

# Opportunity Academy

## Student Handbook

### 2023-2024

900 West Broadway Street  
Newton, KS 67114  
316-284-6590

### Mission/Vision Statement

***Opportunity Academy believes that by sparking interests intellectually, emotionally, and socially, all students can travel their unique path toward a successful future.***

#### Support Staff

**Principal** – Tyler Swalley

**Admin Assistant** – Marcia Sneed

**Counselor** – Elizabeth Dold

**School Liaison** – Mandy Powell

**Psychologist** – Denise Brueggeman

**Counselor** – Elizabeth Dold

**PE Teacher** – Kati Zimmerman

#### Teachers

Laurie Behymer

Kerry Fryhover

Nova Latta

William Bledsoe

Rhonda McKibbin

Scott Stuhlsatz

Amy Whitlock

This agenda belongs to:

Student \_\_\_\_\_

Home Teacher \_\_\_\_\_

*Newton USD 373 does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Persons having inquiries concerning the District's non-discrimination policies and compliance therewith may contact the school district's Compliance Coordinator at 308 E 1st, Newton, Kansas, 67114-3846 or call 316-284-6200.*

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## OA Student/Parent/Guardian/School Contract

I, \_\_\_\_\_, understand that enrollment in Opportunity Academy is a privilege and that it costs the taxpayers and the school district more money for this educational opportunity to be possible for me. This opportunity comes with the responsibility to be a serious student and to comply with the expectations, guidelines and policies of Newton Opportunity Academy. If I do not comply with the rules, guidelines and policies, I may be asked to leave the program and return to my base school. Fees will not be refunded. I also understand that if it is suspected that I may be under the influence of drugs and/or alcohol on the school premises, the school has the right to contact a School Resource Officer or Law Enforcement to conduct an evaluation of my condition. If I refuse this evaluation, I understand that I will be asked to leave the program and may have to return to the respective high school or middle school.

### **As a student of Opportunity Academy, I pledge to:**

- Do whatever it takes to succeed. I will always work, think and behave in a responsible manner.
- **Turn my cell phone(s) in to the office every day.**
- Come to school by 8:00 a.m. prepared to learn and be engaged every day.
- Raise my hand and ask questions if I do not understand something in class.
- Try my best in class and not do anything to disrupt the learning environment.
- Treat all teachers, staff and fellow students with respect.
- Attend school every day unless I am sick or have a valid reason for not attending.
- Always behave in a respectful manner that protects the safety, interests and rights of each individual at Opportunity Academy.
- Take responsibility for my behavior.
- Follow through with all detention requirements and community service obligations.

**As the parent/guardian of a student attending Opportunity Academy I pledge to:**

- Make sure my child is at school by 8:00 a.m. every school day.
- Support the school’s attendance policy and discipline policy.
- Check my child’s weekly progress report and check their academic progress on Edgenuity.
- Notify the school if my child is sick and cannot attend school.
- Attend all student-led conferences and communicate with teachers and staff regularly (Enrollment and Plan of Study).
- Make myself available to my child and the school to address any concerns they may have and give staff a chance to address respective concerns.
- Promptly update phone number, address changes and email addresses with the school office or through Infinite Campus.
- Accept no limits on the learning potential of my child.

**The teachers and staff of Opportunity Academy pledge to:**

- Accept no limits on the learning potential of any student.
- Meet the individual learning needs of each student.
- Provide classroom environments conducive to learning.
- Treat students, parents and colleagues with courtesy & respect.
- Hold students, parents and each other to the highest standards of performance.
- Collaborate regularly with colleagues to seek and implement more effective strategies for helping each student achieve his or her academic potential.

## **Notice of Nondiscrimination**

Newton USD 373 does not discriminate based on race, color, national origin, religion, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Persons having inquiries concerning the District’s nondiscrimination policies and compliance therewith may contact the school district’s Compliance Coordinator at 308 E. 1st St., Newton, Kansas, 67114-3846, or call 316-284-6200.

## **Welcome to Opportunity Academy**

Welcome to Opportunity Academy (OA), a trauma-informed personalized learning school. At OA we strive to build healthy, positive relationships with our students, parents and staff while building a culture of respect for all and self-advocacy for our students. Our goals are to help students develop a foundation on which to build knowledge, develop skills of use for the future, and create a desire to learn, while giving them more control over time, path, place, and pace of learning.

By providing personalized learning to students via Edgenuity, our digital resource, and giving support from highly qualified, professional educators, we strive to help our students set and reach academic and career goals. We endeavor to make learning the constant and time the variable with an understanding that not all students learn at the same pace or in the same way as others.

Our school is an optional program and students attend as a privilege. We work to establish a culture of Growth Mindset characterized by goal-setting, a staunch work ethic, perseverance and a positive attitude while rewarding effort and achievement. We are looking forward to partnering with our students and parents to have a great experience. We are excited about our new program and the opportunity it gives our students to succeed and attend college early.

Tyler Swalley,  
Administrator of Opportunity Academy



# School Year Calendar USD 373 Attendance Calendar 2023-24

BOE Apprvd 3/27/23

JULY 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
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30	31					

AUGUST						
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SEPTEMBER						
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OCTOBER						
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DECEMBER						
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JANUARY 2024						
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30	31					

FEBRUARY						
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APRIL						
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MAY						
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JUNE						
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30	31					

Aug 8-10	New Teacher Orientation
Aug 11	Teachers Report - WD
Aug 14, 15	Professional Days
Aug 16	Teacher WD
Aug 17	1st Day of School
Sept 4	Labor Day
Sept 5	Professional Day
Oct 12	End of 1st Quarter
Oct 13	Workday
Oct 30	No School

Oct 31	Professional Day
Nov 20-24	Thanksgiving Break
Dec 21	End 1st Semester
Dec 22	Workday
Dec 25-Jan 2	Winter Break
Jan 3	Workday
Jan 11	Professional Day
Jan 12	No School
Jan 15	MLK Day

Feb 19	Professional Day
Mar 7	End of 3rd Quarter
Mar 8	Workday
Mar 11-15	Spring Break
Mar 29	Good Friday - No School
Apr 1	Professional Day
Apr 29	Professional Day
May 23	Last Day of School
May 24	Workday

Parent Teacher Conference Weeks: Oct. (TBD) and Feb. (TBD)

Holidays-No Sch	Workdays-No Sch	Prof Days-No Sch	New Tchr Orientation
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## For Reference

Breakfast and Lunch Menus	<a href="https://usd373.nutrislice.com/">https://usd373.nutrislice.com/</a>
Counselor	Elizabeth Dold x3009
Contact Your Administrator	Tyler Swalley x3001
Transcript Questions	316.284.6280 x2037
Obtain Student Information	OA utilizes student information via "Infinite Campus" – Contact the Administrative Assistant at ext. 316-284-6590 to update information.
Email Staff/Teachers	Firstname.lastname followed by @usd373.org (i.e., <a href="mailto:John.doe@usd373.org">John.doe@usd373.org</a> ) See "Staff Directory" on page 23
Speak with Your Teachers	See "Communication" on page 22 (Students are encouraged to advocate on their own behalf.)
Career and Technical Education	Diane Moser, CTE Director 316.284.6280 x2907
Athletics	Athletic Secretary 316.284.6280 x2062

## Parent/Student Attendance Reminders

Parent excused absences 10 school days

Activity participation Absent LESS THAN 45 min

School start time 8:00 a.m. DAILY

Leaving OA during the day Students must check out through the administrative office

If you are absent a day it is your responsibility to make up your missed work, and your progress tracker will not be reset, or an extra day added. For campus students we add in that for things that are out of your control like court or pass we will take it on a case by case basis.

## Admission Process

OA is designed to engage students as participants in the learning process. Students are expected to develop and manage an Individual Plan of Study tied to educational and career goals. OA exists to help both students who are at risk of not graduating from NHS on time and students who desire to complete technical education certifications and/or engage in concurrent credit courses at HCC or other local junior colleges to work toward an Associate's Degree while still attending high school. Students graduating early must have an approved plan for transition to the world of work, military enlistment or post-secondary education approved by school administration and parents.

1. Students who are at risk of not graduating from NHS, are behind in credits, or need a smaller, more personal environment will interview with NHS counseling staff and administration to obtain a referral. Students may also be referred through the team GEI process. NHS administration and support staff will work alongside OA administration during the referral process. Students in 11th and 12th grade, who are not behind in credit but want to pursue technical education courses or an Associate's Degree while attending OA as part of their Personalized Learning Plan (PLP), may enroll with administrative approval from NHS/OA.
2. Entrance Interview:  
The student/parent(s)/OA administration will discuss OA student expectations/contract; discuss academic, personal and professional goals; and evaluate transcript and review of graduation progress and math/reading scores.
3. Determination of Admission:  
\*Develop Academic Course of Study  
\*Student/Parent Contract
4. Determination of Schedule:  
(Full-Day or Half-Day with HCC/NHS CTE options.)

