY SHALL UTILIZE THE PROVIDED TRANSPORTATION BOTH TO AND FROM THE EVENT OR ACTIVITY UNLESS PERMISSION IS OBTAINED FROM THE PRINCIPAL TO DO OTHERWISE.

A student may be allowed to ride home with his or her parents from the place of the event, provided the parents contact the sponsor of the activity and the sponsor of the bus. Sponsors cannot give a student permission to ride home from an activity with anyone other than the student's parents.

Any student who fails to comply with these rules will be subject to administrative consequences and loss of bus privileges.

#### **VANDALISM**

The board shall seek restitution according to the law for loss and damage sustained by the district.

When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain to them their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Juveniles shall make restitution payments, or their parents, to the business office and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

#### **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

#### **Definition of Weapons and Destructive Devices**

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

#### **Penalties for Possession**

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year. The superintendent may recommend this expulsion requirement be modified on a case-by-case basis. The superintendent or the superintendent's designee shall conduct expulsion hearings for possession of a weapon. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

#### **Reporting Criminal Possession of a Firearm by a Student**

It is a crime for any person to possess a firearm at school or on school property 24 hours each day of the calendar year. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

## **DRUG POLICY**

### **DRUG FREE SCHOOLS AND COMMUNITY ACT**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

#### **Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, be under the influence, dispense, possess or use illicit drugs, controlled substances\* or alcoholic beverages on school district property, or at any school activity. (\* Students shall not dispense their personal prescription drugs to others.)

Any student violating the terms of this drug policy will be reported to the appropriate law enforcement officials and will be subject to any one or more of the following sanctions:

1. **First Offense:** A first time violator shall be subject to following sanctions;
  - a. A punishment up to and including long-term suspension/expulsion;
  - b. Suspension from all student activities for a period of not less than one semester or four months, which may overlap into the following school year.
  - c. A student placed on long term suspension under this policy may be readmitted to classes only, in a probationary status, if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the board clerk).
2. **Second and Subsequent Offenses.** A student who violates the terms of this policy for the second time, and any subsequent violations, shall be subject to the following sanctions:
  - a. A punishment up to and including expulsion—from school, which may overlap into the following school year.
  - b. Suspension from participation and attendance at all school activities;
  - c. A student who is expelled from school under the terms of this policy may be readmitted to classes only, during the term of the expulsion, if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for the district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the director of the programs to determine the cost and length of the program.

**Compliance with the district's drug and alcohol policy is mandatory.**

#### **TOBACCO**

Possession and/or use of tobacco product by students are prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on school grounds. **E-cigarettes and related products are considered tobacco products in this policy.**

1. First Offense will be a two-day In-School Suspension, and possible report to law enforcement.
2. Second Offense will be a three-day Out-of-School Suspension, and report to local law enforcement.
3. Third Offense will be a five-day Out-of-School Suspension, report to local law enforcement, and parental conference with building principal required.

**KAW VALLEY UNIFIED SCHOOL DISTRICT #321**  
**POLICY ON ACCEPTABLE USE OF COMPUTERS AND THE INTERNET**

**COMPUTER USE**

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district software for personal student projects is prohibited without permission of the teacher.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Students shall not use electronic communications, including e-mail and internet, to harass staff, students, or other individuals.

**No Right to Privacy**

Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students shall only use passwords or other encoding or security mechanism as assigned by the district computer system(s) administrator or other official designated by the board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

Ownership: Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the district.

**Internet**

Inappropriate use and/or transmission of any material in violation of any United States or state regulations are prohibited. This includes, but is not limited to, copyrighted material, threatening material or material protected by a trade secret.

**Computer Network Use Guidelines**

All users of the school's computers and networks are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

- a) Be polite. Do not write or send abusive messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
- c) Do not reveal your personal address or phone numbers or that of other students or colleagues.
- d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- e) All communications and information accessible via the network should be assumed to be private property, which is subject to copyright laws.
- f) Do not place unlawful information on any network system.

- g) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- h) Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).

#### **COMPUTER RULES**

1. The files of teachers, administrators, or system operators are off limits. Penalty: Loss of computer privileges for up to a year from the time of the infraction with possible suspension from school.
2. You are not to use or provide anyone else's use of unauthorized software programs (ex. software from home—such as games).
3. You are not to get into another student's file by using his/her ID and password without permission from the instructor.
4. On the network, you are only to save work in the H drive. Saving on other drives without permission of the instructor or sending messages is prohibited. Penalty: Three day In-School Suspension.
5. You are not to deliberately shut off your computer or anyone else's computer without first logging out. Also, you are not to blacken out the monitor screen to keep others from viewing your work.
6. Students are not allowed to alter keyboard arrangements, remove balls from the mouse, or any other misuse of the computer equipment and accessories. Penalty: Could range from a detention to incurring the cost of replacing the equipment.