## **Special Education**

Special Education services are available at Opportunity Academy. Identified USD 373 students who are referred to Opportunity Academy will be referred through a team consisting of representatives of NHS/CMS/OA and the student's IEP team. This team will consider the special education services available at Opportunity Academy and determine if the support is appropriate to address the student's special education needs.

## **Personalized Learning Plan (PLP)**

All students will have the opportunity to develop a PLP and a learner profile to tailor their academic plan to meet their academic and post-secondary career goals. This will enable students to pursue Technical Education Certificates/Licenses and/or an Associate's Degree while still in high school. Students will collaborate with their advisor, teacher, parents/guardian and the school guidance counselor to develop a personalized plan. Students will be given the opportunity to have a voice and choice in crafting a schedule for partial day attendance at OA while a guest student at HCC, and other post-secondary educational institutions. To qualify for a partial day schedule, students must be on track to graduate and demonstrate good attendance, academic performance, and model good citizenship. This may afford them the opportunity to spend half days at OA and half days at NHS, Hutchinson Community College or other post-secondary institutions of higher learning. The Edgenuity Learning Program helps provide students the opportunity to have anytime, anywhere access to their own learning and control over their time, path, place, and pace of learning.

## **Entrance Requirements**

Students must meet criteria for admission as determined by the administrator (i.e., truancy, failure to make academic progress, adverse life situation[s] requiring this setting). Students that are not at risk must have administrative approval and a referral to apply to OA (i.e., to accommodate a student's academic goals, which may include a plan to earn a Technical Education Licensure/Certification/Associates Degree while simultaneously completing high school graduation requirements).

Interview with the administrator, student and parent(s) or guardian(s).

Individual contract that outlines attendance expectations, performance expectations and behavior expectations for students; it must be signed by parent(s)/guardian(s) and the contract and will be enforced on the student.

## Student Benefits

**Service** – Many scholarships and some universities require or give preference to students who have performed service for others. In addition, service to others generally helps us gain a positive perspective. There are many opportunities to serve at parent-teacher conferences, concessions, clubs or other events throughout the year.

**References** – Students need objective adults (teachers) to serve as positive character references for scholarships, jobs or college applications. Since staff members are obligated to be honest, students are encouraged to work with all teachers, coaches and staff in a polite, courteous manner. If you are going to be difficult to work with, your lack of positive references may make it difficult for you to achieve your goals.

**Leadership** – Leadership experience will distinguish you in an interview or on an application. Students are encouraged to participate in clubs, activities, athletics, and other extra- or co-curricular activities that will be fun and provide tangible items that can be entered on a resume.

**Resume** – A resume is a summary of your educational, work and other experiences. A strong resume can help you stand out when seeking a job or scholarship. All students will create one or more resumes while at OA. You are advised to list a minimum of three strong character references from adults (staff members), at least 20 hours of service, at least one leadership position, and a high school diploma. If you don't graduate from high school, your options may be severely limited.

### **Parents/guardians are encouraged to:**

- Support consistent attendance by their student
- Provide a time and place for homework completion
- Check regularly on their student's academic progress
- Encourage their student to advocate with teachers

## Course Offerings

OA offers a wide variety of curriculum through partial day enrollment at NHS for technical education courses (administrative approval required) and other electives not offered on-site at OA. Students may also take technical education courses and general education college courses through local post-secondary institutions such as NHS and Hutchinson Community College for dual credit.

Students, through Personalized Learning, have access to courses through the Edgenuity digital resource, including core courses, a multitude of technical education courses, as well as electives in the arts and other elective disciplines. Personalized Learning allows students to be empowered to have control over their time, path, place and pace of learning. Students are expected to complete an average of 13 percent of each course assigned per week, which puts them on pace to finish each course within the 9-week grading period. This expectation is articulated in the weekly progress goal.

## Academics

Students must earn a total of 21 credits as well as specific credits by academic area to graduate. Each successfully completed course counts as .5 (one-half) credit per quarter (Aug-Oct, Oct-Dec, Jan-Mar, or Mar-May). Twenty-one (21) total credits are required for a standard OA diploma with specific requirements listed by subject area.

Subject	Minimum Credits
Mathematics	3
Science	3
English	4
Social Studies	3
Physical Education	1
Fine Arts	1
Electives	6
<hr/>	
Minimum Credits for Graduation	21



## Kansas Graduation Requirements Fact Sheet

### What are the minimum high school graduation requirements in Kansas?

Each local board of education must have a written policy specifying that students are eligible for graduation only upon completion of at least the following requirements:

- Four units of English language arts, which shall include reading, writing, literature, communication, and grammar. *The building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject.*
- Three units of history and government, which shall include world history; United States history; United States government, including the Constitution of the United States; concepts of economics and geography
- Three units of science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course
- Three units of mathematics, including algebraic and geometric concepts
- One unit of physical education, which shall include health and which may include safety, first aid, or physiology
- One unit of fine arts, which may include art, music, dance, theatre, forensics, and other similar studies selected by a local board of education
- Six units of elective courses

### Can the local board of education increase the number of graduation requirements?

Any local board of education may increase the number of units of credit required for graduation.

Any additional requirements of the local board of education that increase the number of units of credit required for graduation apply to those students who enter the ninth grade in the school year following the effective date of the additional requirement.

### Can the local board of education adopt different graduation requirements for certain students?

Districts are required to award diplomas to requesting students who have met the state minimum graduation requirements and were in custody of KDOC or DCF on or after their 14<sup>th</sup> birthday. For more information about these requirements, please see the Diploma for Students in Custody of KDOC and DCF (SB 23) Fact Sheet on the [Graduation Webpage](#).

Local boards of education may adopt a different number of graduation requirements (not lower than the state minimum) for adult learners whose four- and five-year cohorts have graduated or for students attending an alternative school or program. Most typically, diplomas are awarded to these students for successful completion of the state minimum graduation requirements.

Local boards of education can also adopt policy giving the superintendent and/or principal the discretion to waive local graduation requirements that are in excess of the state minimum for students on a case by case basis. Situations that would be appropriate to receive this discretion include, but are not limited to, students who experienced high mobility, teen pregnancy and long-term illness. KSDE does not support policies that automatically waive local graduation requirements for students with disabilities that are in excess of the state minimum.

### Is a district allowed to waive the PE/Health requirement?

The PE/Health requirement shall be waived if the school district is provided with either of the following:

- A statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program; or
- A statement, signed by a lawful custodian of the pupil, indicating that the requirement is contrary to the religious teachings of the pupil.

Kansas Graduation Requirements  
Revised September 2021



## Kansas Graduation Requirements Fact Sheet

### Can a student earn high school credit for a course taken in eighth grade?

It is up to each local district whether an eighth grade course will count as a high school credit. If high school credit is given, the eighth grade course must be equivalent to, or the same as, a high school course.

Courses must be taken at the high school level to count toward Regents' Qualified Admissions requirements. No eighth grade courses will count toward Qualified Admissions.

### Who is the contact if there are questions?

Dr. David Fernkopf, 785-296-3444,  
[dfernkopf@ksde.org](mailto:dfernkopf@ksde.org)

Dr. Robyn Kelso, 785-296-3444  
[rkelso@ksde.org](mailto:rkelso@ksde.org)

Kansas Graduation Requirements  
Revised September 2021

**What does the law say?**

- DCF:** Kansas State Statute 38-2285, Awarding high school diplomas; requirements:  
(a) The board of education of a school district shall award a high school diploma to any person requesting a diploma if such person: (1) is at least 17 years of age; (2) is enrolled or resides in such school district; (3) is or has been a child in the **custody** of the **secretary**, or in the **custody** of a federally recognized Indian tribe in this state, at any time on or after such person's 14th birthday; and (4) has achieved at least the minimum high school graduation requirements adopted by the state board of education.
- KDOC:** Kansas State Statute 38-2388, Awarding high school diplomas; requirements:  
(a) The board of education of a school district shall award a high school diploma to any person requesting a diploma if such person: (1) is at least 17 years of age; (2) is enrolled or resides in such school district; (3) is or has been a child in the **custody** of the **commissioner** at any time on or after such person's 14th birthday; and (4) has achieved at least the minimum high school graduation requirements adopted by the state board of education.

**Definitions:**

- "Secretary" means the secretary for children and families or the secretary's designee.
- "Commissioner" means the secretary of corrections or the secretary's designee.
- "Custody" whether temporary, protective or legal, means the status created by court order or statute that vests in a custodian, whether an individual or an agency, the right to physical possession of the child and the right to determine placement of the child, subject to restrictions placed by the court.

**How will the district know that the student has been "in the custody" of the Secretary or Commissioner?**

- The student is responsible for showing documentation that he/she has been "in the custody" of the secretary or commissioner.
- The student can access his/her court documents at the district court where his/her hearing was held.

**When is a district required to issue a diploma based on the minimum high school graduation requirements?**

- When a student meeting the requirements of the law requests such a diploma. The district cannot require students to wait until the end of the school year to receive their diploma. It must be issued when the requirements are met and it is requested by the student, regardless of the time of year.

**Must a district allow students to participate in graduation and senior activities?**

- Districts are highly encouraged to allow students to participate in all graduation and senior activities. This is a state recognized diploma option and participating students should not be ostracized from graduation and senior activities.

**What type of diploma should the district award the student?**

- The student should be awarded a regular high school diploma from the district. It should look exactly the same as all other diplomas issued by the district and should not include any language such as "minimum credit diploma", "state requirement diploma" or "KDOC/DCF diploma".

**If the student is incarcerated in the city or county adult or juvenile facility, is he/she eligible for this diploma?**

- Incarceration in an adult or juvenile facility is not immediate grounds for eligibility. Even if the student spent time in a KDOC facility, the district will still want to see court documents that confirm that the student was placed into the custody of the secretary.

**If a student was in state custody in another state, is he/she eligible for this diploma?**

- No. This diploma option only applies to students in state custody within Kansas. However, the local board of education can always waive local graduation requirements that are in excess of the state minimum for specific students; so long as the local board of education has adopted a policy that gives them that discretion.



**If a student was in state custody but never was removed from the home, is he/she eligible for this diploma?**

- Yes. Although the intent of the law was to serve those students who had multiple placements, it does not preclude students who were in state custody but placed in their home.

**What are the minimum high school graduation requirements in Kansas? (Requirements taken from K.A.R. 91-31-35, see regulation for additional details)**

- Four units of English language arts, which shall include reading, writing, literature, communication, and grammar. The building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject
- Three units of history and government, which shall include world history; United States history; United States government, including the Constitution of the United States; concepts of economics and geography
- Three units of science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course
- Three units of mathematics, including algebraic and geometric concepts
- One unit of physical education, which shall include health and which may include safety, first aid, or physiology
- One unit of fine arts, which may include art, music, dance, theatre, forensics, and other similar studies selected by a local board of education
- Six units of elective courses

**Who is the contact if there are questions?**

Dr. David Fernkopf  
Assistant Director  
Career, Standards, and Assessment Services  
(785) 296-8447  
[dfernkopf@ksde.org](mailto:dfernkopf@ksde.org)

R. Scott Gordon  
General Counsel  
785-296-3204  
[sgordon@ksde.org](mailto:sgordon@ksde.org)

Dr. Robyn Kelso  
Education Program Consultant  
Career, Standards, and Assessment Services  
(785) 296-3444  
[rkelso@ksde.org](mailto:rkelso@ksde.org)

The Fine Arts credit requirement can be obtained by any of the following courses:

All World Languages	All Music	Woods
Debate, Forensics	Various FACS	Engineering
Media	Journalism	Architecture Courses
Art Basics	Drama	Pre-Voc Welding
Intro to Theater	Precision Machining	Welding Technology
Art History	Art Appreciation	

### **College Coursework**

Students of sophomore status or higher may take college courses for dual credit (high school and college). Check with your guidance counselor to determine whether a course satisfies OA requirements. Colleges may use unweighted GPA for scholarships.

### **Early Graduation**

It is possible for students to graduate early from OA. They must have met all graduation requirements and have fulfilled all OA goals.

*Students may then apply to the board of education for early graduation and the board must approve this request.*

### **Co-Curricular Activity Participation**

It is required to meet Kansas State High School Activities Association (KSHSAA) guidelines and be in good standing as a student. It is possible for students to graduate in 3.5 years. Students are encouraged to consult their parent(s)/guardian(s) and consider the low-cost opportunities offered at OA before meeting with their guidance counselor by January of their junior year. Students electing to graduate early may not participate in extracurricular activities once they are no longer enrolled in and regularly attending school in the district. Exceptions shall be made for participation in official graduation exercises unless participation is denied for appropriate reasons.

### **Kansas Qualified Admissions**

Students who wish to attend ESU, FHSU, KSU, KU, PSU or WSU must meet the qualified admissions curriculum. Go to

[http://www.kansasregents.org/qualified\\_admissions](http://www.kansasregents.org/qualified_admissions) for details.

## **Student Athletes**

All students can represent NHS through activities governed by the KSHSAA; they must be enrolled as full-time students at NHS and have passed 5 courses the previous semester. Grade guidelines during the season will be determined by the coaches.

## **Transcript**

A transcript is an official record of all semester grades earned by a student. This document also includes assessment and test scores (e.g., the ACT and/or SAT). Only semester grades appear on a transcript. A semester course will equal one-half (.5) credit.

## **Scholarship Applications**

A variety of local, state and national scholarships are open for student application throughout the school year. Seniors should check the NHS/guidance website, look at the senior bulletin board, and speak with their counselor or registrar frequently. It is the student's responsibility to listen to announcements and ask questions.



## Kansas Scholars Curriculum & State Scholar Quick Facts

### What is the Kansas Scholars Curriculum?

The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the Senior year. This curriculum is NOT the same as the Qualified Admissions Curriculum.

What are the other requirements to become a State Scholar?

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

What is the benefit of completing the Kansas Scholars Curriculum?

Students that complete the curriculum and meet the other requirements may be designated as State Scholars, which makes them eligible to receive State Financial Aid as provided by the Kansas Legislature.

*The academic profile of scholars included an average ACT of 30 and an average GPA of 3.90.*

State Scholars may receive up to \$1,000 annually for up to four semesters/year (plus, if awarded as a freshman, for the first semester) based on financial need and the availability of State funds.

How is financial need determined?

Financial need is measured by the Federal Methodology using data submitted on the FAFSA.

### Kansas Scholars Curriculum

Same as the Qualified Admissions Curriculum.

English

3 approved units including

- Chemistry
- Biology
- Physics

Natural Science

*A fourth year of science is recommended.*

4 approved units.

Students must complete the following:

- Algebra I
- Algebra II
- Geometry

In addition, students must complete at least one of the following:

- Analytic Geometry
- Trigonometry
- Advanced Algebra
- Probability & Statistics
- Functions
- Calculus

Math

*\*Algebra taken in the 8th Grade is accepted.*

Social Science Same as the Qualified Admissions Curriculum.

Foreign Language 2 approved units of one foreign language.

For more information about the Kansas Scholars Curriculum or State Scholar designation, contact the Kansas Board of Regents at (785) 296-3421 or visit the Board's website at [www.kansasregents.org](http://www.kansasregents.org).

## Services

### Grade Reporting Services

Credits based on semester grades are recorded on transcripts twice per year. Parents/guardians are encouraged to monitor their student's academic progress online, contact teachers, and attend student-led conferences. Students are encouraged to contact their teachers often.

Grading Period	Start date	End date
1 <sup>st</sup> quarter	Aug 17	Oct 12
2 <sup>nd</sup> quarter/1 <sup>st</sup> semester	Oct 16	Dec 21
3 <sup>rd</sup> quarter	Jan 4	Mar 7
4 <sup>th</sup> quarter/2 <sup>nd</sup> semester	Mar 18	May 23

### Computer/Technology Services

Students will be issued Chromebooks as instructional resources. A device handbook is included in the student handbook. Computers are a tool and privilege designed to enhance and supplement the educational process. Use of the Internet by students requires a signed agreement on file.

### Communication/Telephone Services

Students are encouraged to leave their cellphone in their automobile or check it in at the office during the school day. OA has a telephone system for student use as needed. Students may not disrupt academic time (teaching and/or learning) with electronic devices.

Parents/guardians are encouraged to call the OA office rather than their student's cellphone directly, even in an emergency. Students will be called to the office as needed.

### Early Arrival/Late Departure

Students will be allowed in the main building at 7:30 a.m.; they may go to the gym until 8:00 a.m., then they will report to their family room.

### Food Services

OA offers breakfast (7:30 to 8:00 a.m.) and lunch on school days. Student IDs are used to speed up the lunch process. Students have several options and may put money on their lunch account before school or at break or pay cash in the line. Charges are not allowed. Students eat lunch during a 20-minute period. Students may not use their lunch card to pay for another student's lunch and may not borrow another student's lunch card.

### Prohibited Items other than weapons/drugs—(Added)

Please do not bring the following items to school: Backpacks, cell phones, Mp3 Players, blankets, stuffed animals, game playing devices

and any other electronic devices that are not wired headphones and the district issued Chromebook.

## **Health Services**

Students who are feeling ill and wish to contact their parent/guardian must come to the office to do so. Students who are ill and wish to go home should not call their parent/guardian from the bathroom, hallway, classroom or any other area. Students who are feeling ill and think that resting might allow them to stay in school for the day may rest in the health room for up to 20 minutes. Students who are ill and are excused to leave school should leave as soon as possible. Students who have a fever of 100.4 or more should stay home. They should not return to school until they have been fever-free for 24 hours without fever-reducing medication. All prescribed medications should be brought to the school nurse or Administrative Assistant's attention.