#### **KAW VALLEY INTERNET POLICY**

Internet access is available to students and staff of USD #321. We are pleased to offer connection to the internet because it represents vast, diverse, and unique resources, which can promote search, communication and educational excellence.

While internet access provides rich resources from all over the world, it also provides material that is not of educational value and material that must not be available to students. USD #321 has taken precautions to restrict access to inappropriate and offensive material, but while we cannot control the internet and the material available, we can require ethical, legal and responsible behavior from students and staff.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. The operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities. In general this requires efficient, ethical and legal utilization of the network resources. If a student or staff member of USD #321 violates any of these provisions, their access will be denied. Your signature at the end of the USD 321 Internet User Agreement document is legally binding and indicates that you have read the terms and conditions carefully and understand their significance.

#### **INTERNET –TERMS AND CONDITIONS OF USE**

1. Acceptable use – The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in the United States by providing access to unique resources and the opportunity for collaborative work. Your use of the equipment for access and the resources available must be in support of education and research and consistent with the network and computing resources and must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene

- material or material protected by trade secret. Use of commercial activities or political lobbying is generally not acceptable.
2. Privileges – The use of the district computers and access to the Internet are privileges, not rights, and inappropriate use will result in withdrawal of rights of access. Each student given access will be part of a discussion with a faculty member of USD #321 pertaining to the proper use of the network. Building administrators will determine what is inappropriate use and assign discipline for inappropriate use; their decisions are final.
  3. Network Etiquette – You are expected to abide by the generally accepted rules. These include, but are not limited to, the following:
    - a) Be polite. Do not use abusive language in your messages to others.
    - b) Use appropriate language. Do not swear, use vulgarities or other inappropriate language. Illegal activities are forbidden.
    - c) Do not reveal your personal address or phone number and do not reveal the addresses or phone numbers of students or colleagues.
    - d) E-mail is not guaranteed to be private. Those operating the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    - e) Do not use any equipment or the network to disrupt use of other users.
    - f) All communications and information accessible on the network should be assumed to be private property.
  4. Vandalism – Vandalism is any attempt to harm or destroy data of another user, the Internet, or any of the listed agencies or other networks connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in denial of access to equipment and the internet as well as further disciplinary action.
  5. Security – Security is a high priority with a system involving many users. If you identify a security problem, notify the building principal. Do not demonstrate the problem to other users. Do not use another person's name or IP address. Attempts to logon to the network as a system administrator will result in cancellation or user privileges. A user identified as a security risk or with a history of problems with other computer systems may be denied access.
  6. Kaw Valley USD #321 does not make warranties of any kind, expressed or implied, for the service it is providing. USD #321 will not be responsible for any damages you suffer including loss of data from delays, non-deliveries, mistaken deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. USD #321 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **ADMINISTRATIVE REGULATIONS**

### **COMPLAINTS ABOUT POLICY**

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

### **RECORDS**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights that include:

The rights to review and inspect all your educational records except those that are specifically exempted.

The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:

- we have your prior written consent for disclosure;
- the information is considered directory information and you have not objected to the release of such information; and
- disclosure without consent is permitted by law.

The right to request your educational records be amended if you believe the records are misleading, inaccurate or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 321 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

The right to obtain a copy of USD 321 policies for complying with FERPA. A copy may be obtained from USD 321 Superintendent, P.O. Box 160, 411 W. Lasley, St. Marys, KS 66536 at 785-437-2254.

### **DIRECTORY INFORMATION**

For purposes of FERPA, USD 321 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information includes the following: the student's name, parent or guardian, participation in and eligibility to officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 321



at USD 321 District Office, P.O. Box 160, 411 W. Lasley, St, Marys, KS 66536 on or before September 30<sup>th</sup> of each school year. If refusal is not filed, USD 321 assumes there is not objection to the release of the directory information designated.

**ACCREDITATION STATEMENT**

USD 321 Jr/Sr High Schools are accredited Jr/Sr High Schools by the Kansas State Department of Education. Graduates of USD 321 Jr/Sr High Schools will be admitted to any of the colleges or universities of the association without further examination. This enables the student to select the college that best fits the student's needs.

**APPENDIX A**

**ATHLETIC AND ACTIVITY SUBSTANCE ABUSE\* POLICY**

(\* Possession or use of alcohol, tobacco, illegal drugs, electronic cigarettes “Vapes” and other controlled substances.)

Students involved in school sponsored extracurricular activities (athletic programs or non-athletic student organizations/activities) must abide by the school’s substance abuse policy. This policy applies to those students at all times during the school year. Consequences will apply to both athletic and non-athletic organizations. This policy may not cover every possible scenario; therefore, some interpretation will be left up to the coach/sponsor and the school administration.