All students under 18 years of age are required to have current shot records on file before starting school. Students that take daily prescription medications must have a "Permission to Take Medication Form" signed by the physician and guardian. Over the counter medications require a "Permission to Administer Over-the-Counter Medication Form" signed by the parent/guardian, apart from aspirin and oral homeopathic medications. Aspirin and oral homeopathic medications require the "Permission to Take Medication Form" signed by the physician and parent/guardian. Medications must be in the original container and be labeled with the student's name. Medications will be stored in the health office. A student will risk expulsion from school for carrying medication without the proper written authorization.

These medications require a written prescription from the physician and permission from the parent/guardian. These medications will be stored/dispensed in the nurse's office. Over-the-counter medications may be checked into the office and self-administered with the supervision of an adult without written parent/guardian or physician signature. All medication is to be in the original, properly labeled container. At no time should a student give medication to another student.

## **Parking/Transportation Services**

Student use of the school parking lot is a privilege that can/may be revoked. Users of the parking lot are subject to the jurisdiction of USD 373 and the Newton Police Department (NPD).

## Special Education Services

USD 373/Harvey County SPED Cooperative provides services to students with disabilities, ages 3 to 21. Their office can be reached at 316.284.6580 and is located at McKinley Administrative Center, 308 E First. A copy of "Procedural Safeguards and Parent's Rights in Special Education" is available through the principal or the special education office. Thank a service provider today and consider how you may serve others.

## Communication

### Open House/Conferences

An open house is held early in the school year and student-led conferences are held regularly once each quarter to encourage close progress monitoring and communications with guardians. Students may encourage their parent/guardian to take advantage of these opportunities to meet their teachers.

### Staff Directory

Students are strongly encouraged to speak directly with teachers, coaches, and other staff members as needed to learn how to advocate for themselves. Parents/guardians are encouraged to contact staff by email or phone (see table below). Most staff members have a plan period during the day for meetings or returning messages. The OA telephone number is 284.6590, and the email address is `firstname.lastname@usd373.org` (with "firstname.lastname" corresponding to the respective staff member you wish to contact).

<b>Staff Member</b>	<b>Title</b>	<b>EXT</b>
Behymer, Laurie	Instructor	3004
Fryhover, Kerry	Instructor	3005
Latta, Nova	Instructor	3007
Bledsoe, William	Instructor	3003
McKibbin, Rhonda	Instructor	3006
Stuhlsatz, Scott	SPED Instructor	3008
Swalley, Tyler	Administrator	3001
Elizabeth Dold	Counselor	3009
Amy Whitlock	Instructor	3002

## USD 373 Contact Information

### Board of Education

Brenna Haines	<i>See district website for specific contact details at: <a href="http://usd373.org/">http://usd373.org/</a></i>
Luke Edwards	
Mallory Morton	
Andy Ortiz	
Melissa Schreiber	
Dayna Steinmetz	
Matt Treaster	

### District Administration (316.284.6200)

Mr. Fred Van Ranken	Superintendent
Sheila Wendling	Asst. Superintendent of Instructional Services
Reagan Seidl	Harvey County Special Education Director
Jane Nichols	Business/Human Services Director
Brenda Lampman	Technology Director
Jane Nichols	Human Services Director
Carly Stavola	Communications Director

### NHS Office Staff (316.284.6280)

Administrative Secretary	Angie Voth	x2022
Accounting Secretary	Verlene Keazer	x2027
Athletic Secretary	Michelle Bergquist	x2062
Attendance Secretary	Pauline Salas	x2018
Receptionist	Casandra Carrion	x2019
Receptionist	Marisela Ramirez	x2020
Registrar	Lorisa Harder	x2037
CTE Secretary	Suzan Brinklow	x2922
Welding Program Secretary		x2914



## Attendance

Consistent attendance is important for academic success and career readiness.

**Truancy:** KSA 72-3121 is the law that requires schools to report truancy to the county attorney or their designee when a student misses a significant portion of *3 consecutive days, any 5 days in a semester, or any 7 days in a school year.*

**Activity attendance:** If an unexcused absence has not been cleared by 3:00 p.m., the student may not attend the activities that day.

**Excused absences:** Parents/guardians may excuse their student a significant portion of 10 days per year for student illness, professional appointments, serious illness or death of a family member, religious observances, or absences prearranged by parents/guardians and approved by the principal. Parents should contact the Administrative Assistant at 284.6590, x3000, when their student is going to be absent.

Policy JBD defines "Significant Part of a School Day" as:

An absence of more than 120 minutes or more (2 hours) in any school day shall be considered an absence for a significant part of the school day. BOE approved 9/13/21

**Medical absences:** There is no limit for specific absences excused by licensed medical personnel (physicians, dentists, optometrists, chiropractors). A detailed note, signed by the physician, must be provided within 3 days of a health-related absence. Other absences (i.e., court appearances) will be managed on an as needed basis.

**Leaving school during the day:** When students leave school during the academic day, they must check out through the Administrative Assistant and receive administrative permission. Calls to excuse an absence after the student's departure from school will not be accepted.

**Planned extended absence:** If a student must be absent for an extended time, the parent/guardian or student should contact the attendance clerk prior to the absence and complete an extended absence form.

**Tardies:** Students will not be allowed to interrupt teaching or learning by entering class late. Parents/guardians may not excuse a tardy to

school but may contact their student's principal if there are extenuating circumstances.

### **Attendance Contract for students who are struggling attendance**

I understand that attendance is one of the most important aspects of being a student at Opportunity Academy. Not only is it important because there are other people on the Opportunity Academy waiting list, but also because I cannot meet my graduation goals without being here. When students attend Opportunity Academy at least 85% of the time, they have a 100% graduation rate. Because I cannot come to school and/or come to school on time, and/or I leave before the end of the day, I need the staff to help me become more accountable.

During the 1st 9 weeks, beginning

August \_\_\_ and ending October \_\_\_\_ (\_\_\_ days), I can be absent 4 days and tardy 4 days. On the 5<sup>th</sup> tardy or absence, I will have to complete 10 hours of community service before I can return to Opportunity Academy, I will have 1 week to complete this task. If I do not complete this, I will be dismissed from Opportunity Academy.

Tardies –Beginning this term, I understand that a tardy is anything after the start of 8:05. In addition, a tardy will also be marked if a student leaves in the afternoon. Absent – An absent will be marked if a student is gone all day. A student can get a .5 absence if the student is only gone until lunch or if a student leaves after lunch.

*If you have questions whether something is marked tardy or absent, please talk to Mr. Swalley BEFORE you are gone.*

## **Student Conduct Expectations**

The OA student conduct plan is designed to:

Help OA students learn how to interact appropriately as adults in the workplace, post-secondary education, and public places

Reduce or eliminate disruptions to teaching and learning

OA student expectations were developed following a thorough review of Harvey County business employer-employee agreements. Below is a brief comparison:

<b>Workplace Expectations</b>	<b>OA Expectations</b>
Attend work regularly	Attend school regularly
Arrive on time	Arrive on time or early
Follow reasonable requests	Follow staff requests/directives
Respect the employer's capital and the property of others	Respect others and their property
Get along with others and disagree within reasonable limits	Work effectively in groups with a variety of people and disagree appropriately
Improve job performance and demonstrate proficiency to be promoted, earn additional responsibilities, and possibly receive a raise	Improve oneself academically and demonstrate proficiency in a variety of subjects and skills to advance toward graduation and be successful in college/career
Use resources and/or tools in an appropriate manner	Use a variety of resources and technology appropriately
Participate in an environment where prejudice, harassment and threat are not acceptable	Participate effectively in an environment where prejudice, harassment and threat are not acceptable
Participate in all work-related activities appropriately	Participate in educational and extracurricular activities appropriately

The student conduct plan and consequences apply to all Ember Hope Youthville, USD 373 property/facilities and all school events, even activities that occur in another school district or community. When students exhibit inappropriate or unacceptable behavior, the following interventions may be utilized as deemed appropriate:

Apologies and/or restitution.

Conferences and/or mediation.

Refocus time to address inappropriate behavior and future conduct.

Loss of privileges, including, but not limited to, social interaction opportunities and/or attendance at extracurricular activities.

Detention by means of time designated before school, at lunch, or after school.

In-school suspension utilized during school hours.

Out-of-school suspension by means of removal from school for a partial day but no more than 10 days; students may not be on school grounds or at school events for the duration of a suspension.

Expulsion hearing.

Other consequences as needed.

Students will be subject to Kansas state statutes with regard to school discipline and legal issues.

### **General Education Intervention (GEI)**

OA students that are struggling academically and behaviorally may be referred to the GEI Team.

The GEI team is a school-based, solution-finding group that provides a forum for dialogue on the specific needs of students, presented by parents/guardians, teachers or other professionals. This early intervention leads to a better understanding of the support students need to be successful in the general education curriculum and school setting.

The primary purpose of the GEI team is to ensure that all students are given the opportunity to be successful in the general education classroom by providing a structured support system for teachers and parents when students are experiencing insufficient success in learning.

**School Supplies List**-materials to be brought and left in the classroom, students are not to bring things back and forth to school other than themselves. No backpacks, bags or personal items are to be brought into the building.

Headphones

(multiple sets are encouraged in case of damage or loss)

Flash Drive

5 Composition Notebooks (no spiral)

2 packages of Blue Pens

2 packages of Pencils

1 package of highlighters

Hand sanitizer

Disinfecting wipes

Tissues

## **Life Skills**

The following life skills will be emphasized:

- Punctuality (students will not be allowed to disrupt teaching and learning by entering class late)
- Appropriate dress and/or speech for a school environment
- Appropriate use of electronic devices (time, place, purpose)
- Appropriate interaction with others, including, but not limited to, PDA

## **Weapon/Destructive Device**

This is defined as any object that can reasonably be considered a potential weapon or destructive device or any facsimile of a weapon on school grounds. While a weapon can take the form of an item not meant to be a weapon, certain items are specifically designated as weapons by statute and cannot be brought onto school grounds or to school events. These include, but are not limited to, firearms, stun guns, sand clubs, metal knuckles, chains, and/or knives. Students may be suspended up to 10 school days pending an expulsion hearing for

(a) bringing a weapon onto school grounds or to an event or (b) using an item as a weapon to inflict harm on another person. Some specified weapons require a mandatory expulsion. Other examples include, but are not limited to, belts, pencils, files, compasses, chains, laser pointers, and/or scissors.

Rules, consequences, and/or decisions necessary to regulate or address any condition not specifically mentioned in the student handbook will be made by the OA administration as needed.

## **USD 373 DRESS CODE - JCDB**

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment.

Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

Dress codes shall be published in the appropriate student handbooks.

Revised: 2/24/2016, 3/14/2022

## Opportunity Academy Dress Code

Dress Code—OA students are expected to dress appropriately for an academic setting, which may differ from dress in other venues. Dressing appropriately for a situation is a useful skill to have in; for example, a job. The stated dress code is a starting point for the school year.

Adaptations will be made by the OA administration as needed. The following dress code expectations will apply to the normal school day and the following items will not be allowed:

- Belts (free hanging)
- Half-tops or any top that exposes the mid-section or back or low tops
- Hats, caps, hoods, bandanas, or other head apparel (remove upon entrance)
- Indoor Activities: Many indoor activities are held during the winter. All AVCTL and KSHSAA rules and guidelines will be adhered to regarding dress, sportsmanship, and conduct.
- Messages – Clothing with sexual connotations, alcohol, tobacco, or drug advertisements or promotions, and/or symbols that are antagonistic or incite (including but not limited to gore, nudity, profanity, anarchy symbols, violence, etc.). Inappropriateness of a symbol will be determined by the administration.
- Outdoor Activities: Dress code rules for OA students attending outdoor OA activities will be modified from the normal school day expectations as needed.

General rules for the beginning of the school year are as follows:

Gang indicia not allowed

Clothing that advertises products illegal for minors to consume and/or possess will not be allowed

**Performing Groups:** Performing groups include but are not limited to the Railiners (dance), Cheerleaders, Flag or Drill Team, athletic teams, drama performances, vocal and performing groups. The following are designed to be general parameters for such groups:

- NFHSIA/KSHSAA dress rules apply
- Additional items purchased by performing groups are subject to approval (example: t-shirts with a message)
- Clothing designed to be worn as underwear will not be worn as outerwear
- Shirts will be worn at practice. Sports bras will not be worn as outerwear
- Uniform purchases are approved by the AD and the Principal. A uniform may be suitable for competition or performances but not be appropriate to wear during the academic day

- Skirts or shorts must be longer than the fingertips with the arms extended to the side. Administration will determine appropriate length.
- Spikes or chains. Spikes or chains may scratch furniture and/or be used as a weapon. Administration will determine appropriateness.
- Straps – All exposed straps must be at least 2 inches in width.
- Sagging - The administration will determine what constitutes sagging.
- Undershirts or any type of clothing designed to be worn as an undergarment or underwear may not be worn.
- Other items will be determined as appropriate or inappropriate for school on an as needed basis by the administration.

## Dismissal

A student may be dismissed from OA. A dismissal would constitute a 10-day suspension and requires the completion of a **minimum of 10 hours** of community service at an approved community service organization before the student would be eligible to return. A deadline, which would coincide with the culmination of the 10-day suspension, would be set for completion of the community service/academic requirement.

Failure to meet the requirements to return to school and/or failure to return to school would result in a Truancy Report (if the student is under 18) or listing the student as a high school dropout (if the student is 18 or older). Students that have been dismissed three times are not allowed to return to OA. The suspension from school may be shortened by the early completion of community service and academic requirements.

## Detention

Students who are referred to the office may be assigned up to 45 minutes of after school detention or may be assigned in-school suspension at the discretion of the administration and/or student request. Detentions are served Wednesdays during early release time. Students arriving late for detention will not be allowed to serve detention. Bottled water only is allowed in detention. Detention time must be used for academic purposes. Students who are disruptive, off-task, sleeping, or nonproductive will be dismissed from detention and assigned additional detention. Students who fail to show up for detention will be assigned an additional detention.

All detention hours must be satisfied by the end of each nine-week grading period for students to be eligible to return to school in good standing for the next nine-week session. Unresolved detentions result in

hours of in-school suspension or community service requirements as determined by administration, at a rate of one hour of community service for each unresolved detention, which will have to be satisfied before the student is eligible to return and attend classes.

### **The RailRodeR “3-R’s”**

**Be responsible** – Be on time and ready to learn (bring materials and submit assignments on time).

**Be respectful** – Do not interrupt the teaching and learning of others (be in assigned seat or place).

**Be resilient** – Keep trying until you master the material. Complete makeup work when you must be absent.

## **Student Discipline Policies**

**Suspension:** Students will be offered the opportunity to complete assignments missed while serving short-term suspensions, either in or out of school. Teachers will receive a notification for homework in their mailbox the morning following suspension. Homework materials are needed in the office by the end of the school day; parents/guardians have been instructed that homework will be available after 3:00 p.m.

**Appropriate Dress/Clothing:** All questions of appropriate clothing will be determined by the administration as needed.

**Arrival/Departure:** Students will not be allowed in the building prior to 7:30 a.m. Students must depart by 3:15 p.m. unless involved in supervised extracurricular activities.

**Battery:** Means to unlawfully, willfully, intentionally, or recklessly touch or cause bodily harm to another person.

**Bullying:** Bullying is “engaging in written or verbal expression or physical conduct” that physically harms or creates a reasonable fear of harm or that is persistent in creating intimidation. This may also include bullying through electronic or other mediums.

**Electronic Devices or Accessories:** All must be checked into the office upon arrival. Recording or videotaping other students or staff members, fights, crisis situations, or medical emergencies will be categorized as disruptive behavior or a Category 2 offense. Students may not have earbuds, air pods, smart watches or any electronic or blue tooth devices in school. They may have their school issued Chromebook and wired earbuds.

**Food:** To be consumed in the lunch area; it is up to the classroom teacher to determine what food will be allowed in the room and when it may be consumed. Outside food and drink is prohibited. Absolutely no energy drinks or cans may be brought into the building.

**Investigations:** When situations require investigation, questioning of students, or student discipline, the priority will be given to the



safety of students followed by an investigation to determine the material facts. The administration will contact parents as merited once an understanding of the issue has been determined. Students who contact parents/guardians or anyone else by email, text message, or phone without permission during this time will be subject to corrective action.

**Law Enforcement Involvement:** The administration may contact the Newton Police Department or other appropriate legal authorities to investigate or make an arrest as needed. Individuals who are unsure as to whether they may be on the OA campus are urged to call 284.6590 to obtain permission prior to visiting.

**Lingering:** Prior to 7:55 a.m., students may gather in the gym. Students may not linger at any time in unsupervised/unauthorized areas of the campus.

**Parking Lot:** Students may park in designated student parking but may not loiter in the parking lot, their cars, or any area of campus not subject to normal student traffic flow and staff supervision (e.g., among trees).

**PDA (Public Display of Affection):** Students may express their affection at school by holding hands. Kissing, pelvis to pelvis/buttock or chest to chest hugging, etc., will be considered inappropriate interaction.

**Safe School Hotline:** The Kansas Highway Patrol provides a toll-free number available for students and parents who wish to anonymously report safety issues: 877.626.8203.