Violations can be substantiated by credible sources (examples: law enforcement, faculty/staff member, school administration, social-networking sites), or other sources deemed credible by the coach/sponsor, principal, and athletic director.

It is a violation of this policy to be under the influence of, possession of, using, distributing, selling, or attempting to sell any of the substances listed above. Violations are subject to disciplinary action and/or legal action as determined by the administration. It is not a violation for a student to be in possession of a drug specifically prescribed for a student’s use by her or his own doctor.

Students who are concerned about their substance abuse and voluntarily notify faculty or staff will not be subjected to disciplinary action. Confidentiality will be observed while seeking and finding support for such a student. Self-disclosure may be utilized once to avoid disciplinary action and must be made prior to determination that they have violated this policy.

**FIRST OFFENSE CONSEQUENCES:**

Sport	Consequence
HS Football	1 game
HS Volleyball	3 matches
HS Cross Country	1 meet
HS Basketball	2 games
HS Wrestling	3 matches *
HS Track	1 meet
HS Baseball/Softball	2 games
HS Golf	1 meet
HS Cheerleading **	3 events ***

Sport	Consequence
JH Football	1 day of games
JH Volleyball	1 day of matches
JH Cross Country	1 meet
JH Basketball	2 games
JH Wrestling	2 matches
JH Track	1 meet
Non-athlete: next major event scheduled by organization	

*	Wrestling dependent upon the number of matches in the next scheduled event
**	Cheerleading is classified by KSHSAA as a sport during an athletic season and an organization when no cheering sports are in season.
**	A cheering event is one day of cheering regardless of how many games are included.
*	

During this period of ineligibility, the student will be able to practice and participate in team activities/meetings. The student may attend competitions only at the coach/sponsor’s requests but will not dress out.

During this time, the student will attend organizational meetings and participate in the fund-raising events.

Students will also miss the next major social event, such as Homecoming, Prom, or other school dances. Officers of an organization, who violate the policy, will be removed from office but not from the organization. In the event that more than one organization is involved, the sponsors will meet to determine consequences. The organization’s sponsors will be responsible for determining “major events.”

**SECOND OFFENSE CONSEQUENCES:**

The student will not be allowed to participate in athletics or organizations for the remainder of the school year and will not be allowed to attend all remaining social events.

**APPENDIX B**  
**SPORTSMANSHIP GUIDELINES**

KSHSAA Rule 52: Citizenship/Sportsmanship


ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE or  
DISRESPECTFUL

The USD 321 Board of Education, in conjunction with the Kansas State High School Activities Association, supports the concepts of good sportsmanship at all school sponsored activities. All spectators and participants are encouraged to model the following ideals:

- Be courteous to everyone
- Know the rules, abide by and respect the decisions of the officials
- Win with character and lose with dignity
- Display appreciation for good performance regardless of the team
- Display positive actions for yourself, your team, your school, and your community
- Permit only positive sportsmanlike behavior to reflect on your school and its activities

**Actions, which do not fall within the above guidelines, will not be tolerated at home or on the road. Anyone acting in a manner construed by the administration to be unsportsmanlike will be asked to leave the site and may be denied attendance to a minimum of one event up to a permanent banishment from future school-sponsored events for that year.**

**APPENDIX C**  
**Emergency Safety Interventions**




**Fifteen Principles**

1. Every effort should be made to prevent the need for the use of restraint and for the use of seclusion.
2. Schools should never use mechanical restraints to restrict a child's freedom of movement, and schools should never use a drug or medication to control behavior or restrict freedom of movement (except as authorized by a licensed physician or other qualified health professional).
3. Physical restraint or seclusion should not be used except in situations where the child's behavior poses imminent danger of serious physical harm to self or others and other interventions are ineffective and should be discontinued as soon as imminent danger of serious physical harm to self or others has dissipated.
4. Policies restricting the use of restraint and seclusion should apply to all children, not just children with disabilities.
5. Any behavioral intervention must be consistent with the child's rights to be treated with dignity and to be free from abuse.
6. Restraint or seclusion should never be used as punishment or discipline (e.g., placing in seclusion for out-of-seat behavior), as a means of coercion or retaliation, or as a convenience.
7. Restraint or seclusion should never be used in a manner that restricts a child's breathing or harms the child.
8. The use of restraint or seclusion, particularly when there is repeated use for an individual child, multiple uses within the same classroom, or multiple uses by the same individual, should trigger a review and, if appropriate, revision of strategies currently in place to address dangerous behavior; if positive behavioral strategies are not in place, staff should consider developing them.
9. Behavioral strategies to address dangerous behavior that results in the use of restraint or seclusion should address the underlying cause or purpose of the dangerous behavior.
10. Teachers and other personnel should be trained regularly on the appropriate use of effective alternatives to physical restraint and seclusion, such as positive behavioral interventions and supports and, only for cases involving imminent danger of serious physical harm, on the safe use of physical restraint and seclusion.
11. Every instance in which restraint or seclusion is used should be carefully and continuously visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.
12. Parents should be informed of the policies on restraint and seclusion at their child's school or other educational setting, as well as applicable federal, state, or local laws.
13. Parents should be notified as soon as possible following each instance in which restraint or seclusion is used with their child.
14. Policies regarding the use of restraint and seclusion should be reviewed regularly and updated as appropriate.
15. Policies regarding the use of restraint and seclusion should provide that each incident involving the use of restraint or seclusion should be documented in writing and provide for the collection of specific data that would enable teachers, staff, and other personnel to understand and implement the preceding principles.