**Search(es):** All property or storage areas on school grounds are subject to human and canine search. Students will be subject to search via wand if they are suspected of possessing a vape, cellphone or inappropriate school item.

- Students will be asked to first offer up the item themselves by a staff member, admin or admin designee
- Student will then be asked to turn out their pockets by admin or admin designee
- If they are choosing not to produce the suspected item the admin or admin designee can utilize a metal detecting wand.

**Sexual Harassment:** Unwelcome advances; requests for sexual favors; or other inappropriate oral, written or physical conduct of a sexual nature (see page 45 for a detailed explanation).

## Searches of Students/Possessions

A search of any student or their possessions may occur at any time upon reasonable suspicion that such a search may result in the finding of firearms, explosives, liquor, flammable materials, weapons, narcotics, or other matter prohibited by law or school policy from being on school property. Such searches may be made without prior notice to the student and only conducted by the principal or designated representative.

An attempt shall be made to notify the parent(s) or guardian(s) of the student, when under 18 years of age, so they may be afforded the opportunity to be present during such a search. Any evidence recovered by the principal and/or designated representative will be turned over to the appropriate law enforcement authorities.

Documentation of such a search and/or seizure will be submitted to the Superintendent and placed in the student's file. Searches are not done randomly and without substance of concern. It is only when the well-being of the students and/or staff are compromised that a search may take place.

## Other Miscellaneous Information

**Graduation:** In order to participate in Commencement exercises, seniors must complete all credit, course, and graduation requirements.

**Unpaid fees:** Payment for all textbook fees are due at the time of enrollment, and payment for all other student fees are due at the time of purchase. USD 373 is contracted with RECHECK Inc. of Wichita, Kansas, to handle collections on unpaid accounts. Unpaid fees may include balances owed for school meals, textbook fees and materials, pay-for-participation fees, lost or damaged books, and other miscellaneous fees. Additional charges will apply to accounts submitted for collection. Parents/guardians contacted by RECHECK Inc. regarding past due accounts should correspond with RECHECK Inc. at 888-794-7325 to resolve account balances. For general information and/or questions regarding the collection of past due accounts, contact Andi Saenz at 316-284-6217.

**Emergency drills:** Fire, tornado and crisis drills are held as required during the academic day throughout the year. Students are expected to cooperate with staff during all safety drills.

**ALICE:** Providing a safe, secure learning environment for students is one of our highest priorities; this is why USD 373 has implemented the use of ALICE (i.e., Alert, Lockdown, Inform, Counter and Evacuate).

ALICE training has become a requirement of staff who are employed by USD 373. Our OA staff have been trained to understand that ALICE is not a step-by-step response, but rather a set of options to utilize in the event of a violent intruder. Students will be trained periodically throughout the school year on ALICE protocols.

## **Lunches**

The OA campus is closed for lunch. A closed lunch period means no students leave the premises at lunch and no visitors are allowed.

Students may purchase a lunch at the district price or may bring a lunch from home. Students are not allowed to have friends or relatives pick up fast food and drop it off at school. The only way a student may leave during lunch or at any other time during the school day is to have a parent/guardian sign them out. Parents and students can check on account balances through Infinite Campus. All students must have identification cards to get lunch.

## **Telephone Use**

A parent or guardian may call to the office to leave a message for their student. However, the phone in the office is not to be used by students without prior permission of the office staff. Students may be given permission to use the phone (in case of an emergency). All student calls may be monitored and limited to 2 minutes.

## **Miscellaneous Information**

**Disabilities** – Please contact the USD 373 compliance officer at 284.6200 if you have questions regarding district compliance with Section 504 of the Americans with Disabilities Act.

## **Hotlines**

Crisistextline.org

Al Anonymous/Alateen - 888-4AL-ANON

Drug & Alcohol - 800-729-6686

Narcotics Anonymous - 818-773-9999

**Racial Harassment** – The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment based on race, color or national origin. Racial harassment is unlawful discrimination based on race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Racial harassment will not be tolerated in the school district. All forms of racial harassment

are prohibited at school, on school property, and at all school-sponsored activities, programs or events (refer to page 48 for a more detailed explanation).

**Safe School Help Line** – A toll-free number is available for students and parents to anonymously report safety issues. The KHPD safe schools number is 1-877-626-8203. Another option is to call the local School Resource Officer’s number and leave a message at: 316-284-6280 x2109.

## **Opportunity Academy Device Handbook (2023-2024)**

The purpose of the Opportunity Academy Device Handbook is to describe the policy, procedures and information regarding the 1:1 devices used at Opportunity Academy.

### **Devices**

Each student will be issued a Chromebook. Devices will be left at the school building.

### **Receiving and Returning Devices**

Devices will be distributed to students at the beginning of the year after the parents/guardians have signed off on the appropriate forms and students have attended an orientation session. When the device is assigned to the student and checked out, the condition of the device and accessories will be documented. This will help in the return process at the end of the year. The following school year, students will be receiving the same device from the previous school year.

During the orientation session, students will learn how the devices are used for instruction/learning and will review the handbook. Individual devices and accessories will be turned in during the final week of school so they can be serviced over the summer.

Students who withdraw, are suspended/expelled or leave the district for any reason must return their device, charger and cords on or before the date of withdrawal.

If a student fails to return the device and accessories at the end of the school year or upon withdrawal from the Newton USD 373 School District, the student’s family/guardian will be responsible for the full cost of replacement of the device, charger and cords. If this amount isn't paid then, as with all unpaid charges, it would be turned over to collections.

## General

- The device is the property of Newton USD 373 School District, and users will follow the Acceptable Use Policy found on the district's website.
- Only use a clean, soft cloth to clean the screen, and do not use cleansers of any type.
- Students will only use the cords and cables provided with the device. Cords and cables must be inserted and removed carefully to prevent damage.
- Devices must remain free of any writing, drawing, stickers or labels of any kind other than the Property of the District labels.
- Students must not remove any Newton USD 373 school labels.
- Devices are never to be left in an unlocked car, or any other unsupervised area.
- Students are responsible for keeping their device's battery charged for use in school each day.

## Using the Device at School

Devices are intended for use at school each day. Students will only be allowed to utilize their device for the Edgenuity online learning platform. Students should not access personal emails or profiles or anything else outside the Edgenuity program.

## Acceptable Use Policy Responsibilities

Students are to follow all expectations as outlined in the Newton USD 373 School District Acceptable Use Policy both at school and home. These include, but are not limited to, the following:

Illegally installing or transmitting copyrighted materials.

Any action that violates existing Board policy or public law.

Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.

Using chat rooms or sites selling term papers, book reports or other forms of student work.

Spamming: sending mass or inappropriate emails.

Gaining access to other students' accounts, files and/or data.

Using the school's Internet/email accounts for financial or commercial gain or illegal activity.

Using anonymous and/or false communications through such sites as iChat or Gmail web-texting sites.

Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.

Vandalism: Any malicious attempt to harm or destroy hardware,

software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

No photos of any kind are allowed on OA campus.

Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

Bypassing the school district's web filter through a web proxy or any other means.

Any violation of the Student Handbook.

Breaking the terms of use on any website, app or program.

## **School Responsibilities**

Provide Internet access to students at school.

Provide Internet filtering while using the Newton USD 373 network.

Review, monitor and restrict information stored on or transmitted via Newton USD 373 School District-owned equipment and to investigate inappropriate use of resources.

Provide staff guidance to aid students in doing research and help ensure student compliance to the Acceptable Use Policy.

## **Parent/Guardian Responsibilities**

Talk to your children about expectations and the standards they should follow on the use of the technology, just as you do on the use of all media information sources, such as television, telephones, movies and radio.

## **Student Responsibilities**

Using devices in a responsible and ethical manner.

Ensuring that the assigned device is only used by them (other students should NOT use the device).

Obedying general school rules concerning behavior and communication that apply to Chromebook/computer use.

Using all technology resources in an appropriate manner to not damage district equipment.

Monitoring all activity on their account(s).

Turning off and securing their device after they are done working to protect their work and information.

Reporting inappropriate behavior or use to an adult.

Returning their device to the school at the end of the school year.

Students who withdraw or are suspended/expelled must return their device.

Not using cameras or recording devices at any time for the safety of all students.

## Damage and or Lost Devices

1. Users will IMMEDIATELY report any damaged or lost devices to a teacher or principal.
2. Students will fill out a "Damaged Device Report" that will be signed by parent/guardian before repair is made to the device.
3. The cost for repairs will be the responsibility of the student/parent/guardian.