**U.S. Department of Education, Restraint and Seclusion: Resource Document (2012), <https://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>.**

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, Kansas 66612; 785-296-3201.



**Emergency Safety Interventions**  
K.A.R. 91-42-1 and 91-42-2

**DEFINITIONS:**

**Physical Restraint:**  
Bodily force used to substantially limit a student's movement. The term physical restraint does not include a physical escort. 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.

The use of prone (face-down) physical restraint, supine (face-up) physical restraint, physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is **prohibited**.

**Mechanical Restraint (Prohibited):**  
Any device or object used to limit a student's movement. This term does not include those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law. This term also does not include any device used by a law enforcement officer in carrying out law enforcement duties and seatbelts and any other safety equipment when used to secure students during transportation.

**Chemical Restraint (Prohibited):**  
Use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. This term does not include prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments.

**Seclusion:**  
When used with a student, means that **all** the following conditions are met:

- (1) The student is placed in an enclosed area by school personnel.
- (2) The student is purposefully isolated from adults and peers.
- (3) The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

It does not include a time-out, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

**For information on Emergency Safety Interventions, please contact:**

Laura N. Jurgensen  
[ljurgensen@ksde.org](mailto:ljurgensen@ksde.org)  
Education Program Consultant  
Early Childhood, Special Education, and Title Services  
Kansas State Department of Education  
Landon State Office Building  
900 SW Jackson Street, Suite 620, Topeka, Kansas 66612-1212  
(785) 296-5522 or (800) 203-9462  
<http://ksdetasn.org/cms/index.php/esi-resources>  
[www.ksde.org](http://www.ksde.org)

March 2010

The above information is located at:  
[http://www.ksdetasn.org/cms/images/ utahstate\\_media/documents/TASN-ESI/ESI-Resources/ESI\\_Bookmark\\_6-23-2014.pdf](http://www.ksdetasn.org/cms/images/utahstate_media/documents/TASN-ESI/ESI-Resources/ESI_Bookmark_6-23-2014.pdf)

## **GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF**

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**

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, 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: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster

parent unless the student is a child with an exceptionality; or (7) 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 physical restraint.

“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 in a location where all the following conditions are 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 he or she will be prevented from leaving the enclosed area.

“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:

- 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 such 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. 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 must 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. Notwithstanding 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.

### **Use of Seclusion**

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student well-ventilated and sufficiently lighted.

### **Training**

Regarding the use of positive behavioral interventions, 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: (A) the events leading up to the incident. (B) student behaviors that necessitated the ESI; (C) step 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 the supervised the ESI; € space or n additional form for parents to provide feedback or comments to the school regarding the incident. € space or an additional form for parents to provide feedback or comments to the school regarding the incident. (F) a statement ath 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 times in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESI is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates



when ESI can be used; (2) a flyer on the parents' rights; (3) 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 (4) 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 contacting such information

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

Campus police officers and school resource officers shall be exempted from the requirement 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 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 used 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 regarding law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must 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 (IEP) 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 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. 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.

For a student with an IEP or 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 relation 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 complain 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.

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 30<sup>th</sup> 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 process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

***Approved:***

***KASB Recommendation – 6/19; 12/13; 6/15; 6/16***

APPENDIX D:

**USD 321**  
**Electronic Device Rule**

- Students are expected to successfully manage their personal devices and respect the academic learning purpose of the school
- During class time, devices are to **be kept out of sight, turned off or silenced** unless otherwise permitted by the supervising staff member
- Earbuds should not be worn in the classroom unless given permission to do so
- Cell phones will be prohibited in the P.E. locker rooms during the school day. Cell phones will be placed in their personal hallway locker before class
- Violations result in progressive discipline
  - Level 1: directed to turn off device by staff
  - Level 2: device removed, given to the office for conference with administrator and/or discipline consequences
  - Level 3: loss of privilege to carry devices and discipline consequences
- Devices that are used inappropriately or for cheating, bullying, harassing, or accessing inappropriate material will result in additional discipline for each behavior
- The school is not responsible for lost damaged or stolen devices unless held by the school office

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
Electronic Device Violation	Remedy	Detention	Detention / ISS	Detention / ISS	Detention / ISS

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