## Behaviors and Discipline Related to Student Technology Use

<b>Technology-Related Behavior Violations</b>	<b>Equivalent "Traditional" Classroom Violations</b>
Failure to bring device to school	Coming to class unprepared
Email, texting, skypeing, Internet surfing, playing games, etc.	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc., on device	Vandalism of property
Using account belonging to another student or staff member	Breaking into someone else's locker/classroom
Accessing inappropriate material	Bringing inappropriate content to school in print version
Cyber-bullying	Bullying/Harassment
Using profanity, obscenity, or racist terms on your device	Inappropriate language, harassment
Sending/Forwarding assignment to another student to use as their own and/or copying	Cheating, copying assignment, plagiarism

## Violations Unique to a 1:1 Environment

- Not having device fully charged when brought to school
- Attempts to defeat or bypass the district's filter and/or security settings
- Unauthorized downloading/installation of apps inappropriate for educational setting

## **Acceptable Use Policy**

The use of the Newton USD 373 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Newton USD School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Newton School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the procedures and guidelines named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

## **Opportunity Academy Student/Parent/Guardian Technology Equipment Use Agreement**

This agreement is for the understanding of what will be expected of students in their use of district-issued technology devices. This will also explain the responsibility of both parents/guardians and students. These policies are set forth for the protection and expected use of the district's investment in technology for educational purposes.

### **Expectations for Technology Use**

Leave the device at school each day.

Keep food and beverages away from device to avoid damage.

Do not disassemble any part of the device or attempt any repairs.

The student's device is subject to inspection at any time without notice and remains the property of the USD 373 School District.

The student is responsible for all damage/loss caused by neglect/abuse.

Return the device, power cord, charger or any other equipment in good and working condition.

Comply with teacher requests regarding student use of the device.

Shall not access any outside programs on their Chromebook other than the Edgenuity Online learning.

Do not send inappropriate emails or messages that would be deemed threatening or harassing at school, away from school or at a school sponsored event.

Do not leave the device unattended or leave the lid of Chromebook open while not in use.

Do not loan a student-issued device to another student or allow any other person to use it. The student is the only person to use the device.



Do not download programs or materials without permission of teacher/administration.

There should be no inappropriate pictures or material on the device.

Do not access inappropriate websites at school, away from school or at a school sponsored event.

Do not provide login information to outside email or technology to any other students.

No music or programs shall disrupt the learning environment.

Do not take photos or use recording devices to ensure the safety of the EmberHope students.

I agree to the stipulations set forth in the above documentation and will follow any other use policies in place by USD 373. Any misuse or incidents of the above not being followed, the students and parents will be accountable. USD 373 reserves the right to modify any of the above at any time.

### **Miscellaneous and Board Policies**

Board Policy – Board policies are regularly reviewed and revised. Any policy printed in this handbook is accurate as of the printing date.

Should policies change, the most recent adopted policy of the Board of Education will be followed regardless of what is printed in this handbook.

### **JGEC Sexual Harassment**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

It shall be a violation 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 this policy.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; 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.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Refer to the following link to view the entire Sexual Harassment policy in BoardDocs: [Policy JGEC Sexual Harassment](#)

## **JDDA Drug-Free Schools**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited. The possession, use, sale, or distribution of drug paraphernalia or drug lookalikes is similarly prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

- Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;

- In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
- Used, if at all, in accordance with label directions.

### Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event; nor shall they be in possession of, use, sell, or distribute drug paraphernalia or drug lookalikes in such locations. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to district discipline which may include suspension and/or expulsion.

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.72-6114, 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. 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 area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Revised: 9/2008, 9/2012, 2/24/14, 2/24/2016, 8/6/2018 (KSA No. only)

### **JCDBB Weapons (See EBC, JDC, JDD, JHCAA and KGD)**

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.

## 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 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, 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 Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations

shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.  
Revised: 5/2012, 1/13,5/12/14, 9/28/2015, 7/11/2016

### **JGECA Racial and Disability Harassment**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

It shall be a violation 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 this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all compliance of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

## **Bullying Plan**

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

Harming a student or staff member, whether physically or mentally;

Damaging a student's or staff member's property:

Placing a student or staff member in reasonable fear of harm; or  
Placing a student or staff member in reasonable fear of damage  
to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 373 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and



procedures. The district administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

For the purposes of this Plan, and its authorizing policies, district administration includes building and district level administrators. Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, GAAE, JDDC, JGEC, JGECA and KN)

Revised: 9/2008, 1/2010, 5/2014, 4/25/2016

### **Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

The following questions and answers are intended to help you understand your rights as a parent under FERPA. If you have further questions, please contact the U.S. Department of Education's Family Policy Compliance Office using the contact information provided below.

**Does the school have to provide me with a copy of the records if I request them?** Schools must honor your request to review your child's education records within 45 days of receiving the request. Some states have laws similar to FERPA that require schools to provide access within a shorter period of time. FERPA requires that schools provide parents with an opportunity to inspect and review education records, but not to receive copies, except in limited circumstances.

Parents whose children receive services under the Individuals with Disabilities Education Act (IDEA) may have additional rights and remedies with regard to their children's education records. The school district, local special education director, or state special education director can answer questions about IDEA.

**Who else gets to see my child's education records?** To protect your child's privacy, schools are generally prohibited from disclosing personally identifiable information about your child without your written consent. Exceptions to this rule include the following:

- Disclosures made to school officials with legitimate educational interests;
- Disclosures made to another school at which the student intends to enroll;
- Disclosures made to state or local education authorities for auditing or evaluating federal-or state-supported education programs, or enforcing federal laws that relate to those programs;
- Disclosures including information the school has designated as "directory information."

**What is directory information?** FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include the following:

- Name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received; and
- The most recent school attended.

**Does FERPA give me a right to see the records of my son or daughter who is in college?** When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student ("eligible student"). However, FERPA provides ways in which a school may—but is not required to—share information from an eligible student's education records with parents, without the student's consent. For example:

Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.

Schools may disclose education records to parents if a health or

safety emergency involves their son or daughter.

Schools may inform parents if the student, if he or she is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

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

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint 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. Please refer to the complete policy listed in BoardDocs: [Policy GAAF - Emergency Safety Interventions](#)  
Revised 4/22/2019

### **IDAB - Support Programs (See IC and LDD)**

Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

Drug Education - All students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities because the student sought assistance.

Student Mental Health - The superintendent may develop and implement a student mental health awareness program. The superintendent shall identify community or area mental health agencies able to provide assistance.

Dropout Prevention – The superintendent may develop and implement programs to prevent students from dropping out of school or to encourage dropouts to return to school.

The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

At-Risk Students – The superintendent shall be responsible for developing a program for identifying and working with at-risk students.

Guidance - The guidance program shall be organized to serve all students. Counselor(s) shall provide guidance services consistent with district philosophy, job descriptions and board policies.

Homebound Instruction - Homebound instruction may be provided to a student as deemed necessary by the superintendent or by the student's Individualized Education Program (IEP) team or Section 504 team.

Revised: 8/10/2015, 3/13/23

### **IHA Grading System**

The district shall have board-approved methods for assessing and reporting the quality of student academic progress. Information shall be published in appropriate handbooks.

Revised: 8/10/2015 OA utilizes a 90 (A), 80 (B), 70 (C), 60 (D), 0-59 grading scale.

### **IHEA Make-Up Opportunities (See JBD, JDD)**

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

Revised: 8/10/2015

### **Make-Up Work**

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

### **JBD Absences and Excuses (See AEB, IHEA, JBE and JDD)**

When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

## Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

## Significant Part of a School Day

An absence of more than 120 minutes or more (2 hours) in any school day shall be considered an absence for a significant part of the school day.

## **JGG Transportation (See ED and EDDA)**

School-provided transportation shall be available to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook.

Revised: 9/28/2015, 2/24/2016, 9/2022

## **Pupil Conduct - Transportation**

To achieve the goal of providing a safe ride for everyone, we need the cooperation of everyone involved. There are times when some students do things that require a reprimand. We hope there are minimal reprimands, but there have to be rules and consequences for breaking the rules. The following instructions apply anytime the pupil is riding a school bus either on regular routes or on an activity or field trip.

The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cordially.

Pupils must be on time! The bus cannot wait for those who are tardy.

Bus riders must conduct themselves in a safe manner while waiting for the bus. They should never stand in the roadway. They should stand single file in an orderly manner and board in like manner.

Students must not move toward the bus until the service door is opened. The bus will stop at least 6 ft. from the nearest student. If a student must cross the road, the student should check traffic, then make eye contact with the driver or watch for the driver's signal to cross.

The driver must assign a seat to each student. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and the bus is NOT in motion.

Passengers must remain seated while the bus is in motion.

Classroom conduct is to be observed by pupils while on the bus. Only low conversational volume levels are acceptable.

Unnecessary conversation with the driver is prohibited.

Absolute quiet is necessary when approaching a railroad crossing stop.

Passengers must not throw anything out of bus windows. Pupils must also not throw paper or other items on the floor of the bus. Riders are to help keep the bus clean and sanitary at all times.

Pupils must not at any time extend their arms, heads, or any other part of the body out of the bus windows.

Passengers must never tamper with the controls or the equipment on the bus. Any damage to the bus is to be reported to the driver at once or at the time the rider leaves the bus.

Riders must keep books, packages, coats, feet, musical instruments, and all other objects out of the aisle.

**STUDENTS SHALL NOT BE ALLOWED TO OPEN, EAT, AND/OR DRINK ANY FOOD OR BEVERAGE ON THE SCHOOL BUS. Violation of this rule shall be considered as a disciplinary infraction and**

handled as such.

No glass containers, live animals, pets, balls, bats, balloons, skate boards, or weapons are allowed. If seating arrangements do not allow room for large items to be safely stored without blocking aisle or exit, the students will be asked to make other arrangements for transporting these items. This includes pillows, sleeping bags, instruments, and fundraiser items.

If a pupil's conduct endangers the safety of others, or they commit acts of vandalism, swear, or use obscene language, unacceptable signs, or commits moral offenses, this will warrant a disciplinary write-up with consequences.

Smoking or possession of liquor or illegal drugs is prohibited and shall be reason for suspension of transportation privileges.

Fighting or scuffling on the bus or at the bus stops could warrant a suspension of transportation privileges.

When leaving the bus, cross the road at least ten feet in front of the bus. Observe the directions of the driver, and then look to be sure no traffic is approaching from either direction. If not crossing the road, move clear of the bus immediately and stay clear, wait away from the road before checking the mailbox or doing any activity near the road. NEVER CROSS BEHIND THE BUS.

No pupil shall board a bus unless the driver is present.

STUDENTS ARE ADVISED TO LISTEN TO THEIR HOME RADIO STATION FOR STORM WARNINGS AND SHOULD NOT ATTEMPT TO REACH SCHOOL WHEN SO FOREWARNED. (Unsafe conditions include heavy snows, floods, extreme wind-chill.)

NO rider shall be allowed to disembark at any designated bus stop other than their assigned stop without prior notification to the Transportation Department Office. Non-qualified riders MUST obtain approval to ride any route prior to doing so with the Transportation Office. Both of these may be by a phone call to 284-6506 or by mail PRIOR to that route. NOTES WILL NOT BE ACCEPTED.

## Miscellaneous School Policies/Rules

**K.S.A. 72-6114. Grounds for suspension or expulsion; who may suspend or expel.** Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

Willful violation of any published regulation for student conduct adopted or approved by the board of education;

Conduct which substantially disrupts, impedes or interferes with the operation of any public school;

Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;

Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;

Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or

Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

*Suspended Students – Students who are suspended from school are not to attend any school activity or to be on school or U.S.D. 373 property.*

**K.S.A. 72-6115. Duration of suspension or expulsion; notice; hearings, opportunity afforded, waiver, time, who may conduct.**

A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year. (1) Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil an opportunity for a hearing thereon. The notice may be oral or written and the hearing may be held immediately after the notice is given. The hearing may be conducted informally but shall include the following procedural due process requirements: (A) The right of the pupil to be present at the hearing; (B) the right of the pupil to be informed of the charges; (C) the right of the pupil to be informed of the basis for the accusation; and (D) the right of the pupil to make statements in defense or mitigation of the charges or accusations. Refusal of a pupil to be present at the hearing will constitute a waiver of the pupil's opportunity for a hearing. (2) A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil a hearing if the presence of the



pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

A written notice of any short-term suspension and the reason therefor shall be given to the pupil involved and to the pupil's parent or guardian within 24 hours after the suspension has been imposed and, in the event the pupil has not been afforded a hearing prior to any short-term suspension, an opportunity for an informal hearing shall be afforded the pupil as soon thereafter as practicable but in no event later than 72 hours after such short-term suspension has been imposed. Any notice of the imposition of a short-term suspension that provides an opportunity for an informal hearing after such suspension has been imposed shall state that failure of the pupil to attend the hearing will result in a waiver of the pupil's opportunity for the hearing.

No suspension for an extended term and no expulsion shall be imposed upon a pupil until an opportunity for a formal hearing thereon is afforded the pupil. A written notice of any proposal to suspend for an extended term or to expel from school, and the charges upon which the proposal is based shall be given to the pupil proposed to be suspended or expelled from school, and to the pupil's parent or guardian. Any notice of a proposal to suspend for an extended term or to expel from school shall state the time, date and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later than 10 days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. 72-6116, and amendments thereto.

Whenever any written notice is required under this act to be given to a pupil or to a pupil's parent or guardian, it shall be sufficient if the notice is mailed to the address on file in the school records of the pupil. In lieu of mailing the written notice, the notice may be personally delivered.

A formal hearing on a suspension or expulsion may be conducted by any person or committee of persons authorized by the board of education to conduct the hearing

## History of Newton

Newton is located 18 miles north of Wichita on Interstate 135 in the south central portion of Kansas in Harvey County. The city was established in 1871. A group of Santa Fe Railroad stockholders named the town after their hometown of Newton, Massachusetts. About 19,500 people live in Newton. The railroad, Mennonite, Mexican and African American cultures have blended to create a diverse community. Its heritage is celebrated with memorials, architecture and civic events.

There is a good reason why USD 373 students, staff and fans call themselves the Railroaders. In 1872 the western terminal for the Atchison, Topeka and Santa Fe Railway and the railhead for the Chisholm Trail were established at Newton. Many cattle drives ended in Newton and the town's early days were rough and rowdy.

The Newton Station and the old Railroad Savings and Loan Building, which is now called 500 Main Place, stand across from each other on Fifth and Main streets. They have been restored and maintained as brick-and-mortar examples of Newton's historic connection to the railroad's heyday. Railroads that serve Newton today include the Union Pacific and the Burlington Northern and Santa Fe. Amtrak still stops and picks up passengers at the Newton Station.

Mennonites began to immigrate to Newton from Russia in the 1870s to avoid religious persecution. Today the Newton area has one of the largest Mennonite populations in the country. Their influence can be seen throughout Newton. Bernard Warkentin's home on First Street and the Old Mill on Main Street are historic reminders of the Mennonite introduction of Turkey Red Wheat to Kansas, a contribution that helped the state become the nation's breadbasket. Bethel College, a liberal arts Mennonite school located in North Newton, adds to the rich cultural climate of the area.

Migrant workers from Mexico began arriving in Newton in the early 1900s. The Santa Fe Railroad recruited them from border towns in Texas. Railroad jobs offered them a good opportunity for a better life. At first, the workers came for the spring, summer and fall months, returning to Mexico in the winter. Eventually, they brought their families with them and became permanent residents. They also brought with them the Mexican version of the Catholic religion, which plays a major role in their community life. Over time, Hispanic citizens have become teachers, lawyers, doctors and much more. Today, Newton's Hispanic citizens are fully integrated into and an important part of the community. For more information about Newton, visit the

Newton Area Chamber of Commerce [www.infonewtonks.com](http://www.infonewtonks.com)

## History of EmberHope Youthville

EmberHope Youthville was founded as an organization committed to caring for homeless, needy, and orphan children. The agency evolved into a 501(c)3 non-profit, faith-based agency committed to developing innovative programs that inspire change in at-risk youth and families.

In the early 1920s, the Methodist Church recognized the need to build a residency to care for homeless, needy, and orphaned children. This residence became a reality when funds from Mr. Edward

P. Libbey's estate and the city of Newton purchased 30 acres to build the Kansas Methodist Home for Children.

Libbey Hall, named after Mr. Libbey, was opened in 1929. The building included dormitories, offices, a kitchen, and a library. A few years later, a barn with stables housing cows, horses, and chickens was built to help the campus become self-sufficient. Over the next nine decades, six more residential cottages were built, along with a school and a chapel.

In the 1960s, the agency's name was changed to Methodist Youthville. The agency also started to focus on providing services to adolescent youth with emotional or social adjustment problems. That same year, the agency expanded into Dodge City. The agency also began operating group homes all over the state of Kansas.

In 1972, the agency, now named United Methodist Youthville, started operating a family foster home program in the Newton community.

In 1996, Kansas became the first state to fully privatize its adoption, foster care, and family preservation services. The agency began serving youth and families as part of the Region 5 foster care/reintegration contract in Sedgwick County.

Over the next several years, the agency grew. In 2007, Family Consultation Services was acquired allowing the agency to provide outpatient mental health services. Through a parenting support and foster care state contract, we opened an office in Washington state in 2011 and expanded our foster care program into the state of Texas in 2013.

After eight decades of providing quality services to children in foster and residential care, United Methodist Youthville was renamed EmberHope in 2013. This new name better encompassed our expanding services in mental health services, foster care, and residential, as well as the launch of STRIVE, an independent living program.

In 2018, the agency underwent another name change as it moved back to the original Newton campus, operating now as EmberHope Youthville. The name change reflected the return to our historical roots, while still continuing to provide a variety of services.